

POLICY –

Education Universal – Educational Visits

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Policy Approver	Jo Dunn, Compliance, Regulation and Quality Director
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Version No.	001
Policy Level	Education
Staff groups affected	All Education

Monitoring and Review

This policy will be monitored on an ongoing basis through the service's established governance and quality assurance systems. Responsibility for ensuring that the policy remains compliant with legislation and regulatory frameworks sits with the Proprietor Representative and Regional Lead.

A formal review of this policy will be undertaken no later than three years from the date of approval, or sooner if changes in legislation, regulatory guidance, or operational requirements necessitate it.

The Head of Policy will support this process by identifying relevant changes in legislation, regulation, national standards and emerging best practice. The Head of Policy will also incorporate learning from inspections, audits and practice developments into future revisions whilst overseeing all proposed amendments to the universal content to ensure accuracy, consistency and compliance.



Andrew Sutherland
Representative, Proprietor- Cambian Group
May 2026



Headteacher

Date: September 2026

Terminology

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

Term	Definition
‘Establishment’ or ‘Site’	A generic term referring to the school owned by CareTech.
Learner	Any child or young person under the age of 18, or young adult over 18 who receives education.
Service Head	The senior person with overall responsibility for the school.
Teacher	Members of staff who have teaching responsibility for learners at the school.
Parent/Carer	Parent or person with parental responsibility.
Regulatory Authority	The independent regulatory body responsible for inspecting and regulating services (e.g., Ofsted, Estyn, Education Scotland).
Social Worker	The worker allocated to the individual learner; if none is allocated, the Duty Social Worker or Team Manager is responsible.
Placing Authority	The local authority/agency responsible for placing the learner or commissioning the service.
Local Authority	The local authority for the establishment's location.
Staff	All staff working at the location, including employed staff, students on placement, contractors, agency staff, volunteers and proprietors.

1. Local Site Profile

Cambian Wisbech School is an independent specialist school in Wisbech, Cambridgeshire. The school operates as one school across two sites: Sessions House for primary age learners and Anglia Way for secondary age learners. The school provides specialist education for learners with social, emotional and mental health needs. All learners have Education, Health and Care Plans and many present with additional communication, behavioural, sensory, attachment and mental health needs. Educational visits are an important part of the curriculum and personal development offer. They are planned to extend learning, build independence, support regulation and engagement, develop cultural capital and enable safe participation in the local community. The school ethos is Ready, Respectful, Safe and the wider approach is underpinned by the Wisbech Ways of Working and a commitment to putting children at the heart of everything we do. Visits are planned and delivered consistently across both sites under one school policy and one approval framework.

2. Policy Statement

Educational visits at our sites are a powerful part of how learners experience and make sense of the world. Whether engaging with local community resources or taking part in residential and overseas experiences, visits deepen curriculum intent, strengthen personal development, and contribute to learner confidence, independence and cultural capital.

This universal policy sets out a clear, proportionate framework for planning, approving, delivering and reviewing visits. It applies to all sites and all types of visits, so that every experience is safe, inclusive, legally compliant and educationally purposeful.

3. Purpose

This policy applies to Cambian Wisbech School and sets out our organisational approach to educational visits for learners of all ages.

It establishes expectations for:

- teachers and the staff team involved in off-site provision
- senior leaders and governor proprietor
- learners
- visitors, volunteers and contractors, where relevant

It enables Cambian Wisbech School to:

- meet national statutory duties
- uphold safeguarding responsibilities
- comply with data protection requirements
- maintain well-governed, high-quality provision that strengthens curriculum intent, personal development and learner experience

4. Scope

This policy applies across all sites, services and functions and covers:

- Applies to the whole School, including clubs, holiday activities and off-site learning.
- Applies to learners under and over 18 years.
- Applies to all activities beyond the normal operational base, during and outside normal hours.
- Cambian Wisbech School implements these universal standards in line with the statutory and regulatory requirements for England as outlined in Appendix A.

5. Local Adaptation Requirement

The local sections of this policy have been completed for Cambian Wisbech School. All local additions must remain:

- accurate
- up to date
- consistent with national legislation and regulator guidance
- fully aligned with the universal standards in this policy

Where no local adaptation is required, the universal content applies in full.

6. Legal and Regulatory Context

Cambian Wisbech School operates within the statutory duties, safeguarding requirements and inspection arrangements for England. The universal standards in this policy are enacted through the England framework set out in Appendix A.

