

Policy and Procedure on Educational Visits


Cambian Oakwood School

Policy Author	Laura Dickie
Approval Date	July 2024
Last Review	Nov 2025
Next Review	Nov 2028
Version No	5
Policy Level	Education
Staff Groups Affected	All Education Staff

Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the Head of Service.

The Proprietor/Responsible Individual will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.



Andrew Sutherland
Representative, Proprietor
July 2024

Louise Curel
**[Headteacher/Principal/Registered
Manager**
February 2026

2. Terminology

Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	This is a generic term which means the Children's Home/school/college. Cambian Oakwood School is a school
Individual	Means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Cambian Oakwood School we have young people attending and/or residing between the ages of 5-16
Service Head	This is the senior person with overall responsibility for the Cambian Oakwood School. At Cambian Oakwood School this is the Head Teacher who is Louise Curel. <i>* dual registered locations need to include Service Head and Registered Manager if they are not the same person.</i>
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian Oakwood School this is Ofsted.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Local Authority	This means the local authority for the location. Our local authority is Shropshire.
Staff	All staff working at the Location including employed staff, students on placement, contractors, agency staff, volunteers and proprietors.



England

Legislation:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

Guidance:

- DfE: Health and Safety on Educational Visits
- OEAP National Guidance
- Council for Learning Outside the Classroom (LOtC) Quality Badg

Scope

- Covers whole school/college, including clubs, holiday activities, and off-site learning.
- Applies to over and under 18 years
- Applies to all activities beyond the normal operational base, during and outside school hours.

Policy Principles

- Educational visits must have clear aims and objectives linked to curriculum and wellbeing.
- Promote inclusion and equal opportunities.
- Be planned, risk assessed, and monitored.

Responsibilities – Schools/Colleges must:

- Conduct risk assessments, including medical and special needs.
- Ensure supervision ratios and vetting checks.
- Prepare emergency procedures, first aid, and contact details.
- Plan transport and insurance arrangements.
- Communicate with parents/carers and obtain written consent for higher-risk activities.
- Appoint an Educational Visits Coordinator
- Follow safeguarding protocols for under and over 18s.

Safeguarding & Behaviour

- Set clear expectations for learner behaviour.
- Have procedures for emergency medical treatment if parents cannot be contacted.

Equal Opportunities & Inclusion

- Activities must be accessible to all learners, with adjustments for those with SEND/EHCP
- Risk assessments must align with Equality and Diversity policies.

SEND /EHCP & Learning Outside the Classroom

- Learners with SEND / EHCP receive higher staffing ratios, never less than standard ratios.
- Accessibility planning considers environment, curriculum, and information provision across all nations.
- No learner is excluded from visits; reasonable adjustments are made to prevent discrimination under Equality legislation.
- Risk assessments cover both the whole visit/activity and individual inclusion needs, including aids/equipment and arrangements agreed with parents/carers, staff, venue managers, and operators.
- Supervision ratios may increase for complex activities or where additional needs exist (e.g., two-to-one supervision for high-risk cases).
- Adults assigned to individual care are not counted in overall group ratios.
- Decisions on ratios and adjustments involve collaboration with learners, parents/carers, group leaders, and relevant staff.
- Overall responsibility lies with the proprietor to ensure health and safety for staff, volunteers, learners (under and over 18), and visitors during all activities.
- School/College-provided mobile phones and cameras are used for educational purposes only.
- Educational visits balance safety with opportunities for risk-based learning, focusing on real risks rather than trivial ones.
- Written risk assessments are required only for significant risks (e.g., climbing, caving, water-based activities), not routine visits.
- Purpose of risk management is to enable safe participation, not prevent activities; paperwork should be proportionate and practical.
- Staff receive training to manage risks effectively and communicate plans clearly to learners and parents/carers.
- Staff act responsibly by applying sensible precautions, using contingency plans when needed, and following specialist/local advice for higher-risk activities.
- Legal guidance confirms prosecutions occur only for serious breaches, not accidents despite reasonable precautions.

Risk Assessment

- Legal requirement under Health and Safety legislation.
- Identify hazards and control measures; address special educational needs (SEN) for England and medical needs.

- Include contingency plans for emergencies.
- Types: Generic (common activities), Visit/Site-specific, Ongoing (dynamic changes).
- Consider: type of visit, location, transport, staff ratios, first aid competence, age, weather, medical needs, emergency procedures, insurance, external provider checks.
- Pre-visit checks required to identify hazards.
- Must include assessment of national terror threat levels (3–5).

Staff/Learner Ratios

- Ratios vary by age, activity, and needs; always equal or more generous than in-school ratios.
- Minimum: two adults per group for off-site visits; mixed-gender supervision for residential trips.
- Non-direct supervision allowed only in defined areas with clear rules; learners remain in groups of at least three.

