



EDUCATIONAL VISITS POLICY

(Including Outdoor Learning & Adventerous Activities)

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Member of Staff Responsible for the Policy:	Educational Visits Co-ordinator
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Introduction

This policy outlines Huntington School's procedures for planning, approving, managing, and evaluating educational visits, outdoor learning, and adventurous activities. It ensures compliance with employer expectations, statutory requirements, and national guidance. It aims to:

- Provide safe, high-quality learning experiences beyond the classroom.
- Support staff in planning and leading visits confidently and competently.
- Ensure all visits contribute positively to students' learning, development, and wellbeing.
- Learning beyond the classroom enhances the curriculum through direct, practical experiences and is integral to developing students' confidence, independence, and understanding of the world.

2. Scope

This policy applies to all educational visits, off-site activities, residentials, overseas trips, and adventurous activities involving Huntington School students. It does not apply to work experience placements or alternative provision.

3. Roles and Responsibilities

Headteacher

- Gives final approval for all visits.
- Ensures appropriate staffing, competence, and training.
- Ensures safeguarding, risk management, and procedures are followed.
- Oversees the strategic quality, value, and safety of visits.

Educational Visits Coordinator (EVC) – Julie Kettlewell

- Ensures visits meet employer and school requirements.
- Provides training, support, and oversight to Visit Leaders.
- Monitors visit planning, risk assessments, and evaluation.
- Manages Evolve accounts and visit records.

Administrative Support

- Supports administrative tasks, communication, and document filing.

Visit Leader

- Takes responsibility for planning, organising, and leading the visit.
- Conducts or commissions risk assessments.
- Ensures supervision ratios are appropriate.
- Conducts pre-visit checks where feasible.
- Ensures all staff understand their roles.
- Maintains dynamic risk management throughout the visit.



Accompanying Staff and Volunteers

- Follow the Visit Leader's instructions.
- Support student supervision and safety.
- Volunteers must be vetted and supervised; DBS checks applied where required.

Students

- Must follow behaviour expectations and instructions.
- Participation may be reviewed if behaviour presents a safety risk.

Governing Body

- Monitors the quality, safety, and value of school visits through routine reports
- Ensures financial procedures and statutory requirements are met.

4. Consent Procedures

Routine Acknowledgement

Obtained at enrolment for local, curriculum based visits during the school day. Parents and carers will always be informed of any offsite activity.

Non-Routine Consent

Required for activities outside normal hours or involving additional risk.

Specific Consent

Required for:

- Residential visits
- Overseas visits
- Adventurous activities
- Any trip with higher-than-usual risk

Medical Information

Medical data will be drawn from the school system, with updates collected as needed. High-risk activities may require additional medical forms.

5. Staff Competence and Training

- Staff must be competent to supervise students safely.
- Induction, training, and qualifications will be recorded on Evolve.
- Deputy leaders should be appointed for key visits.
- Staff must follow guidance on professional conduct, including alcohol restrictions (see Appendix A).

EVC & Visit Leader Training

- EVC will undertake regular revalidation.
- Visit Leaders must complete required employer-level training.



6. Planning and Approval

All planning should follow employer and school policies. Visit Leaders must:

- Use Evolve for planning, risk assessment, approval, and evaluation.
- Identify benefits and risks using sensible risk management principles.
- Record any additional risk findings using event-specific assessments.

External Providers

Priority should be given to providers holding the LOtC (Learning Beyond the Classroom) Quality Badge. Otherwise, a provider statement must be completed.

Supervision and Ratios

Ratios must be:

- Appropriate to the age, needs, and behaviour of students.
- Risk-assessed rather than fixed.
- Inclusive of gender balance where practical.
- Sufficient to allow safe supervision during transport, free time, and activities.

Pre-Visit Checks

Visit Leaders should visit venues beforehand when feasible. If not possible, leaders should gather information via:

- Provider discussions
- Online resources
- External advisors

7. Visit Categories & Approval Routes

Recorded and approved on Evolve:

Visit Category	Planning & Risk Management	Final Approval
On-site / Local Area	Recorded on Evolve; supplemented risk documents if needed	EVC/Headteacher
Day Visit outside Local Area	Risk assessed; journey & activities considered	EVC/Headteacher
Overseas	Detailed assessment; supporting documents	LA Advisor
Residential	Detailed assessment; supporting documents	LA Advisor
Adventurous (Provider-Led)	Provider RA + school RA	LA Advisor
Adventurous (Self-Led)	Full school RA	LA Advisor



8. Behaviour Expectations

- Students must follow school behaviour expectations throughout.
- The school may withdraw a student from a visit if behaviour risks safety.
- Students may be required to sign behaviour contracts for higher-risk visits.

9. Emergency Procedures

- All staff must follow the Incident Management Plan (Appendix B).
- Every trip must have a designated Base Contact.
- The Base Contact must be available at all times during the visit.
- Visit Leaders must carry emergency contact and medical information.

