



School Educational Visits Statement

This statement sets out the school-specific arrangements for educational visits, outdoor learning and adventurous activities. It must be read in conjunction with:

- Yorkshire Learning Trust Educational Visits, Outdoor Learning and Adventurous Activities Policy
- Yorkshire Learning Trust Educational Visits Assurance Framework
- OEAP National Guidance for Learning Outside the Classroom
- North Yorkshire Council / NYES Educational Visits guidance
- EVOLVE system guidance

This statement is completed by the school, approved locally, and published on the school website.

1. School Details

Item	Details
School name	Tadcaster Grammar School
Headteacher	Riain Vernon (interim HT)
Date of approval	26/02/2026
Review date	26/02/2027

2. Educational Visits Coordinator (EVC)

The school has appointed an Educational Visits Coordinator (EVC).

Item	Details
Name of EVC	Rob Solk
Role	EVC/Curriculum Team Leader: Physical Education
Date of most recent EVC training/ revalidation	17/01/2024

Administrative support for visits (if applicable): Main Office

3. Approval and Delegation

Educational visits are approved in line with Trust policy and employer guidance.

Approval overview

Type of visit	Final approval
Local Learning Area visits	EVC
Day visits outside Local Learning Area	Head (delegated to EVC)
Residential visits	Adviser
Overseas visits	Adviser
Adventurous or higher-risk activities	Adviser

Name/Role of Base Contact for all visits:

Residentials/Overseas: Nominated member of the Senior Leadership Team

All other visits: Line Manager for the Department organising the visit



4. Local Learning Area (LLA)

The Local Learning Area is used for routine and regular visits.

Description of the Local Learning Area

Under our rolling consent for visits within the Local Learning Area, this is limited to low-risk activities, normally involving walking visits only. Our LLA is a 5 mile radius from Tadcaster Grammar School.

Operating expectations for the Local Learning Area

Risks within the Local Learning Area are managed through:

- appropriate staff supervision
 - clear pupil expectations and briefings
 - staff familiarity with the area
 - communication arrangements
 - awareness of medical needs and emergency procedures
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5. Planning and Risk Management

The school uses the EVOLVE online system, supported by North Yorkshire Educational Visits Service, to plan and record visits as required.

Risk management is proportionate, focused on significant hazards, and reviewed dynamically before and during visits.

6. Consent and Communication

The school's arrangements for informing parents and obtaining consent are:

Routine acknowledgement: Educational visit during the school day which is part of the routine curriculum

Electronic consent is gained on enrolment for educational visits during the school day which are part of the routine curriculum. Information regarding the nature of the types of visit will be included in the electronic consent form. We will always aim to fully inform parents/carers through the school's communication systems of the key details of the visit. On occasions, a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be off site but this may not always be possible.

Non-routine consent: Beyond the school day or not a part of the routine curriculum

Electronic consent via Parent Pay is gained for educational visits which are non-routine visits and beyond the school day or not a part of the routine curriculum. We will always aim to fully inform parents/carers through the school's communication systems of the key details of the visit.

Specific consent: Further afield, residential or non-routine adventure

Electronic consent via Parent Pay is gained for every individual visit that is further afield. Electronic consent via Parent Pay and/or the school's consent and medical information for educational off-site visits & adventurous activities form will be gained for visits which involve a higher level of risk including but not limited to residential visits or non-routine adventure. We will always aim to fully inform parents/carers through the school's communication systems of the key details of the visit.



Medical and emergency contact information is reviewed proportionately, particularly for higher-risk visits.

7. Staff Competence and Supervision

The school ensures that:

- staff leading or accompanying visits are competent for their role
 - supervision arrangements are appropriate to the activity, group and environment
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8. Use of External Providers

Where external providers are used:

- appropriate assurances are obtained in line with national guidance
- responsibility for risk management is clearly understood

Providers manage risks associated with taught activities.

The school manages risks associated with travel, supervision and non-taught time.

9. Incident Management

The school operates an incident management plan for educational visits.

Staff involved in visits are aware of emergency and escalation procedures, including Trust expectations for reporting significant incidents or near misses.

10. Monitoring and Review

Educational visits are monitored by the Headteacher and EVC.

Learning from visits, incidents or near misses is used to inform future practice and contribute to Trust assurance where appropriate.

11. Approval

This School Educational Visits Statement has been approved by:

Role	Date
Headteacher	26/02/2026
Chair of Local Governing Committee (if applicable)	