Learner Preparation

- Learners involved in planning and understand expectations.
- Provide safety checklist and leader's contact number for emergencies.

Employer Duties

- Under Health and Safety at Work Act, employers must assess and manage risks, inform staff, and provide training.
- Proprietor ensures activities are appropriate and school runs efficiently during staff absence.
- Roles include: Governing body, Head of Establishment, EVC, Visit Leader, Assistant Leader, Volunteer, Parents/Carers.

Head of Establishment Responsibilities

- Ensures compliance with national guidance and school health and safety policy.
- Delegates tasks based on competence and risk assessment requirements.
- Works with EVC for planning and oversight.

Duty as an Employee

- Take reasonable care of own health and safety and that of others.
- Co-operate with employer on health and safety matters.
- Follow training and instructions.
- Report any situation posing serious and immediate danger.

- Act with common law duty of care, as a prudent parent would.
- Raise concerns if procedures seem inappropriate or overly bureaucratic.
- Teachers on school-led visits act as employees of the proprietor, whether during or outside normal hours.
- Follow Group Leader instructions, assist with control and discipline, and stop activities if risks are unacceptable.
- Manage potential conflicts of interest (e.g., own child in group).

Training

- Proprietor ensures staff receive health and safety training appropriate to their role.
- Training may range from basic instructions to specialist courses for higher-risk activities.

Approval & Oversight

- Head of Establishment approves visits and ensures pre-visit checks, risk assessments, and safety measures are in place.
- Competent instruction for activities and appropriate supervision ratios confirmed.
- Medical and SEN (Special Educational Needs - England) addressed.

Educational Visits Coordinator (EVC) Responsibilities

- Produces annual visit plan and ensures compliance with guidance and regulations.
- Supports Group Leaders with planning and training.
- Confirms behaviour policies apply off-site.
- Appoints suitable Group Leaders and verifies risk assessments and safety.
- Ensures consent forms, insurance, travel arrangements, and emergency contacts are in place.

Office Functions

- Check leadership and staff qualifications, including accompanying staff and volunteers.
- Confirm risk assessments completed.
- Ensure effective parent/carers liaison and consent.



- Overall responsibility for administration, programme, supervision, and conduct of the visit.
- Risk assesses locations, groups, and leader competencies; implement and monitor risk management procedures.
- Agree roles, responsibilities, and emergency procedures.
- Plan for contingencies and ongoing risk assessment.
- Carry group lists with emergency contacts and medical details.
- For overseas visits, carry copies of passports and provide contact details to EVC prior to departure.

Preliminary Visits

- All visits must be thoroughly researched to confirm venue suitability and provider standards.
- Pre-visits strongly recommended for complex or high-risk activities (e.g., residential, overseas, adventure led by school staff).
- Where visits are managed by accredited providers, pre-visits may not be required.
- Recognised assurance schemes include: LOTC Quality Badge, AALS Licensing, Adventuremark, School Travel Forum, NGB Centre Approval.

Points of Contact

- Designated Point of Contact at school/college (often EVC or SLT).
- Overnight stays require two contact persons.
- Contact person(s) must have: Group Leader details, participant list, itinerary, travel company details, emergency contacts, safeguarding officer details, risk assessment and emergency plan copies.

Collection from a Trip

- Group Leader ensures safe dismissal and departure.
- If return arrangements fail: contact home immediately, learner remains in school care until resolved, SLT involvement if unresolved.

Parents/Carers

- Receive written information and attend briefings where appropriate.
- Provided with alternative plans for adverse conditions and guidance on clothing, footwear, and code of conduct.
- Informed of arrangements for early return and associated costs.

- Reasonable adjustments made for learners with SEN (Special Educational Needs – England), ASN (Additional Support Needs – Scotland), ALN (Additional Learning Needs – Wales).

Parental Consent

- Written consent not required for routine off-site activities during school/college hours.
- Written consent required for higher-risk activities, activities outside school/college hours, residential visits, and overseas trips.
- One-off consent form covers multiple activities; parents notified before each trip and may withdraw consent.
- Parental consent for those over 18 years dependent on capacity of learner

Parental Responsibilities

- Understand visit objectives.
- Provide accurate health, medical, and swimming ability information.
- Consent for emergency medical treatment.
- Ensure clear contact arrangements.

Volunteers & Responsible Adults

- Parents/carers may assist but do not count toward minimum staff ratios.
- Residential visits require background checks for volunteers.
- Volunteers must follow Group Leader instructions, support discipline and safety, and never be in sole charge or isolated from staff.

Vetting and Checks

- All employees working frequently or intensively with young people or vulnerable adults must undergo enhanced vetting (e.g., DBS, Enhanced Disclosure or equivalent) as in line with the Recruitment and Selection Policy
- Vetting alone does not guarantee suitability; placement must consider risk-benefit assessment and safeguarding principles

Learners

Learners should be actively involved in managing the visit: understand procedures, supervision strategies, and responsibilities.

- Agree to a code of conduct covering behaviour, communication, dress, and downtime.
- Individual behaviour contracts may be required for some learners.
- Staff behaviour standards remain consistent with in-school expectations.



- Staff bringing their own children must avoid conflicts of interest.
- They are not counted in ratios unless supervising a group excluding their own child.

Approval

- Head of Establishment approval required before bookings or deposits.
- Use Offsite Activities Proposal Form; SLT seeks Head approval.
- Assessment, training, and support for Visit Leaders is a priority.

Information for Parents/Carers

- Parents receive full written details well in advance, including dates, times, travel, destination, Group Leader name.
- Purpose, activities, supervision, costs, and consent requirements included.
- Briefing sessions arranged for longer trips.
- Parents informed of behaviour expectations and possible exclusion for misconduct.
- Consent forms include emergency medical treatment, contact details, health, SEN (Special Educational Needs- England).

Oversubscription

- Selection by random draw; waiting list maintained.
- Residential priority for learners who have not attended before.
- SLT appoints staff based on experience and operational needs.

Insurance

- Employer provides Public Liability insurance covering bodily injury claims and accidental loss or damage to third-party property.
- Indemnity includes off-site activities, employees, and volunteers acting under school direction.

Transport

- Only use approved taxis, minibuses, and coaches with driver vetting checks and seatbelts or booster seats as required.
- Safety instructions given before travel; two learners per double seat; seatbelts worn at all times.
- School/college minibus drivers must complete approved training.
- Long journeys include breaks for exercise; first-aid kit carried and accessible.

- Vehicles for 9+ passengers comply with PCV licence requirements.

Tour Operators

- EVC requires tour operator's Safety Management System and independent safety checks.
- Insurance documents and staff qualifications must be provided.
- School policy: use only providers with externally verified safety systems; recognised accommodation; no host families without safeguarding checks.

Adventurous Activities

- Must be led by qualified and competent instructors.
- Activities usually at licensed centers.
- Parents informed in writing of any adventurous activities.

First Aid

- At least one staff member holds emergency first aid qualification.
- Ideally, a full first aider (3-day course) attends.
- Pediatric first aid trained staff present for younger learners.
- Group Leader ensures first aid kit is complete and carried.

Emergency Procedures

- Group Leader and staff have a duty of care and act as prudent parents.
- Emergency protocols signed by all staff; risk assessment includes national terror threat level (3 or above).
- Immediate life-saving action taken if necessary.

Day & Residential Trips

- Risk assessment and contact details held in school/college office; Group Leader carries school mobile phone.
- Residential trips have named UK contact (Head or Deputy).

Complaints

- Follow school/college complaints procedure; issues with providers addressed in writing by Head.

Accounting for Learners

- Group Leader ensures all learners are accounted for, even during non-direct supervision.

Mobile Phones & Property

- Group Leader sets clear policy on phone use; staff carry charged phones for emergencies.
- Parents advised not to send expensive items; learners responsible for personal property.

Child Protection

- School safeguarding policy applies during visits; Designated Person duties assigned.
- Any allegation or suspicion of abuse reported to DSL immediately as in line with the Child Protection/Safeguarding Policy.

Learner Responsibilities

- Avoid unnecessary risks; follow instructions and use safety equipment.
- Dress and behave responsibly; respect local customs.
- Report hazards or concerns promptly.

Behaviour

- Learners whose behaviour poses a danger to themselves or others may be excluded from the visit.
- Reasonable adjustments made for learners with SEN (Special Educational Needs - England).

Illness Abroad

- European Health Insurance Card (EHIC) provides free or reduced-cost medical treatment in EU countries, Iceland, Liechtenstein, Norway, and Switzerland.
- Apply online, by phone, or by post.

Evaluation

- Review and evaluation completed within one week of return.
- Copy of evaluation form submitted to Head of Establishment.

- Complete file of names, addresses, insurance, contacts, and procedures retained for three years for legal compliance.

Equality Statement

We are committed to respect, inclusion, and equal opportunities for all of those we care for. We follow the Equality Act 2010, ensuring a safe and welcoming environment free from discrimination. Our staff promote fairness and diversity, helping every individual feel valued and supported.

Review Statement

This policy will be reviewed on a 3 yearly basis to ensure it remains effective and compliant with current regulations.

However, if there are changes in guidance, legislation, or operational needs, an earlier review will be undertaken. Updates will also incorporate lessons learned from practice and inspections.

Our commitment is to continuous improvement and ensuring the best possible outcomes for all individuals in our care.

Last Review – Nov 2025 by Laura Dickie (Head of Policy), Creslyn Singh (Headteacher Greenfields School), Rob McConomy (Regional Lead) and Jo Dunn (Director of Compliance, Quality and Regulation).