7. Policy Principles

- Visits must have clear aims and objectives linked to curriculum and wellbeing.
- Provision must promote inclusion and equal opportunities.
- Visits must be planned, risk assessed, approved, delivered and monitored proportionately.

8. Responsibilities — Sites must:

- conduct risk assessments, including medical and needs-based considerations
- ensure supervision ratios and appropriate vetting checks
- prepare emergency procedures, first aid and communications
- plan transport and insurance arrangements
- communicate with parents/carers and obtain written consent for higher-risk, residential, out-of-hours and overseas activities
- appoint a competent Educational Visits Coordinator (EVC)
- follow safeguarding protocols for learners under and over 18

8.1 Safeguarding & Behaviour



- Set clear expectations for learner conduct and safety.
- Ensure arrangements for emergency medical treatment if parents/carers cannot be contacted.

8.2 Equal Opportunities & Inclusion

- Activities must be accessible to all learners, with reasonable adjustments for special educational needs and disabilities.
- Risk assessments must align with Equality, Diversity and Inclusion policies.

9. Inclusion, Accessibility and Learning Outside the Classroom

We plan for participation by default. No learner is excluded on the basis of need; we make reasonable adjustments to prevent discrimination under equality legislation.

- Staffing ratios are never lower than in-site ratios and may be increased to meet needs or the complexity of an activity (e.g., 2:1 for specific risks).
- Adults assigned to individual care do not count towards overall group ratios.
- Decisions about ratios and adjustments are collaborative (learners, parents/carers, group leaders, the education team and multi-agency partners).
- Risk assessments cover both the whole visit and individual inclusion needs, including aids/equipment and arrangements agreed with parents/carers, staff, venue managers and operators.
- Staff receive training to manage risks and communicate plans clearly to learners and parents/carers.
- Risk management is enabling: we address real risks, not trivial ones; paperwork is proportionate and practical.
- Cambian Wisbech School local arrangements: All learners have Education, Health and Care Plans. Before a visit, the Group Leader reviews each learner's Education, Health and Care Plan, individual risk assessment, behaviour support information, medical needs, communication needs and any relevant care or emergency plan. Staffing and transport are adjusted to individual need. Visual supports, social stories, simplified language, symbols and alternative communication methods are provided where required. Parents, carers and relevant professionals are consulted where significant adjustments are needed. Translation or interpretation is arranged where required. Any additional cost, specialist equipment or travel adaptation is raised with the Educational Visits Coordinator and Headteacher before approval so that reasonable adjustments can be considered and no learner is disadvantaged because of special educational needs or disability.

10. Risk Management

Legal requirement: Risk assessment is required under health and safety legislation.

Purpose: To enable safe participation by identifying hazards, planning sensible controls and clarifying responsibilities.

Types of assessment:

- **Generic** (common, repeated activities)
- **Visit/Site-specific** (the particular location, group and activity)
- **Ongoing/Dynamic** (real-time professional judgement)

Consider: type of visit; location; season and weather; transport; staff competence and ratios; first aid capacity; learner age/maturity; medical, sensory and behavioural needs; emergency procedures; insurance; external provider competence and assurance; data protection; safeguarding; current national threat level and local context.

10.1 Pre-visit checks:

Thorough research of venues and providers is required. Pre visits are strongly recommended for complex or higher risk activities such as residential visits, overseas visits and adventurous activities led by school staff. Recognised assurance routes include the Learning Outside the Classroom Quality Badge, Adventure Activities Licensing Authority licensing, Adventuremark, School Travel Forum membership and relevant National Governing Body approvals. Cambian Wisbech School retains evidence of provider assurance in the visit file. Where a provider does not hold a recognised assurance mark, the Educational Visits Coordinator documents equivalent checks before recommending approval.

10.2 Written assessments:

Written risk assessments are required for significant risks (e.g., climbing, caving, water-based activities, remote terrain), not routine low-risk local visits where generic controls are in place.

Refer to the 'Risk Assessment and Risk Management Care' Policy and 'Health and Safety' Policy for the full risk assessment and management framework within the site.

Cambian Wisbech School uses an Educational Visit Planning and Risk Assessment Pack. The Group Leader completes the visit specific risk assessment, learner specific controls, staffing rationale, transport plan, consent record and emergency plan. The Educational Visits Coordinator checks the complete pack. A member of the Senior Leadership Team reviews operational arrangements where required and final approval rests with the Headteacher. No visit may proceed until the required approval is recorded. Safeguarding concerns arising during a visit are recorded on Behaviour Watch in line with the Safeguarding and Child Protection Policy.

11. Roles and Responsibilities

Headteacher

- Holds overall accountability for visit safety and quality.
- Ensures policy compliance, staff competence, supervision sufficiency and safeguarding.
- Approves visits in line with the local scheme of delegation and ensures the site remains operational during staff absence.

Educational Visits Coordinator (EVC)

- Maintains the annual visits plan; monitors compliance.
- Supports group leaders with planning, training and evaluation.
- Confirms behaviour policies apply off-site.



- Verifies risk assessments, consent, insurance, travel arrangements and emergency contacts.
- The Headteacher appoints a trained Educational Visits Coordinator from the Senior Leadership Team or another suitably competent senior member of staff. The Educational Visits Coordinator acts under delegated authority to scrutinise planning, inclusion and risk management but does not replace the Headteacher's overall accountability. The Educational Visits Coordinator may return a visit plan for further work and may recommend that a visit does not proceed. When the Educational Visits Coordinator is absent, an appropriately trained member of the Senior Leadership Team provides cover. If competent cover is not available, the visit is postponed unless the Headteacher is satisfied that all required assurance can be provided safely.

Group Leader (Visit Leader)

- Overall responsibility for planning, supervision, conduct and dynamic risk management.
- Allocates roles and briefings; confirms emergency procedures and contingencies.
- Carries essential documentation (participant lists, contacts, medical needs, plans).
- For overseas visits: holds passport/ID copies (where lawful) and shares key details with the EVC before departure.

Staff Team / Education Team / Multi-Agency Team

- Follow training and instructions; exercise ongoing professional judgement.
- Stop or adapt activities where risks become unacceptable.
- Manage conflicts of interest (e.g., where a staff member's dependant is in the group).

Office/Administrative Functions

- Check staff/volunteer qualifications and vetting.
- Track completion of risk assessments and consents.
- Coordinate information for parents/carers.

Volunteers & Responsible Adults

- Support delivery under staff direction; do not operate in sole charge.
- For residentials, complete appropriate vetting in line with safeguarding policy.

Parents/Carers

- Receive clear information in advance, including costs, itinerary, supervision and expectations.
- Provide accurate health/medical information and contact details; consent for emergency treatment where lawful.
- Understand arrangements for early return and associated costs where applicable.

Learners

- Participate in planning where appropriate; follow safety briefings and agreed boundaries.
- Adhere to the code of conduct (behaviour, communication, dress, downtime).
- Report hazards or concerns promptly.

12. Staffing, Supervision and Ratios

- Ratios reflect activity, environment and learner needs, and are always equal to or more generous than in-site ratios.
- Minimum expectation: two adults per off-site group; mixed-gender supervision for residentials.
- Non-direct supervision is only permitted in clearly defined areas with agreed rules, check-in points and emergency contacts; learners remain in groups of at least three.
- Because the school supports learners with complex special educational needs and social, emotional and mental health needs, staffing ratios are determined by individual risk and the nature of the activity rather than by a fixed age formula. The ratio must never be lower than the learner's normal in school staffing requirement and may be increased for community access, transport, water activities, adventurous activities or known behaviours such as absconding, impulsivity, aggression or vulnerability. A minimum of two adults applies to each off site group unless a specific individual activity has been separately approved by the Headteacher. Staff must be competent in the needs and risk profile of the learners they supervise. Where a learner has one to one or two to one support, those staff are additional to the overall group supervision requirement unless the risk assessment explicitly demonstrates otherwise.

13. Consent and Communication

- Routine, low-risk activities during normal hours: no individual written consent required where covered by the site's general consent.
- Written consent is required for higher-risk activities, out-of-hours, residential and overseas visits.
- One-off annual consent may cover multiple activities; parents/carers are notified before each visit and may withdraw consent.
- Parents and carers are notified in advance of each visit. Separate written consent is required for higher risk activities, visits outside normal school hours, residential visits and overseas visits. Staff confirm current medical information and emergency contact details before departure. Information is provided in accessible language and alternative formats or translation are arranged where required. Where consent is not received for an activity that requires it, the learner does not attend and an appropriate educational alternative is arranged.

