

## Educational Visits Coordination

### POLICY STATEMENT

- This policy covers all off-site visits and activities organised throughout all of our education settings.
- Our schools and college campuses seek to ensure that every Pupil/Learner has access to a wide range of educational experiences as an entitlement. As part of this entitlement, we recognise the significant educational value of visits and activities which take place away from the immediate school/college environment.
- UNCRC Article 28 – Every child has the right to an education.

### Document Control

|                   |                |                      |                               |
|-------------------|----------------|----------------------|-------------------------------|
| Policy Code:      | 8              | Policy Owner:        | Operations (Education)        |
| Version:          | 2025.08_v1.06  | Policy Author(s):    | Darren Jackson<br>Abbie Heard |
| Date ratified:    | September 2025 |                      |                               |
| Review Frequency: | 2 Years        |                      |                               |
| Next review date: | September 2027 | Ratifying Committee: | PRG                           |

### Document History (last 3 versions)

| Date of Issue | Version No. | Person(s) responsible for change | Nature of Change    |
|---------------|-------------|----------------------------------|---------------------|
| August 2025   | V1.06       | Abbie Heard                      | Extensive review    |
| August 2024   | V1.05       | Abbie Heard                      | KCSIE update        |
| January 2024  | V1.04       | Abbie Heard                      | Policy title change |

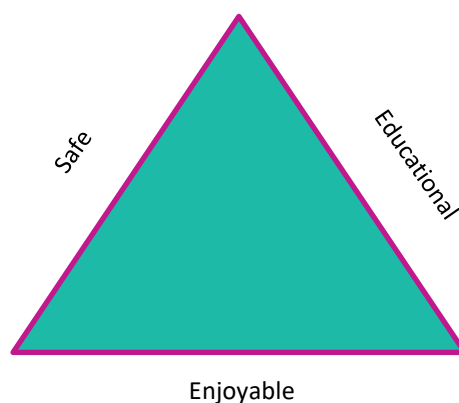
# CONTENTS

|                                                                                 |           |
|---------------------------------------------------------------------------------|-----------|
| <b>1. Policy .....</b>                                                          | <b>3</b>  |
| 1.1 Introduction .....                                                          | 3         |
| <b>2. Responsibilities &amp; Accountability .....</b>                           | <b>4</b>  |
| 2.1 Headteacher/Principal.....                                                  | 4         |
| 2.2 Educational Visits Co-ordinator (EVC) .....                                 | 5         |
| 2.3 Group/Visit Leader .....                                                    | 5         |
| 2.4 Additional Team Members taking part in visits and off-site activities ..... | 6         |
| 2.5 Pupils/Learners .....                                                       | 6         |
| 2.6 Parents/Carers .....                                                        | 6         |
| <b>3. Approval of Off-site Activities .....</b>                                 | <b>7</b>  |
| 3.1 Process .....                                                               | 7         |
| 3.2 Summary Table .....                                                         | 7         |
| <b>4. The Provision of Training and Information .....</b>                       | <b>8</b>  |
| 4.1 Information .....                                                           | 8         |
| 4.2 Risk Management.....                                                        | 8         |
| 4.3 Triad of Risk .....                                                         | 8         |
| 4.4 Considerations: .....                                                       | 9         |
| <b>5. Action in Case of Emergency .....</b>                                     | <b>10</b> |
| 5.1 Planning.....                                                               | 10        |
| 5.2 Accidents and Incidents .....                                               | 10        |
| <b>6. Resources.....</b>                                                        | <b>11</b> |
| 6.1 Legislation .....                                                           | 11        |
| 6.2 Additional Support and Guidance.....                                        | 11        |

# 1. Policy

## 1.1 Introduction

- 1.1.1 Our schools and colleges aim to create an educational environment in which all members of the learning community can thrive, regardless of race, religion, culture, gender, or individual needs. We apply this aim to the planning and management of all visits and off-site activities.
- 1.1.2 Visits and off-site activities support, enrich, and extend the curriculum in many subject areas, encourage co-operation, teamwork and the application of problem-solving skills and develop independence and self-confidence.
- 1.1.3 Residential opportunities, physical challenge and adventure can have a part in play in the development of personal and social qualities for all the people we support. Outdoor education helps Pupils/Learners to be physically active and to understand how to assess and manage risk.
- 1.1.4 The management of visits and off-site activities places responsibilities for the health, safety, and welfare of all participants on the Principal, Headteacher, the teacher in charge/group leader, fellow Team Members, volunteers, Pupils/Learners, and Parents/Carers. The school/ college also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider health and safety policy.
- 1.1.5 It is a priority of the schools and colleges that all visits and off-sites activities are safe, well-managed and educationally beneficial.



## **2. Responsibilities & Accountability**

### **2.1 Headteacher/Principal**

2.1.1 The Headteacher/Principal will:

- Ensure all visits and off-site activities have specific and appropriate educational objectives.
  - Approve all visits and activities, based on compliance with the school/college/group health and safety policy and recognised good practice.
  - Ensure off-site programmes are led by competent employees who are appropriately experienced to assess the risks, manage the activity and manage the specific group.
  - Check that the Team Member support ratio is suitable for each visit.
  - Check that risks have been assessed, significant risks recorded, and any appropriate safety control measures are in place.
- Ensure that a detailed assessment of all known hazards/risks, and appropriate control measures can be evidenced.
  - Ensure that no high rated trips/activities are conducted without prior sign off from the Headteacher/Principal.

- Ensure that no severe rated trips/activities are conducted without prior sign off from the Operations Director for Education.
- Ensure that trips are evaluated, and themes identified to inform ongoing risks/practice.
- Ensure that where possible, there is an agreed 'local area' defined in regard to locations that are considered to be within a risk managed parameter of the school.

## **2.2 Educational Visits Co-ordinator (EVC)**

2.2.1 In order to carry out the above responsibilities effectively the Headteacher/Principal may delegate specified tasks to a suitably trained, experienced and competent Educational Visits Co-ordinator. The Headteacher/Principal will be considered to be the EVC where the tasks are not delegated to a named Team Member. The EVC will be responsible for carrying out agreed tasks and attending relevant training if necessary. However, the Headteacher/Principal remains fully accountable for ensuring that oversight processes are effective and that activities/trips/visits are safe to proceed.

## **2.3 Group/Visit Leader**

2.3.1 The Visit Leader will:

- Have overall responsibility for the supervision and conduct of the visit or activity.
- Obtain the required level of sign-off in accordance with the table above before any off-site visit or activity takes place.
- Follow policy and procedures of the school/college/wider company
- Assess the risks involved and amend as appropriate any previously recorded risk assessment documentation.
- Use the setting's planning checklist to ensure all procedures have been followed.
- Inform Parents/Carers/Care Managers/Social Workers fully about the visit and gain their consent, where appropriate.
- Re-assess risks while the visit or activity takes place and consider the need for any dynamic risk assessment, seeking remote management sign off where required.
- Ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to changes. i.e. weather conditions, Pupil/Learner behaviour etc.
- Ensure sufficient availability of mobile telephones to aid contact where necessary.

- Ensure that all risk management plans include consideration and planning of adverse weather conditions.

## **2.4 Additional Team Members taking part in visits and off-site activities**

2.4.1 Team Members, Volunteers and Parents/Carers should:

- Ensure that they read and understand the risk assessment including the control measures.
- Assist the Visit Leader to ensure the health, safety, and welfare of Pupils/Learners on the activity/visit/trip.
- Be clear about their roles and responsibilities whilst taking part in the activity/visit/trip

## **2.5 Pupils/Learners**

2.5.1 Whilst taking part in off-site activities Pupils/Learners also have responsibilities about which they should be made aware by the Visit Leader or other Team Members, for their own health and safety and that of the group. Pupils/Learners should:

- Avoid unnecessary risks.
- Follow instructions of the Visit Leader and other Team Members.
- Behave sensibly, keeping to any agreed code of conduct.
- Inform a Team Member of significant hazards.

## **2.6 Parents/Carers**

2.6.1 Parents/Carers have an important role in deciding whether any visit or off-site activity is suitable for the young person in their care. Subject to their agreement to the activity Parents/Carers should:

- Support the application of any agreed code of conduct.
- Inform the party leader about any medical, psychological, or physical condition relevant to the visit.
- Provide an emergency contact number.
- Sign the consent form.

### 3. Approval of Off-site Activities

#### 3.1 Process

- 3.1.1 Approval of Trips/Visits is the responsibility of the Headteacher/Principal /EVC.
- 3.1.2 In line with our Educational Visits Coordination Policy, a risk assessment will be completed for all activities and additional permission slips will need to be signed for:
- Hazardous outdoor and adventurous activities
  - Residential Trips/Visits
  - Trips/Visits abroad
  - Activities where there is increased or significant concern relating to health, safety and welfare
- 3.1.3 The Headteacher /Principal will monitor off-site visits and activities and will report to the Education Governance and Oversight Team about the off-site activities which have taken place from the school/college and any impacting issues/concerns /trends.