10. Transport

Careful planning must consider:

- Seatbelt use and coach operator compliance
- Supervision during travel
- Staff car use (business insurance verification)
- Public transport procedures

11. Charging

Charges will follow the school Charging Policy and DfE guidance. Parents will be informed of:

- Costs
- Voluntary contributions
- Remission arrangements
- Refund procedures

12. Inclusion & SEND

We commit to:

- Entitlement to participate
- Reasonable adjustments to support access
- Risk assessments for students with additional needs
- Collaboration with SENDCO during planning

13. Safeguarding

- The Visit Leader will liaise with the Designated Safeguarding Lead when planning.
- A Designated Safeguarding Lead or deputy must be contactable throughout the visit.
- Volunteers must be vetted and supervised appropriately.



14 Preventing Harassment and Upholding Dignity at Work

Huntington School is committed to creating a safe, respectful, and inclusive environment for staff and students during all educational visits. In line with the Dignity at Work policy and employment legislation:

- The school maintains a zero-tolerance approach to harassment, including sexual harassment, bullying, discrimination, or offensive behaviour by staff, volunteers, students, external providers, or members of the public.
- Staff must take positive, proactive steps to identify, prevent, and report any form of harassment.
- All volunteers and external providers must be made aware of the school's expectations regarding respectful conduct and compliance with safeguarding and equality duties

15. Insurance

All students are covered by school travel insurance unless otherwise notified. Parents and carers will be informed of any differences prior to payment.

16. Monitoring and Evaluation

- EVC will oversee visit monitoring.
- Governors will evaluate implementation.
- Visit Leaders must complete evaluations on Evolve.
- Learning from incidents or near misses will be shared with staff.

17. Data Protection, Phones & Photography

- Staff must follow GDPR guidance.
- Student phone use may be limited according to the Visit Leader's judgement.
- Photographs must be taken and stored following school policy.

18. Sustainability Considerations

- Staff are encouraged to consider environmental impact when planning visits.
- Local visits should be prioritised where educational value is comparable.



APPENDIX A

Guidance Statement on Alcohol Use During Educational Visits and School Trips

This guidance sets out expectations regarding the consumption of alcohol by staff during school trips and educational visits, to safeguard students and uphold professional standards.

General Principle

During all school-organised trips, the duty of care to students is paramount. Staff are expected to always act in a professional capacity and ensure they are fully able to respond to any situation that may arise.

Alcohol Consumption

- Staff must not consume alcohol in the presence of students at any time during a school trip.
- Staff must not consume alcohol while directly responsible for the supervision or care of students.
- Alcohol must not be consumed at any time where it could impair judgement or delay a response in the event of an emergency
- In some circumstances (e.g. multi-day residentials), where staffing levels, supervision plans, and accommodation arrangements ensure that full and adequate duty rota is in place, a small amount of alcohol may be consumed by off-duty staff in private, away from student's and with prior approval from the trip leader and Headteacher.

Residential Trips – Staff Expectations

- A rota or on-call arrangement must be agreed in advance to ensure that at least one staff member of each sex (in case there are in-room issues) is abstinent and available to always respond including overnight.
- Alcohol must not be brought or consumed in any shared staff/student areas.
- Any consumption of alcohol must be moderate, discreet, and must not affect readiness or professionalism the next day.
- In all cases, professional conduct must be maintained and any risk of reputational harm to the school must be avoided

International Trips/Older Students

For trips involving post-16 students in settings where alcohol is legally permitted staff should:

- Discuss expectations around alcohol with students in advance and warn them that trips abroad are not appropriate times to experiment with alcohol.
- Ensure all decisions reflect safeguarding principles and local laws.
- Avoid any situation that could be seen to condone or encourage underage or inappropriate drinking.



APPENDIX B

Managing Serious Incidents

1. Definition of a Serious Incident:

A serious incident is defined as any situation during an educational visit that poses a significant threat to the safety or welfare of a participant or the group. This may include:

- Serious injury or illness
- Death of a participant
- Major accident involving transport
- Allegations or incidents of abuse
- Serious behavioural issues posing a risk
- Any situation that requires emergency services

2. Immediate Response:

- The Visit Leader must take charge and ensure the safety of the group.
- Emergency services should be contacted immediately if needed.
- Administer first aid as appropriate.
- Ensure supervision of the rest of the group.
- Keep accurate notes and records of what happened, actions taken, and times.

3. Communicate Protocol:

- The Visit Leader should notify the school's designated emergency contact as soon as possible.
- The school will inform the Headteacher and Designated Safeguarding Lead (DSL).
- The school may contact parents and carers, depending on the severity and guidance taken from emergency services.
- For serious incidents the Local Authority or Governing Body may also need to be informed.

4. Support and Follow-up:

- Arrangements for returning participants home or continuing the visit safely should be made.
- Emotional support should be offered to students and staff.
- A full written report must be submitted to the Headteacher and Governors
- The school will conduct an incident review to inform future practice and policies.

5. Media Involvement:

- Staff and students should not speak to the media
- The Headteacher or an appointed representative will handle all communication with the media, if necessary.

6. Reporting Requirements:

Where applicable, the incident should be reports to:

- The Health and Safety Executive (HSE) under RIDDOR
- The Local Authority
- Insurance providers