14. Transport

- Use approved taxis, minibuses and coaches with appropriate driver checks and seatbelts/booster seats where required.
- Provide safety briefings before travel; seatbelts are worn at all times; typical allocation is two learners per double seat.
- Site minibus drivers complete approved training; journeys include rest breaks; first-aid kits are carried.
- Vehicles for 9+ passengers comply with licensing requirements.
- We use school vehicles operated in line with organisational transport procedures. The Group Leader and administrative team confirm driver

authorisation, insurance, vehicle suitability and required safeguarding checks before the visit. Seat belts are used at all times and learner specific transport risks including absconding, aggression, self harm, medical needs and sensory needs are reflected in the visit risk assessment.

15. Providers, Tour Operators and Assurance

- For packaged or adventurous provision, the EVC obtains and reviews the provider's Safety Management System and independent assurance where applicable.
- Providers must supply insurance documents and instructor qualifications on request.
- We use only providers with externally verified safety systems; accommodation is recognised and appropriate; no host families without full safeguarding checks.

16. Adventurous Activities

- Led by qualified, competent instructors and usually delivered at licensed/approved centres.
- Parents/carers are informed in writing of adventurous activities and associated controls.
- Where delivered by site staff, technical competence is verified and recorded; controls are proportionate and dynamic.
- Risk assessments have been undertaken and approved in line with the '*Risk Assessment and Risk Management Care*' Policy and '*Health and Safety*' Policy.

17. First Aid and Medical

- At least one staff member holds an appropriate emergency first aid qualification; for younger learners, paediatric-trained staff attend.
- The Group Leader ensures a complete first-aid kit is available and accessible.
- Overseas visits plan for access to medical care and carry relevant health documentation (e.g., GHIC/EHIC, insurance details).

Refer to the Administration of Medication Policy for full details on the storage/administration of medication, emergency health plans, and access to clinical advice.

18. Safe guarding and Conduct

- The site safeguarding policy applies at all times.
- A Designated Safeguarding Lead/Person is identified for the visit, with clear escalation routes.
- Any concern, allegation or suspicion of abuse is reported to the DSL immediately, following the policy for learners under and over 18.
- Behaviour expectations mirror in-site standards; persistent or serious breaches may result in a learner being excluded from a visit following a risk-based decision and communication with parents/carers.

- Mobile phones and cameras provided by School are used for educational purposes only.

Refer to 'Safeguarding and Child Protection' Policy and 'Preventing Extremism and Radicalisation' Policy for the full pathway.

The Designated Safeguarding Lead is Tawanda Madhlangobe, Headteacher and Megan Fitzsimon. Deputy Designated Safeguarding Leads are the Assistant Headteacher at Sessions House, the Assistant Headteacher at Anglia Way and the Pastoral Manager. During the school day, concerns are reported immediately to the Designated Safeguarding Leads or a Deputy Designated Safeguarding Lead. If a safeguarding concern arises on a visit, the Group Leader contacts the school safeguarding team without delay and records the concern on Behaviour Watch as soon as it is safe to do so. If a child is in immediate danger, staff call 999. Cambridgeshire Children's Social Care can be contacted on 0345 045 5203 during office hours. The Emergency Duty Team can be contacted on 01733 234724 out of hours. Prevent concerns are reported through the Designated Safeguarding Lead. Where a referral is required, the National Prevent Referral Form is used and sent to preventreferrals@cambs.police.uk. Advice is available from prevent@cambs.police.uk. Staff follow the Cambridgeshire and Peterborough Safeguarding Partnership procedures and the school's Safeguarding and Child Protection Policy.

19. Emergency Procedures and Communications (Universal)

- All staff understand emergency procedures and act with a **common-law duty of care** (the prudent leader test).
- The Group Leader maintains communication with the site and **designated point(s) of contact** (two contacts for overnight stays).
- Emergency protocols cover serious incident response, missing learner, medical evacuation, media handling, and liaison with authorities.
- Plans consider the **current national threat level** and local intelligence; staff apply sensible precautions and contingency arrangements.
- Cambian Wisbech School emergency arrangements: For immediate danger or a life-threatening emergency call 999. For non emergency police assistance call 101. Cambridgeshire Children's Social Care can be contacted on 0345 045 5203 during office hours and the Cambridgeshire Emergency Duty Team can be contacted on 01733 234724 out of hours. During any significant incident the Group Leader first protects learners, calls emergency services where required and contacts the Headteacher or the designated Senior Leadership Team emergency contact. The school keeps a copy of the visit register, itinerary, contact details, risk assessment and emergency plan. For residential visits, two school based emergency contacts are identified in writing before departure. The Headteacher leads internal escalation to the Regional Lead and organisational safeguarding, health and safety or serious incident routes as required. Media contact is managed only through authorised organisational channels and the Group Leader must not speak to the media on behalf of the school.

