



EDUCATIONAL VISITS POLICY

Date of last review	Autumn 2 2025
Review cycle	2 Years
Policy due for review and approval by Local Governing Body	Autumn 2 2027

Mission Statement

The Saffron Valley Collegiate seeks to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual child or young person. In doing so it enables them to progress academically and become successful learners through the re-engagement of the young person with education.

EQUALITIES STATEMENT:

All who work at the Saffron Valley Collegiate are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all of its forms.

These values are explicit to the ethos of the Saffron Valley Collegiate and implicit in all policies and practices.

This policy should be read with reference to:

- Health & safety on Educational Visits, (DfE, November 2018)
- Health and Safety Policy

Saffron Valley Collegiate (SVC) uses the EVOLVE portal for the submission, quality assurance and monitoring of all educational visits. The portal has a helpful section on relevant legislation.

Educational Visits serve to:

- Bring breadth to the learning experience;
- Stimulate enquiry;
- Extend, enlighten and enrich the curriculum and the student's learning experience.

Principles:

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely;
- It is important that children learn to understand and manage the risks that are a normal part of life;
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- Staff should be given the training they need so they can keep themselves and children safe, and manage risks effectively;
- Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so;
- Schools should seek to be inclusive; reasonable adjustments should be made to allow as many pupils as possible to be involved in offsite activities.

Assessing Risk

School employers should always take a common sense and proportionate approach, remembering that in schools, risk assessment and risk management are tools to enable children to undertake activities safely. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. For example, for annual or repeated activities, a review of an existing assessment may be all that is required. For new or high risk activities, a specific assessment of significant risks must be carried out. Where SVC engages in regular activities, e.g. visits to local children's centre or a local library, regular checks will be made to ensure control measures and precautions remain appropriate. SVC will use a standard risk assessment template (see appendix A), or add to one provided by an external organisation, particularly where the activity is specialised.

Adventure activities using licensed providers

Schools using an outside organisation to provide an activity 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. If an organisation does not hold the badge, SVC will check that they're an appropriate organisation to use.

When planning an adventure activity that will involve caving, climbing, trekking or water sports, SVC will check that the provider holds a licence, as required by the Adventure Activities Licensing Regulations 2004.

Trips Abroad

Trips abroad can have extra risks and need a higher level of risk assessment. SVC will ensure any organisation that is providing activities holds the LOtC Quality badge or similar local accreditation. If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, SVC will follow the guide to the [British Standard for adventurous activities outside the United Kingdom](#) as the basis for the planning and risk assessment.

SVC will consider the Foreign and Commonwealth Office's detailed guidance on [safer adventure travel and volunteering overseas](#) when organising adventure visits abroad.

The Educational Visits Coordinator (EVC)

The Assistant Head will act as a designated EVC for their provision. This will involve overseeing all offsite activities and supporting staff acting as visit leaders to plan trips, using their knowledge of the young people and any additional needs that they may have. EVCs will receive regular training which will cover good practice and the use of EVOLVE. The Headteacher, (or Head of School in her/his absence), will approve all activities.

Entitlement and access

- SVC will make reasonable adjustments to ensure as many pupils as possible may access activities, e.g. the provision of additional transport for pupils with mobility challenges.
- SVC may request voluntary contributions for activities that take place within the school day. If parents/carers are experiencing financial hardship, SVC will consider subsidising pupils' visits in a fair and equitable way. This will ensure that there is no discrimination against those pupils and their families with lower financial means. Any subsidy will be considered and agreed by a member of the Senior Leadership Team (SLT+).

- In accordance with DfE guidance, parents in receipt of benefits (further details available on request) cannot be charged for board and lodgings associated with any educational visit.

Planning

- There will always be a single, identified activity leader, whose role it is to oversee the visit from planning to debrief.
- The activity leader will provide the EVC with:
 - A copy of the information to be provided to parents/carers, and
 - A risk assessment (*which may be a revised version of a previous visit, if it is a regular or repeated activity*).

The EVC may request amendments before uploading information to the portal for the Headteacher's approval, at least 7 days before the planned visit.

