



# LIGHTHOUSE SCHOOLS PARTNERSHIP

## Educational Visits Policy and Guidance

### Non-Statutory

Policy Approved by the Senior Leadership  
Team

Signed:

Date: 14 November 2023

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Authorised for Issue

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Date: 14 November 2023

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#### Document History

Version	Author/Owner	Drafted	Comments
1.0	Neill Bird	Sept 2023	New Policy - issued October 2023

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### 1. Overview

The Lighthouse Schools Partnership recognises the importance and benefits of educational visits to enhance the curriculum and widen pupils' experiences. There must be clear and justifiable objectives for a visit. Organisations are encouraged to strike the right balance between protecting children and young people from risk and ensuring that they can learn from the stimulating challenges and valuable experiences that educational visits provide. Ofsted have made clear that they consider this area of activity, amongst others specifically named, to be essential elements of an overall successful safeguarding approach to be encouraged and dealt with on a proportional basis.

For the purpose of this document educational visits are considered to be any activity not taking place on the school site. These visits will vary in nature and duration, and it is the responsibility of each school to have appropriate procedures in place to ensure the health, safety, and wellbeing of all taking part.

This policy leads on from the Trust template and individual school Arrangement section of the Health and Safety Policy. It contains more detail in relation to educational visits and so schools should amend their health and safety policy accordingly to reflect its content and refer to it.

## 2. Related Organisation Policies & Documents

This policy should be read in conjunction with the following documents:

- School Health & Safety Policy
- School Business Continuity & Critical Incident Plan
- School Safeguarding and Child Protection Policy
- Charging and Remissions Policy
- [Department for Education, Health and Safety: responsibilities and duties for schools](#)
- [Guidance produced by the Outdoor Education Advisers Panel](#)
- [Department for Education, Health and Safety on education visits](#)
- [Department for Education, Statutory Framework for the early years foundation stage](#)
- [The Duke of Edinburgh's Award](#), if applicable.

## 3. Roles and Responsibilities

### 3.1. The Headteacher

Must ensure that the school approves a named Educational Visits Co-ordinator and Lead/Deputy Party Leaders, who have received relevant training to carry out these roles.

Ensuring that pupil educational visits / trips / activities or learning outside of the classroom has effective health and safety management arrangements in place for pupils and staff to:

- Ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented, and
- Ensure information and arrangements to parents/carers of pupils on all educational visits / trips / activities are communicated effectively.

### 3.2. Educational Visits Coordinator

An Educational Visits Coordinator (EVC) will be approved by the Headteacher, but where not in place the following responsibilities will fall to the Headteacher:

- Attend appropriate and relevant training when required to ensure competence for the role.
- Coordinate pupil off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity in a timely fashion and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the SENCO and Designated Safeguarding Lead is sought if applicable for individual pupils.
- Ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online / server systems.
- Ensure communication is sent of all relevant information and arrangements to providers of educational visits / trips / activities, staff, pupils and parents/carers of pupils to ensure that the key learning objectives can safely be achieved.
- Ensure that sufficient finances and resources are allocated and authorised for pupil off-site visits or learning outside the classroom activities.
- Take reference from the documentation and organisations named above, along with the Trust and its nominated Health & Safety competent person when appropriate.

### 3.3. Educational Visit Leader

- This person is to be approved by the Headteacher;
- Have overall responsibility for the supervision and conduct of the educational visit / trip / activity;
- Obtain appropriate approval before commitment for any educational visit / trip / activity taking place;
- Follow the related policies and documentation published by the Academy, Trust or relevant organisations;
- Complete Visit Leader training every 3 years, delivered by an Outdoor Education Advisor or experienced EVC.
- Assess the risks involved and with support from the EVC create a new risk assessment, or amend a previously one if appropriate;
- Use a visit proposal form for approval of the planned visit (see Appendix 1 for suggested template);
- Use a visit planning checklist to ensure all procedures have been followed (see Appendix 2 for suggested template);
- Reassess risks while the visit or activity takes place and have in mind a plan B;
- Ensure there are emergency arrangements in place should a significant change to the programme becomes necessary due to adverse weather etc.