20. Collection, Dismissal and Early Return (Universal)



- The Group Leader ensures safe dismissal and departure.
- If return arrangements break down, the site contacts home immediately; the learner remains in site care until resolved; SLT involvement where unresolved.
- Early return protocols are communicated in advance, including cost implications where applicable.

21. Information for Parents/Carers

Parents/carers receive timely written details regarding:

- dates, times, travel, destination
- Group Leader name and level of supervision provided
- purpose, activities, costs,
- consent requirements
- alternative plans for adverse conditions
- clothing/footwear guidance
- behaviour expectations and possible exclusion for misconduct.

Briefing sessions are arranged for longer trips.

22. Oversubscription and Selection

- Where places are limited, selection is by random draw and a waiting list is maintained.
- Residential priority may be given to learners who have not previously attended.
- SLT appoints staff based on experience and operational need.

23. Insurance

- The employer provides Public Liability insurance and cover suitable for off-site activities, extending to employees and volunteers acting under site direction.
- For residential/overseas visits, travel insurance arrangements are confirmed and communicated.
- Educational visits are covered through the CareTech or Cambian Group insurance arrangements subject to the terms, limits and exclusions of the relevant policy. The Educational Visits Coordinator and Group Leader must confirm appropriate cover before any residential, overseas, adventurous or otherwise higher risk visit. Current insurer, policy number, emergency assistance and claim notification details are obtained from the organisation's authorised insurance or finance function and retained in the visit pack. A visit requiring specific insurance must not proceed until cover has been confirmed in writing.

24. Records, Documentation and Data Protection (Universal)

- Required documents (risk assessments, registers, consents, medical plans, insurance, emergency plans) are retained in line with data protection and retention schedules.

- A full evaluation (see Section 23) and file archive are completed within one week of return; records typically retained for three years or longer where required.

Refer to the Records Management Policy for further details.

25. Learners Related to Staff

- Staff bringing their own dependants must avoid conflicts of interest.
- They are not counted in ratios unless supervising a group that does not include their own dependant.

26. Evaluation, Learning and Quality Assurance

- Each visit includes a reflective review of educational impact, inclusion, logistics and risk management.
- Findings inform future planning and contribute to organisational learning.
- EVC/SLT sampling and periodic audits test compliance and impact.

27. Complaints and Concerns (Universal)

- Concerns are addressed promptly with the provider and managed under the site's complaints procedure.
- Serious incidents are escalated through safeguarding, health and safety and governance routes.

Full pathways are outlined in our:

- *Complaints Policy*
- *Safeguarding and Child Protection Policy*
- *Health and Safety Policy*

Equality Impact Statement

This policy has been developed to promote equality, safeguard individual's rights, and ensure fair and inclusive practice across all services. The potential impact of the policy on children, young people, young adults, families, and staff with protected characteristics has been considered in line with the Equality Act 2010.

No negative impacts have been identified. Staff must apply this policy with sensitivity to individual need and make reasonable adjustments to ensure equitable access, safety, wellbeing, and participation for every individual. Any emerging risks of differential impact should be reported and addressed through ongoing review and quality assurance.

Appendices

Appendix A – Legal and Regulatory Framework in England

Appendix B – Legal and Regulatory Framework in Wales

Appendix C – Legal and Regulatory Framework in Scotland

Appendix A — England

Legislation, guidance and regulatory framework requirements underpinning Educational Visits in England.

Health and Safety at Work etc. Act 1974

- **Means:** The core UK health and safety law placing general duties on employers to protect employees and others affected by work—including off-site activities.
- **Requires:** Sites to manage real risks “so far as is reasonably practicable,” with governance, arrangements, and oversight proportionate to the activity and group profile.
- **Our stance:** We treat all visits as workplace activities under HSWA and build visit planning around the employer duty of care.
- **Implementation example:** Site visit files show employer H&S policy, visit risk controls and monitoring notes signed by the Headteacher.
- **Links:** <https://www.legislation.gov.uk/ukpga/1974/37/contents>

Management of Health and Safety at Work Regulations 1999

- **Means:** Secondary legislation setting the framework for **suitable and sufficient risk assessment**, planning, competence, emergency procedures and young persons.



