



Policy 20 Educational Visits

Introduction

At Archbishop Tenison's Church of England High School, we have an unwavering belief in the diverse educational value inherent in structured off-site visits. These encompass both international and domestic trips, as well as a variety of adventurous activities, each contributing significantly to the enhancement of our school's robust educational portfolio. The creation of this policy is firmly grounded in the comprehensive guidelines provided by the Department for Education (DfE), bolstered by the expert advice from the Outdoor Education Advisors' Panel (OEAP). This policy aims to ensure that the planning, execution, and evaluation of these visits are all geared towards ensuring the safety, educational enrichment, and overall welfare of our student body.

Aims and Objectives of the Policy

The fundamental purpose of this policy is to define the strategic approach that our school undertakes in the planning, execution, and post-visit evaluation of our educational visits. This policy is designed to ensure that all our off-site visits not only serve clearly defined educational objectives but also aid in the broader personal development of our students. Furthermore, this policy underscores our unwavering commitment to prioritise the safety and well-being of all participants involved in these visits.

Guiding Principles

Each off-site visit must have a well-defined set of educational objectives that are tailored to the age, abilities, and inclinations of the students participating in the visit. For each visit, a suitable plan must be formulated well in advance. This plan should include all necessary risk assessments, safety protocols, and contingency measures, all in strict compliance with the DfE and OEAP guidelines. How comprehensive the plan needs to be depends on the type of visit being undertaken.

All staff members involved in these visits must possess the requisite competence and training, with a clear understanding of their individual roles and responsibilities. Parental consent will be sought specifically for adventurous activities that carry an inherent additional level of danger as well as residential visits. In the case of all non-adventurous day visits parents will be informed and given the opportunity to refuse for their child to attend, rather than express permission being sought. At times of course this may be altered on an individual basis if the safeguarding team feel there is a specific need.

Planning and Approval of Visits

Each educational visit must be planned in a timely fashion and submitted to the relevant person. The plan must take into account a host of factors, including but not limited to, travel logistics, accommodation, activities, supervision, emergency procedures, and communication strategy.

All visits must adhere strictly to the DfE's guidance, the OEAP's advice, as well as our internal Child Protection and Safeguarding Policy.

Risk Assessment and Management

The risk assessment should take into consideration the nature of the visit, the venue, the transportation mode, the specific needs of students, the staff-to-student ratio, and emergency procedures.

Staff leading the visit must familiarise themselves thoroughly with the risk assessment and ensure that all involved parties are aware of their responsibilities and the risks involved.

Supervision of Visits

All off-site visits will be supervised by competent staff. The staff-to-student ratio will be determined on a case-by-case basis, taking into consideration the nature of the visit, the needs of the students, and the guidelines provided by the DfE and the OEAP.

Emergency Procedures

The school will ensure that a robust emergency response plan is in place for each visit, which aligns with the school's overarching business continuity plan.

The group leader, staff, and volunteers must be aware of these emergency procedures and must be capable of accessing support if required.

Evaluation of Visits

Upon completion of each visit, an evaluation should be undertaken to highlight the successes, identify any challenges faced, and recognise areas that need improvement. The insights gained from these evaluations will be invaluable in planning and executing future visits.

Staff Training and Competence

It is imperative that all staff involved in the planning, supervision, and execution of these visits possess the necessary competence and have undergone suitable training, as stipulated by the DfE and OEAP guidelines.

Policy Implementation

The responsibility for the successful implementation of this policy rests with the Headteacher and the governing body, who are committed to ensuring that all educational visits are carried out in accordance with this policy, prioritising the safety of all participants.

Policy Review

This policy is subject to an annual review, taking into account any changes in the DfE's guidelines, OEAP's advice, or the school's circumstances. This policy should be reviewed every three years at a minimum.

Policy Created: November 2025

Next review November 2026

Appendix 1 – Local visits General

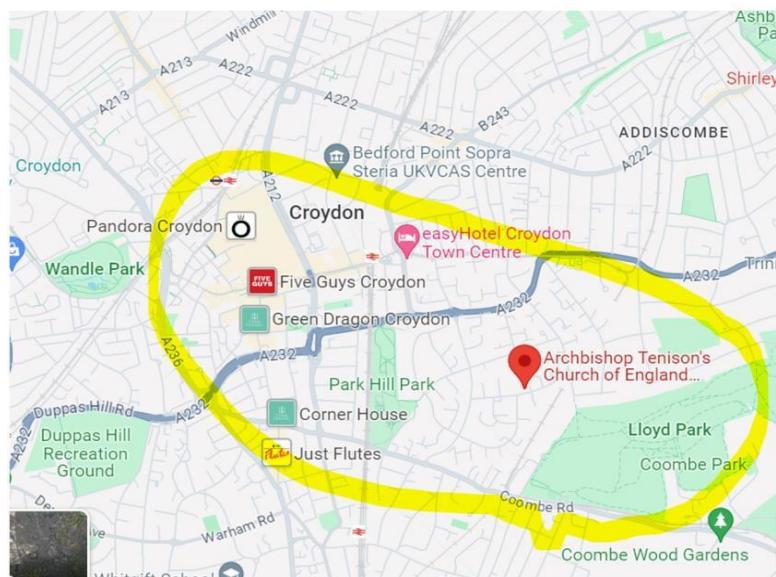
Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below. These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.

- Do not require parental consent, however, there may be situations where you would like parents to be informed in advance, e.g., via EVOLVE or a slip sent home).
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: Lloyd Park Croydon Town Centre

Note – The Princes Trust course gives pupils many opportunities for day visits and because



of this the local area policy will be applied at times to further afield venues if the Head, Deputy Head or EVC feel this is appropriate.

Operating Procedure for Local Learning Area

Significant issues/hazards. The following are potentially significant issues/hazards within our Local Learning Area:

- I. Road traffic
- II. Other people
- III. Members of the public
- IV. Animals
- V. Losing a pupil.
- VI. Uneven surfaces and slips, trips, and falls.
- VII. Weather conditions.
- VIII. Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- IX. Narrowed pavements due to outside seating.

Managing risk

Risks are managed by ensuring the Head, Deputy or EVC have given verbal approval before a group leaves and that the risk related measures linked to any education visit are considered in advance.