### 3.4. Deputy Educational Visit Leader

This person is to be approved by the Headteacher and will assist the Educational Visits Leader and the Visits Administrator with planning and will take over all of the responsibilities listed above in the event that the Educational Visits Leader has to pull out of attending the visit. It is therefore important this the Deputy Educational Visit Leader has appropriate training, skills, and experience, as otherwise the visit should be postponed.

### 3.5. Visits Administrator

There may be occasions where the Headteacher nominates an Administrator to assist the Trip Leader and/or EVC to help ensure that the necessary administration tasks required to organise a successful educational visit are completed. This position is not always required, and it will often depend on the complexity of the educational trip and the availability of personnel, if for example the Trip Leader is a teacher and cannot be easily released from the classroom.

### 3.6. Parents/Carers

- Support the application of any agreed Code of Conduct issued by the school;
- Inform the Educational Visit Leader about any medical, psychological or physical condition relevant to the trip/visit;
- Provide emergency contact name(s) and number(s);
- Ensure that a family member is available in the unlikely event that the educational visit has to be cancelled or return before the stated return date/ time;
- Provide payment and / or consent, where required, for the educational visit / trip / activity before the deadline, with an understanding that trips which do not generate sufficient interested numbers may be cancelled with monies subsequently refunded. Families in receipt of income support or Pupil Premium Funding should view the LSP Charging and Remission Policy and speak to the school if they need support in funding trips or visits.
- Be aware of details of the trip, including any requirements necessary for the day (food, clothing, timings, etc)

### 3.7. Pupils

Pupils participating must be enrolled by the school at the time the educational visit / trip / activity takes place.

Pupils to be aware that they are both representing the school and Lighthouse Schools Partnership Trust, and as such, any inappropriate behaviour below the standards normally expected by the school / Trust is unacceptable and may result in that pupil missing part or the whole of the educational visit / trip / activity, with potential further actions as deemed appropriate by their school.

Whilst taking part in an educational visit, pupils also have responsibilities which they should be made aware by the Educational Visit Leader or other members of staff. For their own health and safety and that of the group, pupils should:

- Understand the risks and avoid them;
- Follow instructions of the Educational Visits Leader, other members of staff and any competent activity providers;
- Behave sensibly, keeping to any expected behaviour standards and Code of Conduct;
- Inform a member of staff of any significant hazards or issues.

## 4. Procedures

School procedures should be developed in line with this policy and guidance document. Procedures should be reviewed either because of; a scheduled planned review, or from learning obtained from experiences/feedback from previous visits.

Whilst schools have autonomy to develop their procedures to reflect their own requirements and staffing structure, the following are mandatory requirements which must be adhered to:

- Residential educational visits approval by the Headteacher, with other visits either approved by the Headteacher or their nominated deputy.
- An approved and appropriately trained and competent Educational Visits Coordinator (EVC). If an EVC is not in place this role by default will be the responsibility of the Headteacher.
- Suitable communication with parents/carers, e.g., consent, meetings, and relevant visit information.
- Adequately trained staffing arrangements to both lead and supervise the visit and provide cover at school (see [OEAP website](#) for guidance regarding appropriate adult to child ratio).
- Adequate planning, including identified resources to ensure smooth administration, a financial plan (e.g. cancellation of an educational visit if insufficient numbers, etc) to ensure no financial deficit.
- Liaison with the staff member leading on SEND and Designated Safeguarding Lead to ensure involvement at planning stage (i.e. before committing to any payment, etc) and that there is adequate opportunity, safety and welfare provision any child regarded as having such needs.
- Consideration of the environment to ensure any potential impact is minimalised.
- Suitable written risk assessments for each visit to ensure risks are managed to an acceptable level (individuals, venues, providers, whole visit, etc)
- Use accredited and competent providers wherever possible (e.g., LOTC badge, AALA licence, etc)
- Adequate insurance arrangements in place (e.g., provider public liability as well as suitable arrangements for participant welfare)
- Details known of the Trust's Health and Safety competent person for advice / support / emergency response as well as the submission of category C visits before any deadline for their review (i.e., all residential visits / adventurous activities)
- Suitable emergency procedures (see Appendix 3).