- **Requires:** A recorded visit risk assessment (generic + site-/activity-specific + dynamic), staff competence, emergency plans, and coordination with providers.
- **Our stance:** Every visit pack evidences the three-layer risk approach and named competent Visit Leader(s).
- **Implementation example:** Risk register shows pre-visit checks, ratios rationale, first-aid cover and escalation routes aligned to Regs 3–10.
- **Links:** <https://www.legislation.gov.uk/ukxi/1999/3242/contents>

DfE: Health and safety on educational visits

- **Means:** National guidance for schools on planning, approval, consent, using providers, adventurous activities and proportionate paperwork.
 - **Requires:** Clear educational aims, proportionate plans, informed approval by Headteacher, due diligence on providers, and appropriate parental communication.
 - **Our stance:** We adopt this guidance organisation-wide and embed it in our visit workflow and templates.
 - **Implementation example:** Local scheme of delegation shows EVC → SLT → Head approval gates; packs reference LOtC badge where applicable.
- Links:** <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Adventure Activities Licensing Regulations 2004

- **Means:** Statutory licensing for providers selling caving, climbing, trekking or water sports to under-18s across GB.
- **Requires:** Sites to verify licences (or scope/exemptions) when commissioning adventurous activities and retain assurance records.
- **Our stance:** We only use licensed/assured providers for in-scope activities or document where licensing is not required.
- **Implementation example:** Provider due-diligence checklist holds AALS licence ref/expiry and activity scope.
- **Links:** <https://www.legislation.gov.uk/ukxi/2004/1309/made>

Keeping Children Safe in Education (KCSIE)

- **Means:** Statutory safeguarding guidance for schools and colleges; sets culture, roles (DSL), safer recruitment and off-site safeguarding expectations.
- **Requires:** DSL oversight of visits, robust information sharing, risk assessment for supervision/overnights, and reporting routes.
- **Our stance:** All visit packs show DSL sign-off for safeguarding risks (including homestays/overseas where applicable).
- **Implementation example:** Staff briefing includes code of conduct, allegations management route and emergency contacts.

- **Links:** <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Prevent duty guidance: England and Wales (2023)

- **Means:** Statutory duty to have due regard to preventing people being drawn into terrorism; applies to schools and FE.
- **Requires:** Risk-based training, safe IT/visiting speaker controls, referral routes, and consideration of local threat within visit planning.
- **Our stance:** Prevent risk is included in visit risk assessments and staff briefings, with escalation to DSL/DSP as needed.
- **Implementation example:** Briefing checklist evidences Prevent controls for venues/itineraries and safer-use rules for devices.
- **Links:** <https://www.gov.uk/government/publications/prevent-duty-guidance>

Equality Act 2010: advice for schools

- **Means:** DfE guidance on applying Equality Act duties in schools (reasonable adjustments, accessibility) relevant to visits/inclusion.
- **Requires:** Sites to plan reasonable adjustments so learners with SEND/ALN/ASN are not disadvantaged by off-site activities.
- **Our stance:** Inclusion by default—ratios and adjustments are recorded for each learner and activity.
- **Implementation example:** Individual inclusion plans attached to the visit RA, agreed with parents/carers and the education team.
- **Links:** <https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

Education (Independent School Standards) Regulations 2014

- **Means:** Regulatory standards for independent schools, including **welfare, health and safety (Part 3)**, premises (Part 5) and leadership (Part 8).
- **Requires:** Written policies and implementation ensuring learners' welfare and safety on/off site; compliance monitored via inspection.
- **Our stance:** Our universal policy evidences Part 3 compliance for visits; local inserts show how the site meets Parts 5 and 8.
- **Implementation example:** Compliance matrix maps visit procedures to ISS Parts 3/5/8 with evidence pointers.
- **Links:** <https://www.legislation.gov.uk/ukxi/2014/3283/contents>

Ofsted: Education Inspection Framework (EIF)

- **Means:** National inspection framework covering safeguarding culture, behaviour/personal development, leadership and quality of education (incl. FE).
- **Requires:** Inspectable evidence that visits are purposeful, safe, inclusive and well-led; leaders evaluate impact and compliance.
- **Our stance:** Visit evaluation feeds SEF/SAR; EVC quality-assures sampling against EIF expectations.
- **Implementation example:** Termly EVC QA report includes sample visit audits and resulting actions.

