



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	Bishopthorpe Infant School and Archbishop of York's CE Junior
Headteacher	Mrs Kerry Davies
Date of approval	March 2026
Review date	March 2027

2. Educational Visits Coordinator (EVC)

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

Item	Details
Name of EVC	Mrs Jenny Ingram
Role	Deputy Headteacher
Date of most recent EVC training / revalidation	11.03.2026

Administrative support for visits (if applicable): Angela Dennison (School Business Manager),

Sarah Russell, Audrey Davy and Margaret Seager (Administrative Assistants)



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 or Headteacher
Day visits outside Local Learning Area	Headteacher
Residential visits	North Yorkshire Outdoor Learning Service
Overseas visits	North Yorkshire Outdoor Learning Service
Adventurous or higher-risk activities	North Yorkshire Outdoor Learning Service

Name/Role of Base Contact for all visits: Mrs Kerry Davies, Executive Headteacher

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 Local Learning Area are listed below and shown on the map in Appendix 1. This area includes, but is not limited to, the following frequently used venues:

- St. Andrew’s Church
- Bishopthorpe Palace
- Bishopthorpe Cricket Club, Ferry Lane
- York College
- Brunswick Nursery

‘No-go’ areas within the Boundaries

- River Ouse at Bishopthorpe Palace
- Main Street, Sim Balk Lane or Appleton Road crossing points without staff supervision



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

Visits and activities that take place within the ‘Local Learning Area’, during the normal school day and that are part of the normal curriculum should follow the Operating Procedure below:

Potential significant issues/hazards within our Local Learning Area							
<ul style="list-style-type: none"> • 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 fieldwork (nettles, brambles, rubbish, etc). 							
These are managed by a combination of the following:							
<ul style="list-style-type: none"> • The Executive Headteacher, Deputy Headteacher or EVC must give verbal approval before a group leaves. • Only staff judged competent to supervise groups in this environment are approved. • Pupil/staff ratios are appropriate for group size and age and there will be a minimum of two adults. <p>Minimum Supervision Ratios:</p> <table border="1"> <tbody> <tr> <td>EYFS</td> <td>1:3</td> </tr> <tr> <td>Year 1, 2 and 3</td> <td>1:6</td> </tr> <tr> <td>Year 4, 5 and 6</td> <td>1:10</td> </tr> </tbody> </table>		EYFS	1:3	Year 1, 2 and 3	1:6	Year 4, 5 and 6	1:10
EYFS	1:3						
Year 1, 2 and 3	1:6						
Year 4, 5 and 6	1:10						
<ul style="list-style-type: none"> • Staff are familiar with the area, including any ‘no-go’ areas, and have practiced appropriate group management techniques. • The selected route takes the least busy option. • Pupils have been trained and have practiced standard techniques for road crossings in a group. • Pupils are briefed on keeping their distance from members of the public, animals etc. • When walking on narrow pavements, pupils will walk in single file. • Where appropriate, pupils are fully briefed on what to do if they become separated from the group. • 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. • A mobile is taken with each group and the office/EVC have a note of the number. • Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues, etc.) 							



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.

For Local Learning Area activities, a shortened version of an EVOLVE VISIT FORM will be completed, containing relevant information, including: -

- VISIT NAME, TYPE AND PURPOSE
- DATE OF VISIT
- TIME OF DEPARTURE / TIME OF RETURN
- WHERE THE VISIT IS GOING
- VISIT LEADER AND STAFFING
- NUMBER OF STUDENTS ATTENDING

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:

- Local Learning Area Activity (LLA): no parental consent needed and activity information shared with parents prior to the visit.
- Visits beyond LLA: parental consent needed specific to the activity with detailed information regarding the activity shared at least one week prior to the visit.
- Out-of-hours or higher-risk visits: parental consent required including emergency contact information and medical information. Detailed information shared with parents well in advance of the visit and parent meeting held if necessary.

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

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:

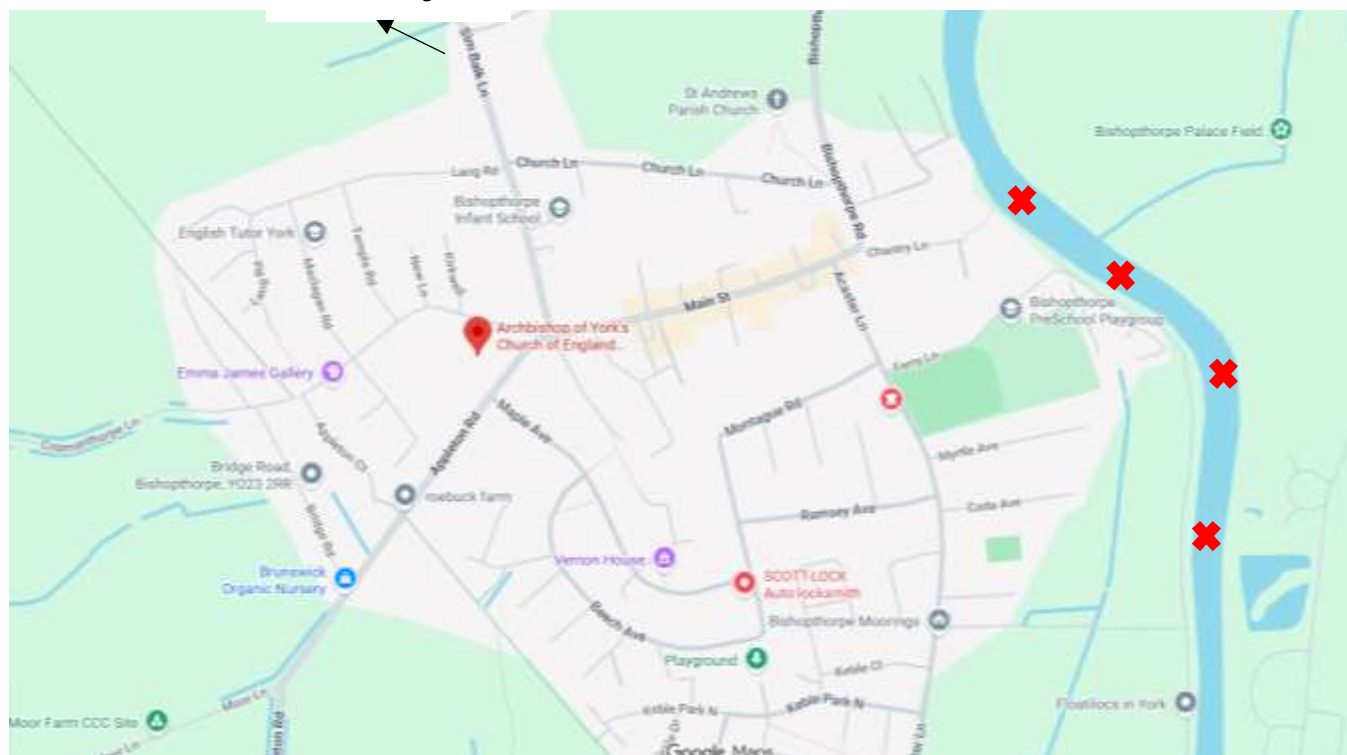
Role	Date
Executive Headteacher	
Chair of Local Governing Committee (if applicable)	



Appendix 1

Bishopthorpe Infant School and Archbishop of York's CE Junior School Local Learning Area Map

to York College



✘ = 'no go' area