



Educational visits policy

02 Jun 2025

A reminder for schools to follow the local authority's [educational visits policy](#)

Schools where the local authority is the employer are required to follow this policy. Schools where the local authority is not the employer are encouraged to use this policy.

Educational visit approval process

- Educational visit idea and agreement by the head teacher in principal
- Information gathered about the various visit elements for example transport, trip activities, accommodation, etc
- Risk assessment completed and approved by the EVC
- Educational visit programme finalised (Itinerary, contacts lists, letters to parents, etc)
- Final approval by the head-teacher (overseas expeditions involving challenging adventures to be authorised by the local authority's Schools Health and Safety Team. *These include adventures to remote locations involving trekking, sailing, or kayaking, off-piste skiing, and glacier travel. They do not include European exchange visits, cultural visits or organised on-piste skiing with qualified instructors)
- School approval form and SV1 form for all educational visits completed
- Completed SV1 form sent to Schools Health and Safety for all residential and overseas expeditions
- School goes on their educational visit.

Educational visits coordinator (EVC) training

Read how to access and book [EVC training](#)

Related content

[Educational and recreational visits](#)

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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