Policy Name: Educational Visits

Policy Date: September 2025

Renewal Date: September 2028

Author: Head of Estates

Owner: Head of Estates

Type of Policy:

☒ Trust Policy

☐ Trust policy tailored by School

☐ School Policy

Approval:

☐ School

☐ LAB

☒ Board

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Orion Education

Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

How do we behave?

Trust • Kindness • Endeavour

What do we do?

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

How do we succeed?

Through a clear backbone, strong culture, academic rigour and smart systems.

1) Outdoor Education Advisers' Panel

This school has adopted the Outdoor Education Advisers' Panel (OEAP) National Guidance which has been developed by the OEAP to help schools organise high quality outdoor learning, adventurous activities and educational visits including residential and overseas visits.

2) Introduction

This policy applies to all off site trips and visits (hereinafter just referred to as "visits") arranged by the school, whether in the UK or abroad. It also applies to residential trips. This policy refers to many of OEAP's best practice guidance documents. School staff must follow the guidance on the OEAP website (https://oeapng.info/) as well as this policy.

3) Clarification of Roles

Orion Education (the Trust) has overall responsibility for the health and safety of its employees and students, but the responsibility for the oversight and administration for school trips and visits has been delegated to:

- The school's Visit Leader (who must be suitably trained).
- The school's Educational Visits Co-ordinator (EVC).
- The school's Principal
- The school's Local Advisory Body.
- The Trust's Executive Leadership Team.

The purpose of each of the above roles is as follows:

Role	Purpose
Visit Leader	Take overall responsibility for ensuring the visit is approved by all necessary parties before it can proceed. Manage all aspects of the visit, including the health and safety of participants and staff, as well as the supervision, welfare, learning, and development of participants
Educational Visits Co-Ordinator	To act as the school's focal point for planning (if required), advising and monitoring visits. The EVC must have sufficient status within the school to guide the working practices of colleagues regarding visits.
Principal	To ensure that the school has policies and procedures in place, that staff are competent for the roles allocated to them, that there is a robust system in place for approving EVCs and Visit Leaders, and for approving visits.
Local Advisory Body	To act as a 'critical friend'.
Trust Executive Leadership Team	To approve all residential and overseas visits.

4) The Law Regarding School Trips

All staff and governors carrying out the roles mentioned in paragraph 3) above must read the OEAP's document "3.2a Underpinning legal framework and duty of care" and "1b Foundations" which states the starting points for managing visits. These documents can be found here https://oeapng.info/downloads/all-documents/

5) Training for Educational Visits Co-ordinators (EVCs) and Visit Leaders

The school undertakes to appoint an EVC and to provide appropriate training for EVCs, with refresher training taking place every 3 years, delivered by a trained EVC trainer. The Principal has the duty of being the EVC if no-one else is appointed to the role. The school also undertakes to provide Visit Leader Training, with regular refresher training, delivered by an Outdoor Education Adviser or an experienced EVC.

The EVC should:

- be an experienced visits leader.
- have the status to be able to guide the working practices of other staff.
- be confident in assessing the ability of other staff to lead visits.
- be confident in assessing outside activity providers.
- be able to advise headteachers and governors when they are approving trips.
- have access to training, advice and guidance.

Visit Leaders are expected to have read the OEAP's guidance document "4.3a Good Practice – the basics" before planning a visit which can be found here https://oeapng.info/downloads/all-documents/ and to be familiar with the various definitions used in visit planning, particularly with regard to critical incidents and emergency procedures. The OEAP's guidance "1a Glossary and Definitions" can be found here https://oeapng.info/downloads/all-documents/

Visit Leaders will be appointed according to the OEAP guidance "3.2d Approval of Leaders" which can be found here https://oeapng.info/downloads/all-documents/

6) Visit Planning Process

The process for visit planning is as follows:

a) All trips require a named Visit Leader, who must be suitably experienced regarding the visit to be undertaken. The Visit Leader can request guidance and support from the school's EVC.
b) The Visit Leader is responsible for planning the trip and completing the various aspects of the visit application, including writing and signing the relevant risk assessments. The list of responsibilities of the Visit Leader are outlined further below.
c) The following issues should be considered when planning trips:

- the distance from the school.
- the type of activity.
- the location.
- The need for staff with specialist skills.

d) The Visit Leader must seek signed agreement in principle from their Head of Department or the Principal prior to organising a trip or visit.
e) If there is a cost incurred in the trip such as ticket costs for entry into a tourist attraction or theatre event for example, this must be agreed before any other trip planning activities take place. The cost and method of funding must be approved by senior leadership prior to further planning taking place.

f) If there is no cost or if costs have been approved, an on-line application using the school's Evolve Visits on-line portal must be completed. The Evolve application must include the following:

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- A travel risk assessment.
- A risk assessment for the venue and the planned activities*.
- A table outlining which members of staff are responsible for the supervision of which pupils.
- Individual risk assessments for any pupils who require them.
- A lesson plan.
- An itinerary.