Seeking parental consent

DfE guidance states: *'Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.'*

Parents will be informed in advance of each activity and will be given the opportunity to withdraw their child from any particular school trip or activity

SVC obtains general written permission for local visits on induction (*see induction permission slip appendix B*), but timely text messages/letters will be sent as reminders of activities, to parents/carers. Detailed information and permission slips will be provided for most non local visits, but SVC will accept verbal consent for participation, in most circumstances. Staff will seek permission to release pupils (at the conclusion of offsite activities) from any locations other than SVC.

Although parents may refuse to provide consent to offsite visits, SVC strongly encourages participation, as these activities are central to addressing the personal development of learners. If a significant number of pupils are unable to engage in an activity, it may, in extreme cases, cause trips to be cancelled in order to preserve staffing ratios.

Conducting Educational Visits

- The activity leader will give due regard to the safety of all pupils whilst on the trip, within the planning stage, e.g. ensuring contingency arrangements in the event of a staff member becoming ill, assigning staff to a small number of pupils.
- On the day of the visit, a list of all staff and pupils in attendance will be taken offsite.
- Where there is a likelihood of pupils being separated from staff for periods of the visit, a school mobile phone will be taken on the visit, and the telephone number issued to participating pupils. **Under no circumstances will staff give their personal phone numbers to pupils.** Staff will ensure they each have a means of contacting one another, and individual or groups of pupils.
- The activity leader will ensure that a member of staff has the medical details file and first aid kit.
- The activity leader will have identified a member of staff (at the base), who will act as contact point in an emergency. This is particularly important where activities are scheduled out of school hours, during school holidays or over the weekend, or the party is due to return after school is closed.
- Where educational visits are made into central London, the trip leader will identify, in advance, a designated place of safety. This will ideally be a nearby hotel, to which staff and pupils may evacuate in case of a serious incident.

Debrief

Evaluation of the visit should take place as soon as is practicable, ideally within 5 working days of the trip. This is best conducted as a debrief session involving more than one member of staff involved in the activity. Information will be uploaded to the EVOLVE portal. Good practice and lessons learned should be reviewed prior to planning repeat activities.

APPENDIX A – EXAMPLE RISK ASSESSMENT

(This form should be completed and adapted by the trip leader)

DETAILS OF EDUCATIONAL VISIT/ACTIVITY:

Designated place of safety (if required):

HAZARD	RISK	LEVEL	CONTROL MEASURES	RESULT
EBSR pupils having panic attacks and running away	Getting Lost	High/Medium	Extra member of staff to escort high-risk pupils home if becoming anxious. If pupils do abscond, staff to phone base who will phone pupil's home and mobile phone contact to be made with pupil.	Low
Separation from party	Getting lost	Medium	One member of staff at front and one at back (includes getting onto and alighting from public transport. Explain procedures for waiting for staff to find separated pupils, prior to trip. All pupils to have a note with a contact number of group leader and destination of trip.	Low
Illness whilst on trip	Wrong medication or unable to supervise	Medium	Group leader to take first aid kit. All pupil medical information to be held by group leader, including inhalers etc.	Low
Pupils dismissed at end of trip and making own way home	Getting lost, risk of assault or abduction	Medium	Ensure parents/carers have given permission for pupils to travel home unaccompanied. Encourage pupils to travel together. Check travel skills on individual if not a regular independent traveller, i.e. discuss route home.	Low

Saffron Valley Collegiate
Headteacher – Gill LaRocque

OFF-SITE ACTIVITIES

Educational visits are used to enhance the delivery of the curriculum. These off-site activities can include visits to museums and theatres, and physical activities at specialist centres. All activities are appropriately risk assessed and supervised. Where these visits involve travel outside of the local area, or physical activities that require specialist supervision, you will receive adequate information and your permission will be sought for your son/daughter's participation.

We ask permission for parent/carers to enable their son/daughter to participate in local, low risk activities, e.g. a visit to a local library for a workshop. If you are happy for your son/daughter to participate in these types of activities, please sign below.

I give permission/do not give permission (delete as required) for my son/daughter to participate in local, low risk activities.

Signed: (parent/carer) **Date:**