



## EDUCATIONAL VISITS POLICY

### Rationale

Tandridge Learning Trust acknowledges that students can derive a good deal of educational benefit from taking part in activities and visits with the school. Social skills developed through problem solving, decision making, teamwork, and residential experiences at home and abroad can enhance the development of personal and social skills. Knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. The school's Educational Visits Policy seeks to establish a framework within which students can benefit in a safe, healthy and secure environment.

The value of off-site educational visits is well recognised by Trustees, Local Governing Boards and Senior Leadership Teams and fully supported throughout the Trust. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Educational visits must be well managed, information communicated effectively, and responsibilities recognised.

This policy is underpinned by the Health and Safety at Work etc. Act 1974, which places a duty on employers to ensure, so far as reasonably practicable, the health, safety and welfare of employees and pupils, including during off-site activities.

### Terms of reference

An Educational Visit is any activity that involves students leaving the school premises to pursue an activity organised through the school. This includes all off-site activities where the school retains responsibility for pupils, and where staff act in loco parentis (in place of a parent), owing a duty of care to safeguard pupils from foreseeable harm.

### Aims:

- To provide a range of Educational Visits that will enhance curricular and recreational opportunities for all students.
- To establish a clear and coherent structure for the cost-effective management of Educational Visits.
- To plan, conduct and review Educational Visits within procedures designed to secure worthwhile benefits for the students in a healthy and safe environment.
- To ensure all educational visits follow DfE "Health and Safety on Educational Visits" (2018) guidance, including proportionate planning and risk management.

### In order to do this the school will:

- Regularly monitor & evaluate existing potential Educational Visit opportunities to ensure that risk assessments are proportionate, suitable & sufficient, addressing foreseeable hazards & control measures before the visit takes place.
- Seek to reflect associated cover implications in calculating the cost of an Educational Visit where the nature of the visit suggests that such a procedure is appropriate.
- Appoint a school Educational Visits Co-ordinator (EVC) to ensure the appointed EVC is competent, trained, and has sufficient authority and status to oversee educational visits.  
and with responsibility for the implementation of agreed procedures and risk assessment, in liaison with Surrey Evolve.
- Operate the Educational Visits Procedure to ensure all visits have appropriate levels of planning based on risk, distinguishing between routine visits and those requiring enhanced planning and approval.
- Consider the timing, frequency and staffing of Educational Visits and seek to mitigate their impact on the educational progress of students both on the trips and those remaining in school.
- Manage Educational Visits so that they are available to all students to ensure compliance with the Equality Act 2010, making reasonable adjustments for pupils with SEND or medical needs.
- Some trips or visits may be organised only for specific groups of individuals based on need.

## Roles and Responsibilities

**Trustees /Governing Body** satisfies themselves that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed.

- Ensure that all Educational Visits that are residential, abroad, or hazardous need to be approved by the Headteacher and Local Governing Body. Such approval must be recorded in the minutes of the Governing Body meeting.
- Ensure the school has effective health and safety policies in place covering educational visits and monitors compliance.
- Approve higher-risk visits (e.g. residential, overseas, adventurous activities) as required under governance arrangements.

**The Head Teacher** is delegated by the Local Governing Body to approve all Educational Visits of a perceived low risk, local, daily or regular nature.

- Ensure that all visits are authorised appropriately and that staff are competent to lead them.
- Ensure emergency procedures and contingency planning are in place.

**The Educational Visits Co-ordinator (EVC)** ensures that all Educational visits follow the correct procedures and verify that external providers have appropriate insurance and safety standards, e.g. LOTC Quality Badge or equivalent and where appropriate have been approved by Surrey Evolve upon receipt of a risk assessment. The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice.

The EVC will also liaise with and seek approval where appropriate from the Surrey Evolve Service at Surrey County Council to ensure the proposed visit complies with the latest regulations and guidelines.

**The Trip Leader** is responsible for identifying the purpose of the visit and must ensure written risk assessments are completed, reviewed, and updated as necessary, including dynamic risk assessment during the visit.

- Ensure adequate supervision ratios based on risk, age, and needs of pupils. and following the checklist published in the Surrey Evolve Service guidance.

**Additional staff on the trip** are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning and take any concerns to the Trip Leader. They must be appropriately briefed, trained, and aware of their safeguarding responsibilities before the visit.

**Participants / volunteers / students/ Parents** are expected to follow instructions and guidance throughout the duration of the trip. The school will seek to work collaboratively with parents/carers to ensure that all students have equal opportunities to participate in school events without compromising their safety or the safety of others attending or participating in the trips.

- Parents must be appropriately informed about visits, including risks, and provide consent where required (e.g. higher-risk or out-of-hours activities).
- Pupils must follow instructions to ensure safety.

## **Emergency Planning**

The school must ensure that:

- Clear emergency procedures are in place for all visits
- A named emergency contact (24/7) is available
- First aid provision is appropriate
- Communication systems are established

## **Safeguarding**

All educational visits must comply with Keeping Children Safe in Education (KCSIE), ensuring safeguarding arrangements extend beyond the school site.

## **Insurance**

The school must ensure adequate insurance cover is in place for all visits, including travel and activities.

This document outlines the specific policies and procedures for the school. It supplements and follows the advice and guidance contained within the following significant publications:

- SCC Guidelines for Educational Visits and Outdoor Education Activities
- Health and Safety Executive guidance
- DfE Health and Safety on Educational Visits (2018)
- OEAP National Guidance [gov.uk]
- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Keeping Children Safe in Education 2026

|                                  |             |
|----------------------------------|-------------|
| Approved by Local Governing Body | Summer 2026 |
| Due for review                   | Summer 2028 |
| SLT Member                       | Mr P Kinder |