* The person carrying out the risk assessment must:

- have the skills, status and competence needed for the job (see Section 8 below).
- understand the risks involved.
- be familiar with the activity.

Plans should be proportionate and sensible, focusing on how to manage genuine risks.

g) The EVC will review the application and advise on any amendments or additions as required.

h) When complete the application will be submitted to Designated Safeguarding Lead for approval.

i) For any trip that is not routine and is not in the local area, parental permission must be sought (see example Educational Visits consent form at Appendix 1).

j) All trips that are taking place over lunch time, the kitchen staff must be informed 1 week in advance in order to ensure all children who receive free school meals have a packed lunch on the day of the proposed trip. The request to the kitchen staff must take place after the trip has been approved.

7) Timescales for Approval of Visits

The Evolve application must be completed no later than 2 weeks prior to the date of the visit.

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If the visit involves adventurous activities, the Evolve application must be complete within 6 weeks of proposed departure.

If the proposed trip is a residential or overseas visit, it must first be approved by the Trust's Executive Leadership Team. This should be sought 6 months prior to the proposed departure. The subsequent Evolve application must be submitted no later than 6 weeks prior to departure.

8) Approval of Visits

The school will ensure that visits are approved at the appropriate level as follows:

- **Type of Visit**	- **School Approval**	- **Trust Approval**
- Routine	1) EVC	- N/A
- Adventurous	1) EVC 2) Principal	3) Executive Leadership Team (for information only)
- Residential and/or Overseas	1) EVC 2) Principal 3) Local Advisory Body (for information only)	4) Executive Leadership Team **(for approval)**

9) Transport Considerations

For visits that require transport, Visit Leaders must read the OEAP's guidance "4.5a Transport considerations" which can be found here https://oeapng.info/downloads/all-documents/

10) Adult to Student Ratios and Effective Supervision

Visit Leaders must read the OEAP's guidance "4.3b Ratios and Effective Supervision" which can be found here https://oeapng.info/downloads/all-documents/

11) Using outside organisations

If the Visit Leader wishes to use an outside organisation to provide an activity, they must check they have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards. Schools can check if an organisation holds the LOtC Quality Badge. If an organisation does not hold the badge, the school must check that they're an appropriate organisation to use. This could include checking:

- their insurance.
- that they meet legal requirements.
- their health and safety and emergency policies.
- their risk assessments.
- their control measures.
- their use of vehicles.
- their staff competence.
- safeguarding arrangements.

- accommodation arrangements.
- any sub-contracting arrangements they have.
- that they have a licence where needed.

The school should have an agreement with the organisation clarifying what each party is responsible for. This is especially important if they will be taking over supervision of students at any time.

12) Adventurous activities (eg caving, climbing, trekking, and watersports)

Staff leading these activities must visit the venue beforehand to be able to accurately risk assess the activity. Staff managing or leading visits **must not** decide to add such activities during a trip where these activities have not previously been agreed and risk assessed. Staff must always consider the abilities of the students participating in the activity when assessing risk.

Organisations need an Adventure Activity License to provide some adventure activities. Information regarding what activities require such a license can be found on the Health & Safety Executive's website here https://www.hse.gov.uk/aala/public-information.htm Visit Leaders must also read the OEAP's guidance "3.2f AALA Licensing" which can be found here https://oeapng.info/downloads/all-documents/

12.1 Water sports

When planning water sports, Visit Leaders must consider the need for instructors and lifeguards.
Particular care should be taken when using hotel swimming pools and other water leisure activities which may not have a trained lifeguard. Although there are no swimming pool specific health and safety laws, Visit Leaders should read the OEAP's guidance which can be found here:
https://oeapng.info/search-results/?download_search=swimming

13) Residential Trips

Before considering a residential trip, Visit Leaders must read the OEAP's guidance "4.2b Residential Visits" which can be found here https://oeapng.info/downloads/all-documents/

14) Trips Abroad

Trips abroad can have extra risks and need a higher level of risk assessment. **Schools should make sure any organisation that is providing activities holds the LOtC Quality badge or similar local accreditation. School staff could be liable under civil law for any injuries to the children due to negligence.**

Before planning a trip abroad, trip leaders must read the OEAP's guidance "7r Overseas Visits" which can be found here https://oeapng.info/downloads/all-documents/ If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, trip leaders must follow the guide to the British Standard for Adventurous Activities outside the United Kingdom as the basis for the planning and risk assessment which can be found here https://www.bsigroup.com/localfiles/en-gb/consumer-guides/resources/bsi-consumer-brochure-adventurous-activities-uk-en.pdf Organisations employed by the school should follow this guide too. If they have LOtC Quality Badge, then they follow this standard.

Schools should consider the Foreign and Commonwealth Office's detailed guidance on Safer Adventure Travel and Volunteering Overseas organising adventure visits abroad which can be found here https://www.gov.uk/guidance/safer-adventure-travel-and-volunteering-overseas

Country specific information can be found here https://www.gov.uk/foreign-travel-advice

15) Parental Consent

A school must always get written consent for nursery age children. For children over nursery age, written consent is not needed for most trips, as they are part of the curriculum. However, schools should tell parents about any trips and give them the opportunity to withdraw their child (see Example Educational Visits consent form at Appendix 1). Written consent is usually only needed for trips that:

- need a higher level of risk assessment.
- are outside normal school hours.