#### 3.2 Summary Table

- 3.2.1 The following table outlines the level of sign-off required for risk rated activities/trips/visits. Please note that where there are multiple levels listed, sign-off must be provided by all.

| Location                  | Risk Level      | Required Level of Sign Off                                                                               |
|---------------------------|-----------------|----------------------------------------------------------------------------------------------------------|
| Local Environment         | Low             | Visit Leader/EVC                                                                                         |
| Local Environment         | Medium          | Visit Leader/EVC                                                                                         |
| Local Environment         | High            | Visit Leader/EVC/Headteacher/Principal                                                                   |
| Outside Local Environment | Low             | Visit Leader/EVC                                                                                         |
| Outside Local Environment | Moderate        | Visit Leader/EVC/Headteacher/Principal                                                                   |
| Outside Local Environment | High            | Visit Leader/EVC/Headteacher/Principal/Regional Education Lead (Schools)                                 |
| All locations             | Extreme         | Visit Leader/EVC/Headteacher/Principal/Regional Education Lead (Schools)/Operations Director (Education) |
| Overnight                 | All Risk Levels | Visit Leader/EVC/Headteacher/Principal/Regional Education Lead (Schools)/Operations Director (Education) |

## 4. The Provision of Training and Information

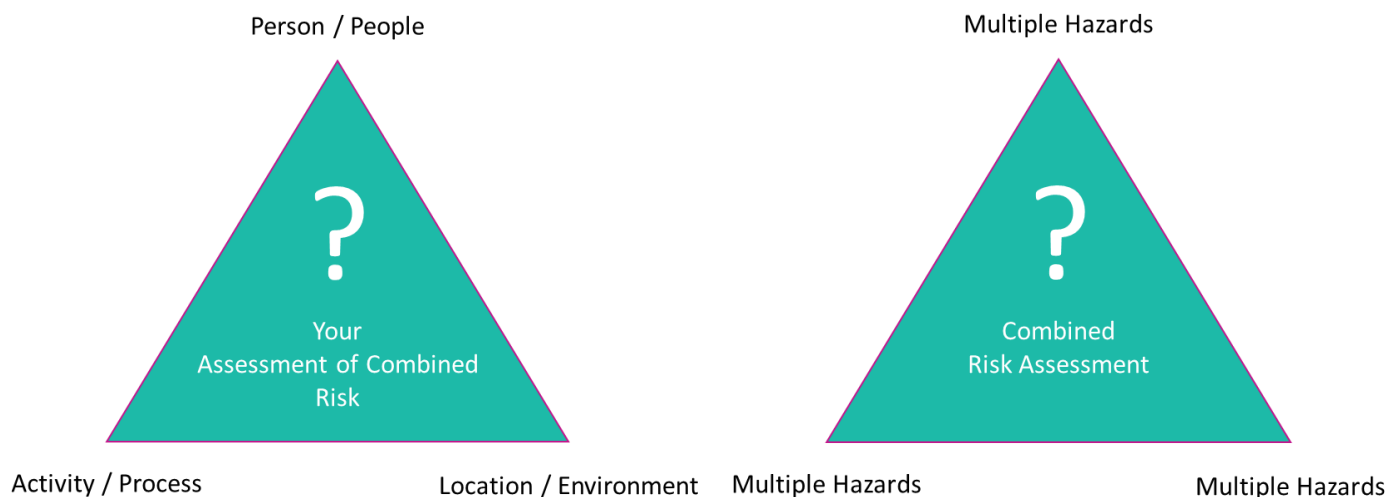
### 4.1 Information

- 4.1.1 A copy of this policy and associated school/college procedures will be made available to all Team Members within the settings who may be responsible for leading off-site visits and activities and to any Parent/Carer requesting a copy.
- 4.1.2 The Headteacher/Principal will make additional information available to Team Members to help ensure the safe management of off-site activities.
- 4.1.3 Appropriate training will be made available to Team Members taking part in off-site activities in order to reflect identified health and safety priorities and educational priorities.
- 4.1.4 The Headteacher/Principal (or EVC on their behalf) will maintain a record of the qualifications held by Team Members and volunteers involved in outdoor activities including first aid, lifesaving, driving, and specific hazardous activities.

### 4.2 Risk Management

- 4.2.1 All Group/Visit Leaders will have received training and will be aware and capable of undertaking a Combined Risk Assessment for planned activities/visits/trips. This will take into consideration the combined assessment of risk of people, processes/activities, and locations/environments. The combined assessment of risk must include additional control measures that reduce or eliminate the level of risk from identified hazards.

### 4.3 Triad of Risk





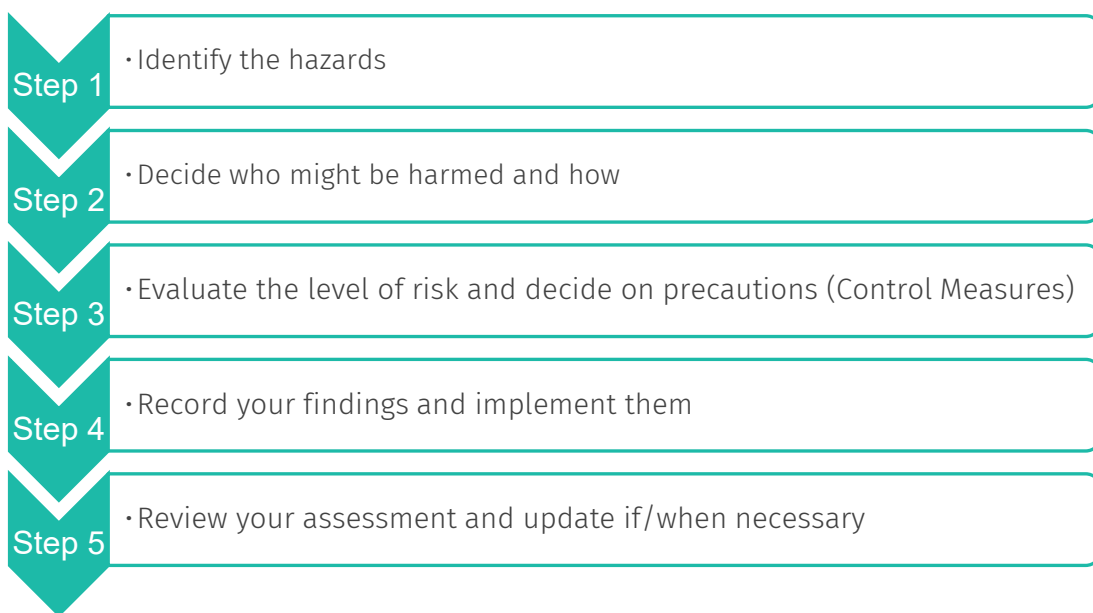
- 4.3.1 Ensure that all Team members use the unified risk assessment templates – Improve consistently & understanding.
- 4.3.2 Ensure all relevant Team Members receive and understand the risk assessments, and adhere to them.
- 4.3.3 Where possible and relevant, share Risk Assessments with Pupils/Learners and their Parents/Carers.
- 4.3.4 Ensure that all Team members adopt version control: sign, date, and track changes.

#### **4.4 Considerations:**

- 4.4.1 Dynamic, one-off risk assessment – May be required for situations that change rapidly (e.g., behaviour escalation, medical conditions, environmental changes, or safeguarding concerns).
- 4.4.2 Supervision ratios: It is important that the Visit Leader can evidence that there has been consideration of the balance between promoting independence and maintaining safety.

#### **Steps to success:**

The HSE suggests that risk assessments should follow five simple steps in regard to assessing the level of risk associated with any activity/trip/visit:



## **5. Action in Case of Emergency**

### **5.1 Planning**

- 5.1.1 The Headteacher/ Principal will ensure that emergency arrangements are in place, known to Team Members, to cover the range of activities undertaken from the school/college and the times at which they take place. This will include a minimum of two emergency contact numbers for designated senior Team Members or the Education Governance and Oversight Team out-of-hours. First aid provision and training of Team Members will be in accordance with good practice and mandatory requirements.

### **5.2 Accidents and Incidents**

- 5.2.1 Any accidents and incidents that occur during off-site visits/trips and activities will be reported and recorded in accordance with the health and safety policy. Accidents and incidents will subsequently be reviewed within the setting to identify any learning points. More serious accidents will be subject to a full accident investigation for discussion at the group Safety, Health, Environmental & Fire (SHEF) meetings.

## **6. Resources**

### **6.1 Legislation**

6.1.1 This policy has been drawn up on the basis of law and guidance, namely:

- Equality Act, 2010
- Children Act, 2004
- The Disability Equality Duty, 2006
- Human Rights Act, 1998
- The Equality Act 2010 and schools' Departmental advice for school leaders, school staff, governing bodies, and local authorities, DfE, May 2014
- Advice on standards for school premises for local authorities, proprietors, school leaders, school staff and governing bodies, DfE, March 2015
- Keeping Children Safe in Education, DfE 2026
- SEND Code of Practice , DfE, January 2015
- ALN Code for Wales 2021
- Promoting the education of looked after and previously looked after children, DfE, 2018
- Making a difference – A guide for the designated person for looked after children in schools – Cymru, Wales 2018
- The Health and Safety at Work Act 1974 (HASAWA)
- The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- The Care Act 2014

### **6.2 Additional Support and Guidance**

- 6.2.1 DfE: Health and safety: responsibilities and duties for schools - GOV.UK ([www.gov.uk](http://www.gov.uk))
- 6.2.2 Outdoor activities: <https://oeapng.info>
- 6.2.3 HSE Press: <https://press.hse.gov.uk>
- 6.2.4 HSE – Play and Leisure: <https://www.hse.gov.uk/entertainment/childs-play-statement.htm>
- 6.2.5 HSE – FAQ Education: <https://www.hse.gov.uk/services/education/faqs.htm>
- 6.2.6 Contact: Phoenix - Quality Central Support Team: [QCS@plcl.org.uk](mailto:QCS@plcl.org.uk)