



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	Sherburn High School
Headteacher	Matt Gill
Date of approval	March 2026
Review date	February 2029

2. Educational Visits Coordinator (EVC)

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

Item	Details
Name of EVC	Matt Wilson
Role	EVC Co-ordinator and Site Manager
Date of most recent EVC training / revalidation	26/09/2024

Administrative support for visits (if applicable):

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	Matt Gill
Day visits outside Local Learning Area	Matt Gill
Residential visits	Advisor
Overseas visits	Advisor



Type of visit	Final approval
Adventurous or higher-risk activities	Advisor

Name/Role of Base Contact for all visits: Matt Gill [Headteacher]

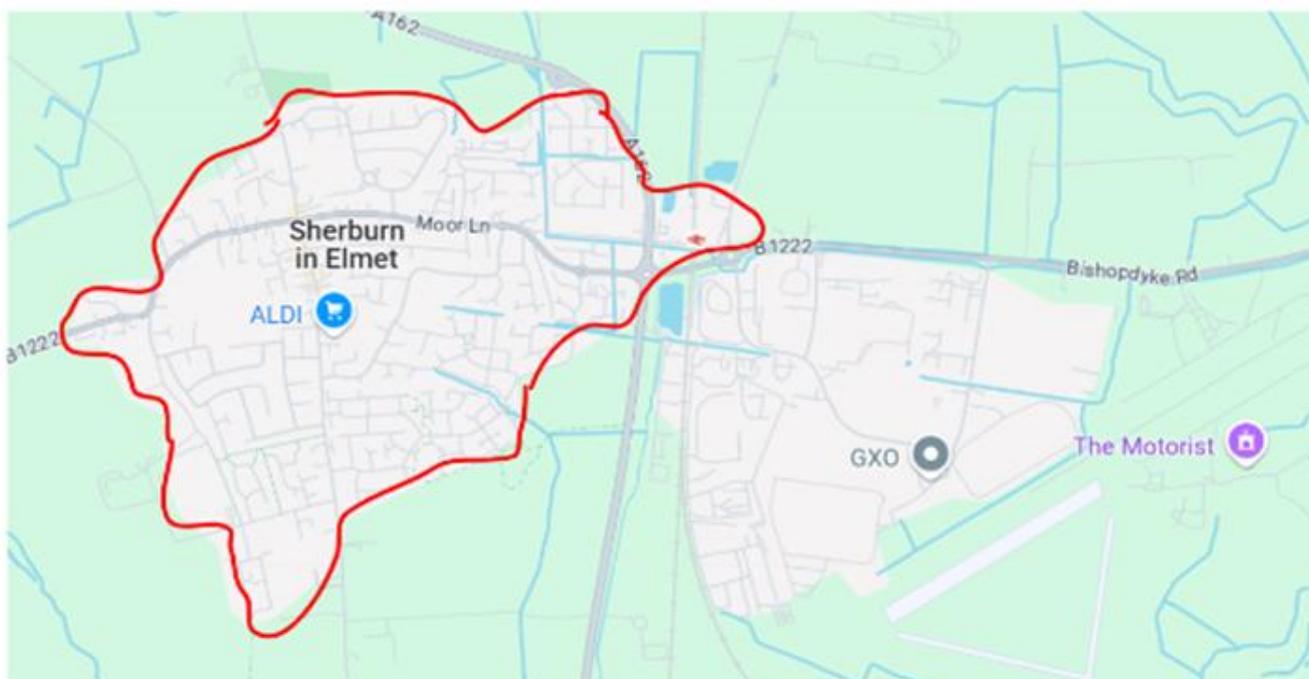
4. Local Learning Area (LLA)

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

Description of the Local Learning Area

The Local Learning Area refers to Sherburn in Elmet Town excluding the Industrial Estate.

Please see map below. Previous destinations have included; The Old Girls School, Sherburn Hungate Primary School, Local Church, Library and Shops.



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:

- 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).
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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 Local Learning Area (LLA) Visits:** Written consent is obtained upon **initial enrollment** for all low-risk activities within the local vicinity. Parents are notified of specific dates via the school gateway/email prior to the activity.
- **Standard Day Visits:** For trips extending beyond the LLA but within school hours, **additional specific consent** is sought via a digital form for each occurrence.
- **High-Risk or Out-of-Hours Visits:** For residential, overseas, or adventurous activities, a **formal consent process** is required, often supported by a parent information evening.

Medical and emergency contact information is reviewed proportionately, particularly for higher-risk visits, to ensure staff have the most current data on hand.

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	11/03/2026
Chair of Local Governing Committee (if applicable)	11/03/2026