- **Links:** <https://www.gov.uk/government/publications/education-inspection-framework>

First aid in schools, early years and further education (DfE)

- **Means:** Guidance on first-aid planning and provision **on premises and off-site** for schools and colleges.
- **Requires:** Adequate first-aid cover/equipment on visits, competency evidence and clear emergency protocols.
- **Our stance:** Every visit name trained first-aider(s), kit location and emergency hospital route.
- **Implementation example:** Visit pack has first-aid needs assessment and staff certificate records.
- **Links:** <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Appendix B — Wales

Legislation, guidance and regulatory framework requirements underpinning Educational Visits in Wales.

Health and Safety at Work etc. Act 1974

- **Means:** Primary UK health and safety law; applies in Wales to off-site visits organised by employers (schools/colleges).
- **Requires:** Proportionate control of real risks, with governance and oversight by the proprietor/Headteacher/Principal.
- **Our stance:** HSWA duties are the baseline for all visit decisions and sign-offs.
- **Implementation example:** Site H&S statement attached to visit approval and reviewed annually.
- **Links:** <https://www.legislation.gov.uk/ukpga/1974/37/contents>

Management of Health and Safety at Work Regulations 1999

- **Means:** Risk assessment, planning, competence and emergency arrangements framework for all employers (including visits).
- **Requires:** Suitable/sufficient assessments, coordination with providers, and arrangements for young persons.

- **Our stance:** All visits show generic + visit-specific + dynamic assessment with clear control ownership.
- **Implementation example:** Approval workflow checks Reg.3 evidence before EVC/Head sign-off.
- **Links:** <https://www.legislation.gov.uk/ukxi/1999/3242/contents>

Independent School Standards (Wales) Regulations 2024

- **Means:** The current standards for independent schools in Wales (replacing 2003), with strengthened governance and safeguarding duties.
- **Requires:** Proprietor accountability, welfare/health & safety standards, information and complaints handling that extend to off-site provision.
- **Our stance:** Policy and evidence map to ISS(Wales) across welfare/safety and leadership standards for visits.
- **Implementation example:** Standards checklist cross-references visit procedures to relevant Parts of ISS(Wales) 2024.
- **Links:** <https://www.legislation.gov.uk/wsi/2024/27/made>

Estyn: What and how we inspect – Independent schools

- **Means:** Estyn inspection approach and expectations for independent schools; evaluates compliance with ISS(Wales) and provision quality.
- **Requires:** Evidenced planning, safeguarding and risk management for off-site learning; evaluation of impact.
- **Our stance:** Visit QA and post-visit evaluations align to Estyn's inspection areas.
- **Implementation example:** EVC retains a sampling log of visit packs and post-visit evaluations for inspection.
- **Links:** <https://estyn.gov.wales/inspection-guidance-resources/>

Keeping Learners Safe (Welsh Government)

- **Means:** Statutory safeguarding guidance for education in Wales, including proprietors of **independent schools**.
- **Requires:** Clear roles, reporting routes and training; off-site safeguarding controls embedded in visit planning.
- **Our stance:** DSL/DSP reviews safeguarding elements of all residential/overseas visits; procedures mirror KLS.
- **Implementation example:** Visit briefing includes contact with the DSL/DSP and local safeguarding arrangements.
- **Links:** <https://www.gov.wales/keeping-learners-safe>

Prevent duty guidance: England and Wales (2023)

- **Means:** Statutory duty on specified authorities (schools/FE) to mitigate radicalisation risk, including during off-site activities.
- **Requires:** Risk-based approach, staff training, safer speakers/venues, and escalation routes.
- **Our stance:** Prevent controls are standard within visit risk assessments and staff briefings.
- **Implementation example:** Provider checks include policies on extremist content/speakers where relevant.

- **Links:** <https://www.gov.uk/government/publications/prevent-duty-guidance>

Equality Act 2010

- **Means:** UK-wide equality law requiring reasonable adjustments and non-discrimination; applicable to access/inclusion on visits.
- **Requires:** Sites to plan adjustments so learners are not disadvantaged; record rationale for ratios/equipment/support.
- **Our stance:** “Participation by default” with documented adjustments and family involvement.
- **Implementation example:** Inclusion annex per learner is filed with the visit risk assessment and communicated to staff/parents.
- **Links:** <https://www.legislation.gov.uk/ukpga/2010/15/contents>

Adventure Activities Licensing Regulations 2004

- **Means:** Legal licensing for providers selling specified adventurous activities to under-18s in Wales.
- **Requires:** Licence verification (or documented exemption) for in-scope activities; scope/expiry recorded.
- **Our stance:** Commission only licensed providers or document exemption with alternative assurance.
- **Implementation example:** Visit pack includes licence check and insurance evidence from provider.
- **Links:** <https://www.legislation.gov.uk/uksi/2004/1309/made>

Appendix B — Scotland

Legislation, guidance and regulatory framework requirements underpinning Educational Visits in Scotland.

Health and Safety at Work etc. Act 1974

- **Means:** Primary GB health and safety law; applies to off-site learning led by employers (schools/colleges).
- **Requires:** Proportionate control of real risks and leadership oversight for visits.
- **Our stance:** HSWA duties underpin our Scottish visit procedures and approvals.
- **Implementation example:** Head of Establishment signs the risk assessment and arrangements for each visit.
- **Links:** <https://www.legislation.gov.uk/ukpga/1974/37/contents>

Going Out There – Scottish framework for safe practice in off-site visits

- **Means:** National framework (Education Scotland/HSE/SAPOE partnership) for health & safety and proportionate planning of off-site visits.
- **Requires:** Employer policy, approval, competent leadership, proportionate risk management and clarity on adventurous activities.

- **Our stance:** We adopt Going Out There as our operational reference in Scotland.
- **Implementation example:** Visit workflow and templates mirror the framework stages (routine/expected vs higher-risk).
- **Links:** <https://education.gov.scot/resources/going-out-there-health-and-safety-guidance-on-leaving-the-school-grounds/>

National Guidance for Child Protection in Scotland (2021 – updated 2023)

- **Means:** National multi-agency guidance describing roles, processes and expectations for keeping children safe (relevant to visits).
- **Requires:** Clear local child protection procedures, information-sharing and escalation; DSL/DSP oversight for off-site risks.
- **Our stance:** Visit safeguarding controls and emergency procedures align to national guidance and local CPC procedures.
- **Implementation example:** Staff briefing sets out concern reporting during visits and out-of-hours contacts.
- **Links:** <https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021-updated-2023/documents/>

GIRFEC (Getting it right for every child)

- **Means:** Scotland's national approach to wellbeing and multi-agency support; sets SHANARRI indicators and practice model.
- **Requires:** Planning that promotes wellbeing, inclusion and early help; visits consider learners' needs and support plans.
- **Our stance:** Visit aims reference wellbeing outcomes; inclusion/participation plans align to GIRFEC.
- **Implementation example:** Visit evaluations capture wellbeing impact against SHANARRI indicators.
- **Links:** <https://www.gov.scot/policies/girfec/>

How good is our school? (HGIOS4)

- **Means:** National self-evaluation framework used by HMIE to drive and assess improvement, including leadership, wellbeing and curriculum enrichment.
- **Requires:** Sites to evidence the impact of experiences like visits on learning, wellbeing and leadership of change.
- **Our stance:** Visit planning and review feed directly into self-evaluation against HGIOS4 QIs.
- **Implementation example:** SE calendar includes sampling of visit impact statements against HGIOS4 indicators.
- **Links:** <https://educationinspectorate.gov.scot/inspection-frameworks/hgios4/>

Adventure Activities Licensing Regulations 2004

- **Means:** GB licensing for providers selling specified adventurous activities to under-18s (applies in Scotland).
- **Requires:** Licence verification (or exemption rationale) when commissioning in-scope adventure providers.
- **Our stance:** Only licensed (or properly exempt/assured) providers are used; checks are retained.
- **Implementation example:** Provider assurance file shows licence details and scope; alternative assurance where out of scope.



- **Links:** <https://www.legislation.gov.uk/ukxi/2004/1309/made>

Equality Act 2010

- **Means:** UK-wide equality duties relevant to inclusion and reasonable adjustments for off-site learning.
- **Requires:** Adjustments and accessible planning so all learners can participate meaningfully in visits.
- **Our stance:** Inclusion is default; ratios/equipment/support are tailored and documented.
- **Implementation example:** Inclusion records list supports (mobility/sensory/medical) agreed with families and staff.
- **Links:** <https://www.legislation.gov.uk/ukpga/2010/15/contents>