Educational Visits

Policy

Overley Hall School

Approved by:	Support and Scrutiny Board	Date: 1st September 2026
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Aims and Scope.

Educational visits are a regular and integral part of each learner's curriculum at Overley Hall School. All visits aim to further education and personal growth. Visits are pre-planned, risk assessed and authorised by the Head Teacher or another member of the senior management team (DSL).

Educational visits are an integral part of our approach to further our learner's education and personal growth. We utilise educational visits to supplement and enhance the curriculum, expand our learners' education, provide enriching and cultural experiences, teach life skills, and promote independent learning.

This policy sets out:

- our approach to planning and running educational visits
- health and safety
- inclusivity
- roles and responsibilities of staff

This policy applies to activities taking place within normal school hours. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities such as swimming
- Adventurous and recreational activities

Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

This policy also complies with our funding agreement and articles of association.

Roles and responsibilities

Head Teacher (Bev Doran)

The Head Teacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the Support and Scrutiny Board to approve residential trips of more than 24 hours

The educational visits co-ordinator (EVC) (Dee Marshall)

Her role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and to designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the head teacher and Support and Scrutiny Board when they're approving trips over 24 hours.
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip lead

Every educational visit will have one member of staff designated as the trip lead.

The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to learners and staff
- Have this plan approved by the EVC
- Assign staff roles as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments

- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Ensure a fully charged mobile phone is taken and the number included in the visit form
- Communicate key details about the visit and all locations to staff, including roles and responsibilities
- Make sure staff are capable and able to fulfil their roles at all times while responsible for learners

Staff

Staff have a responsibility to make sure all learners and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Ensure approval for all educational visits has been received from the EVC
- Carry out any required risk assessments and work with the trip lead
- Look out for the health and safety of themselves and those around them
- Help support pupil behaviour as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that learners can take part in educational visits, parents/carers agree that they will:

- Ensure all contact information is kept up to date including any health/medicine information for day learners
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Learner's

Our school Behaviour Policy also applies to all educational visits. For further information please see our Behaviour Policy on the school website.

Planning and preparation

The decision on whether or not a visit will take place will be made by the Head Teacher, and based on factors including:

- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Resources, including staffing, and physical supplies
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Dedicated DSL for the trip (and contact information if not present)
- Staff: learner ratios (depending on needs of learners)

Please see **Appendix 1** for our trip information form for the planning and approval of a visit. In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Head Teacher will seek approval of the Support and Scrutiny Board.

For extra-ordinary educational visits/trips once the risk assessment has been approved by the EVC, and the Support & Scrutiny Board where relevant, staff will (where appropriate) communicate with parents/carers and provide trip information.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. Visits will be planned to meet the individual needs of each learner. Learners will have the same level of support that is available to them at school.

Where necessary, staff will provide additional support, and make reasonable adjustments to itineraries, as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and learners.

In some cases, it may be reasonable and necessary to prevent a learner who is experiencing particularly challenging behaviour from coming on a trip to protect their safety and the safety of the other learners attending. We will consider all reasonable options to help this learner go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a higher staffing ratio basis.

Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template which for staff can be found on the school drive and in **Appendix 2** of this policy. This Risk Assessment will then be approved by the EVC. Approved existing risk assessments can be found on the School Drive or in the Staff Room. If a risk assessment has been provided by the destination itself this will be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and learners), the role of additional support on the visit, specific activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the EVC/ Head Teacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the EVC, and a copy taken on the visit and another copy left with her.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All staff will be made aware of any medical issues or allergies at the start of the trip
- The trip lead will take regular headcounts and/or rollcalls

Transport

The MIDAS trained driver of the bus is responsible for making the appropriate checks with regard to the safety of the vehicle, in line with the log sheets.

Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

Communication and consent

For any extra-ordinary school trips we will contact the parents and carers of learners taking part in the educational visit at least 1 month before the proposed date of the trip. Communication will be via letter and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any extra-ordinary off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to ensure current and relevant medical information and dietary requirements, as well as emergency contact numbers are up to date at school.

Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations
- A bus breakdown

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the EVC or another member of senior management. When on an extra-ordinary trip the school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

At least one member of staff will always accompany a learner seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other learners. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the learners.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and learning from any incidents that took place.

Insurance

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

Residential visits

For residential trips please see the separate policy.

Review

This policy will be reviewed every year. At every review, the policy will be shared with the Support and Scrutiny Board.

Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Behaviour policy
- Child Protection and Safeguarding policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

- Transport Policy

Appendix 1: Proposed visit planning information

Overley Hall School

Date of activity/excursion:	Name of leader:	**Risk Assessment Code**
Other adults present:	Public Liability Yes / N/A Venues Own Risk Assessment Yes / N/A	
Venue:	Description of activity:	
Mobile Number:	Vehicle to be used: Name of Driver:	

Students names	
_____ Medication Required Yes ☐ No ☐	Name of medication _____ _____
_____ Medication Required Yes ☐ No ☐	Name of medication _____ _____
_____ Medication Required Yes ☐ No ☐	Name of medication _____ _____
_____ Medication Required Yes ☐ No ☐	Name of medication _____ _____
_____ Medication Required Yes ☐ No ☐	Name of medication _____ _____
I have read and understood the risk assessment relating to this activity/excursion and I have also read and checked the individual pupils risk assessment. I have communicated the risks to all staff.	**Leaders signature:**

Attach Seating Plan ☐ First Aid Kit ☐

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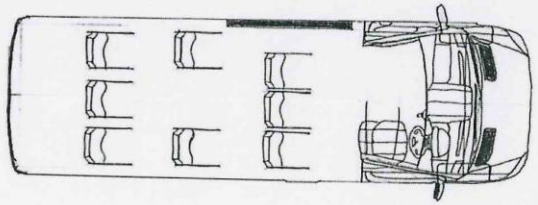
Additional Control Measures required, not listed on the venue Risk Assessment, relating to the child's individual Risk Assessment:	
Staff Briefing - completed ☐ (please tick to confirm)	Plan B (Alternative Plans if unable to carryout planned activity)
Feedback after visit (anything we could do differently)	

Appendix 2: risk assessment template

Company Name:		Date of Assessment:		Review by:	

Description of Activity being assessed:		Assessors Name:	

What are the Hazards? What has the potential to go wrong? (1)	Who might be harmed and what might the injury or ill health be? (2)	What action are you already taking to reduce the risk of an accident or ill health? (3)	What further reasonable action do you need to take to reduce the risk to an acceptable level? (4)	Who will implement these actions? (5)	When will they be implemented by? (6)
Pre outing checks					
Seating plan					
Parking area **Car parks** **Being hit by a vehicle, running into road**					

Transport break down					
Slips, trips and falls, slippery paths, muddy fields, fallen trees and branches, rabbit holes, wet surfaces					
Exit Doors **Large Windows** **Absconding**					
Choking risk					
Medication					
Inclusion / Accessibility					

(1) A hazard is the potential to cause harm. List the foreseeable hazards that you may come across during the task.

(2) List who might be harmed considering employees, public, contractors, vulnerable people, young and pregnant workers etc. and list what the outcome of the hazard may be such as cuts and bruises, fractures, respiratory problems, burns etc.

(3) List the things that you are doing at the moment to make the activity as safe as possible.

(4) List any extra things that are reasonable to implement and will help reduce the risk of an injury or ill health.

(5) List the name of the person who will be responsible for the things in column 4 being done.

(6) Put in a realistic and reasonable date when the work/activity will be done by and sign it off.

Authorised by:		**Date**	