



Liverpool
City Council

Educational Visits Policy



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1.0 Executive Summary

The purpose of this document is to offer support to all schools and academies, Integrated Youth and Play Service and voluntary groups that take part in off-site, educational, residential and adventurous activity. It supports the use of these exciting, highly motivating environments and activities that help our children and young people to learn.

This policy replaces previous local authority document "Educational Visits Health and Safety Policy Statement and Guidance (2004) builds upon the good practice set out in DfES Publications from 1998 to 2002, and takes into account DfE guidance issued in 2011.

This policy sets out clear procedures to ensure that educational visits are safe

and well managed. Individual roles and responsibilities are defined. Risk assessment is an important part of the process and a proforma is included.

LA approval is required for all residential visits and hazardous activities and Form 1 should be completed at least 28 days in advance.

Educational Visit Co-ordinators (EVCs) should ensure group leaders follow the policy.

The LA Outdoor Education Officer will help EVCs by providing training, monitoring visits and processing applications for approval. The Health and Safety Unit will also provide advice and support, and review procedures and policies.



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