Visit Leaders should read the OEAP's guidance "4.3d Parental Consent" which can be found here https://oeapng.info/downloads/all-documents/ and take the necessary action.

16) Safeguarding

Visit Leaders should read the OEAP's guidance "3.2g Vetting and DBS checks" regarding engaging instructors for activities which can be found here https://oeapng.info/downloads/all-documents/ as well as adhering to school policy.

Visit Leaders should read the OEAP's guidance "4.3e Safeguarding" in relation to school trips which can be found here https://oeapng.info/downloads/all-documents/ and take the necessary action, as well as adhering to school policy.

17) Insurance

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Visit Leaders must read the OEAP's guidance "4.4c Insurance" regarding insurance for activities which can be found here https://oeapng.info/downloads/all-documents/ and take the necessary action. The school is part of the government's Risk Protection Arrangement for schools.

18) Risk Management and Risk Assessments

Visit Leaders must read the OEAP's guidance "4.3c Risk Management – An Overview" which can be found here https://oeapng.info/downloads/all-documents/ and take the necessary action.

Visit Leaders must compile appropriate risk assessments. Example risk assessments can be found here http://www.halsbury.com/pdf/GenericRiskAssessment.pdf

19) First Aid and Medication

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Visit Leaders must read the OEAP's guidance "4.4b First Aid" and "4.4d Medication" which can be found here https://oeapng.info/downloads/all-documents/ and take the necessary action along with the school's First Aid Policy and Supporting Pupils with Medical Conditions Policy.

20) Accidents and Emergencies

Staff must have an emergency response plan that covers what to do if there is an incident away from school. Schools should also have a communications plan that covers how routine communications should be handled, including regular check-ins and calls to reassure people. **Visit Leaders must be familiar with these plans.**

Visit Leaders must read the OEAP's guidance "4.1a Avoiding accidents and emergencies" which can be found here https://oeapng.info/downloads/all-documents/ and take the necessary action.

Visit Leaders must read the OEAP's guidance "4.4j Participant information and data protection" which can be found here https://oeapng.info/downloads/all-documents/, especially noting the requirements for record keeping following and accident/incident.

Visit Leaders must read the OEAP's guidance "4.1b Emergencies and critical incidents overview" which can be found here https://oeapng.info/downloads/all-documents/ and take the necessary action.

Visit Leaders must read the OEAP's guidance "4.1c Emergencies and critical incidents guidance for leaders" and "4.1f Emergencies and critical incidents guidance for first contacts" which can be found here https://oeapng.info/downloads/all-documents/ and

take the necessary action should an emergency occur. Visit Leaders must also complete the Emergency Procedures for Visit Leaders contained within the above document. **Visit Leaders must ensure they have the relevant emergency contact details as listed on the last page of the OEAP's document.**

21) Checklists

The school must utilise the following checklists which can be found at https://oeapng.info/downloads/all-documents/ to ensure the health and safety of all visit participants:

- **Role**	- **Checklist**
- Visit Leader	- 3.3e Checklist Visit Leader
- Visit Leader – Overseas Visit	- 3.3g Checklist Visit Leader Overseas Visit
- Educational Visitors Co-ordinator	- 3.3a Checklist EVC
- Principal	- 3.3b Checklist Principal or Manager
- Local Advisory Body	- 3.3c Checklist Management Board or Governing Body
- Parents/Carers	- 3.3d Checklist Parent and Guardian
- Students	- 3.3f Checklist Young Person

22) Evaluating trips

Visit Leaders must evaluate all visits once they have been concluded from the planning through to the visit itself. The school should keep a record of any incidents, accidents and near misses and in order to assist with:

- evaluating whether the visit planning process was effective.
- learning from any accidents/incidents which took place.

Appendix 1 – Example Educational Visits Consent Form

CONSENT FORM FOR EDUCATIONAL VISITS
AND OTHER OFF-SITE ACTIVITIES

Student's Name: _____

Please sign and date the form below if you are happy for your child to:

a) Take part in school trips and other activities that take place off school premises and

b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
    - all visits (including residential trips) which take place during the holidays or a weekend
    - adventure activities at any time
    - off-site sporting fixtures outside the school day

- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity, **however**, if the trip is directly related to the subject curriculum and takes place during the school day your child **will be** expected to participate and the school will provide you with information before the trip takes place through the Learning Gateway, InTouch, letters or the student's planner.
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- The school reserves the right to refuse students participation on trips if we are concerned that their participation would be a risk to their/others safety.
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Written parental consent will not be requested from you for some off-site activities offered by the school – for example, year-group visits to local amenities and a sports fixtures – as such activities are part of the school curriculum and usually take place during the normal school day.

Please note that it is parents' responsibility to ensure that any changes in contact or medical details are notified to the school.

Parent/Carer's Signature: _____

Date: