

## Educational Visits Policy



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Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	22/04/2025

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### 1. Aims and Scope

Oaktree Education Services is committed to providing enriching educational experiences beyond the classroom. Educational visits are integral to our curriculum, offering opportunities to enhance learning, develop life skills, foster independence, and promote emotional and social growth—particularly vital for our students with social, emotional, and mental health (SEMH) needs.

This policy covers all educational visits and off-site activities during and outside of normal college hours, including residential trips and overseas travel.

### 2. Legislation and Guidance

This policy adheres to:

- **Health and Safety on Educational Visits (DfE)**
- **Keeping Children Safe in Education (2023)**
- **SEND Code of Practice (2015)**
- **Equality Act 2010**
- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**

It also reflects Ofsted guidance for safeguarding and curriculum enrichment for SEND learners.

### 3. Roles and Responsibilities

#### 3.1 Principal

- Final authority for all visits under 24 hours
- Joint approval with the Board for residential/overseas visits
- Ensures all staff involved are appropriately trained

#### 3.2 Educational Visits Co-ordinator (EVC)

- Named EVC: [Insert name]
- Oversees planning, risk assessment, and compliance
- Provides support and training to trip leaders
- Liaises with Principal and governors

#### 3.3 Trip Leader

- Plans and delivers the trip, considering SEND needs
- Assigns staff/volunteers and communicates with stakeholders
- Ensures risk assessments are completed
- Maintains pupil safety, behaviour standards, and emergency planning

#### 3.4 Staff and Volunteers

- Support the safe delivery of visits
- Follow procedures, ensure inclusivity, manage behaviour
- Volunteers are briefed and may require DBS clearance

#### 3.5 Parents/Carers

- Provide consent and medical information
- Engage in pre-trip discussions, especially for SEND planning

#### 3.6 Students

- Must follow the college's behaviour expectations
- Will be supported through preparation and supervision strategies suited to their SEMH profiles

### 4. Planning and Preparation

The decision to undertake a visit includes consideration of:

- Educational value and link to EHCP outcomes
- Accessibility and safety for all learners
- Cost and funding support options
- Disruption to other learners and timetables

Planning includes:

- A visit proposal form (Appendix 1)
- Preliminary site visits where possible
- Collaborative planning with parents and therapists for SEND students

### 5. Risk Assessment

Risk assessments will be conducted at least two weeks prior to the visit:

- Use Appendix 2 and consider mental health, mobility, sensory needs
- Must address individual SEND risk management
- All assessments reviewed by the Principal and EVC

#### 5.1 Staffing Ratios and Supervision

- Ratios reflect SEND needs, including 1:1 if necessary
- Staff trained in SEMH strategies
- First aid and safeguarding coverage ensured

### 6. Inclusion and Accessibility

All students, regardless of SEND or background, will have the opportunity to participate.

We will:

- Make reasonable adjustments to itineraries and activities
- Engage with families and professionals for individual planning
- Review behavioural risk fairly and proactively plan for inclusion

### 7. Communication and Consent

Information will be shared at least 4 weeks in advance:

- Written consent required for all residential or high-risk activities
- Details provided via letter and/or email
- Emergency and medical data collection included

### 8. Emergency Procedures

The Trip Leader is responsible for:

- Emergency plans, including medical response, missing learners, or safeguarding breaches
- Contacting the college and external services as needed
- Ensuring all staff know protocols and contact routes

### 9. Charging and Insurance

- No compulsory charges for in-curriculum trips
- Voluntary contributions will not affect participation
- Residential trips may require a deposit (with hardship support)
- Insurance covers health, cancellation, and liability

### 10. Residential and Overseas Visits

- Require approval from Principal and Governors
- Extended planning timeframe (at least 3 months in advance)
- Includes additional SEND planning, safeguarding checks, and parental meetings

### 9. 11. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

### Approval and Signature

- **Principle of Head of College:**  
*Chris Kelly, 22/04/2025*
- **Chair of Governors/Trust Board:**  
*Name, Signature, Date*