



## 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      | Monk Fryston CE Primary School |
| Headteacher      | Rick Weights                   |
| Date of approval | 18/3/26                        |
| Review date      | Mar 2029                       |

### 2. Educational Visits Coordinator (EVC)

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

| Item  | Details      |
|---|--------------|
| Name of EVC                                     | Rick Weights |
| Role  | Headteacher  |
| Date of most recent EVC training / revalidation | 3/11/2020    |

Administrative support for visits (if applicable): Katie McLachlan

### 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             | Headteacher    |
| Day visits outside Local Learning Area | Headteacher    |
| Residential visits                     | LGC            |
| Overseas visits                        | NYC            |
| Adventurous or higher-risk activities  | LGC            |

Name/Role of Base Contact for all visits: Katie McLachlan

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## 4. Local Learning Area (LLA)

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

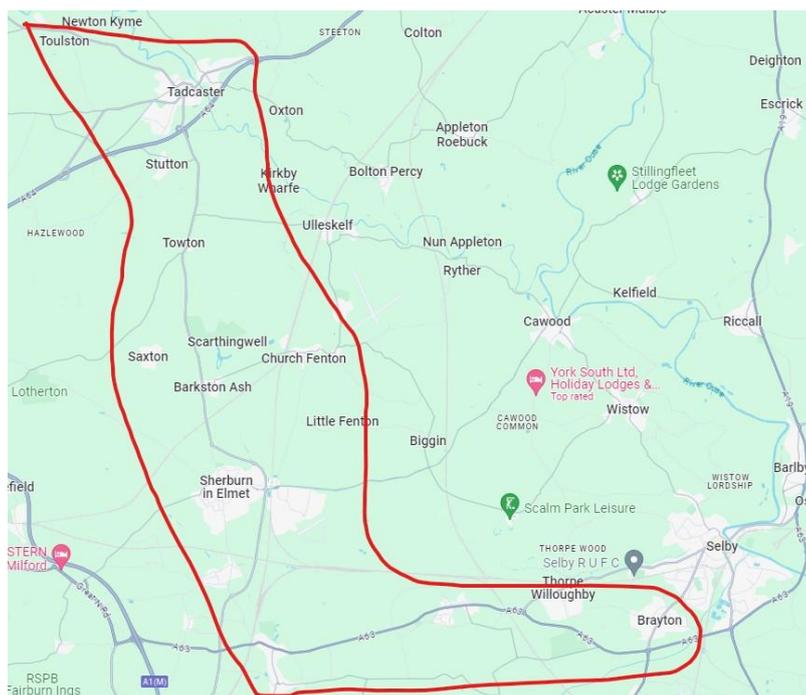
### Description of the Local Learning Area

#### Boundaries

The boundaries of the locality are deemed to be the village in the immediate vicinity of the school, and the areas around other STAR MAT schools. This area includes the following frequently used venues: e.g.

- St Wilfred's Church
- All Saints Church
- Former STAR MAT Schools
- Tadcaster Leisure Centre
- Tadcaster Swimming Pool

The general area can be seen outlined in red on the map below –



We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure.

## 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

Any additional local considerations:

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.



- There will normally be a minimum of two adults accompanying any visit.
  - Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
  - Pupils have been trained and have practiced standard techniques for road crossings in a group.
  - Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
  - All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
  - Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
  - Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
  - Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
  - Staff will carry a mobile phone or walkie talkie (within range of the receiver) with each group and the office have a note of the number.
  - Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
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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.

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## 6. Consent and Communication

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

Permission to attend visits within the Local Learning Area is obtained on entry to the school. Parents will normally be notified by the class teacher before each visit takes place.

Permission to attend visits beyond the Local Learning Area is obtained for each visit. This is normally done through ParentPay.

Consent for out-of-hours visits is obtained specifically and will usually be done through a bespoke consent form.

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

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## 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.

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## 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.

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## 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.

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## 11. Approval

This School Educational Visits Statement has been approved by:

| Role   | Date      |
|--|-----------|
| Headteacher  | 25/2/2026 |
| Chair of Local Governing Committee (if applicable) |           |