



Educational Visits Policy

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1. Policy Statement

Active Futures Academy is committed to delivering safe, purposeful and enriching educational visits that:

- Broaden learning beyond the classroom
- Support social, emotional and mental health (SEMH)
- Re-engage students who may struggle in mainstream education
- Develop independence, resilience, communication, and regulated behaviour
- Fully comply with safeguarding and health & safety duties

2. Scope

This policy applies to:

- All staff organising or supervising educational visits
- Volunteers and agency staff accompanying visits
- External providers supporting or hosting students
- All students participating in off-site activities, trips, enrichment or adventure learning

3. Aims and Objectives

Educational visits will:

- Support curriculum and vocational learning outcomes
- Build social skills, confidence, self-management and independence
- Encourage teamwork, communication and community participation
- Support behaviour improvement through structured, success-based experiences
- Provide regulated, trauma-informed enriched environments

4. Roles and Responsibilities

Directors/Head of Provision

- Ensure this policy is implemented and reviewed
- Provide oversight of visit safety, insurance and legal compliance
- Ensure an EVC role is appointed
- Approve all visits before they take place

- Ensure staff competence and safeguarding assurance
- Set or increase supervision ratios based on risk
- Ensure emergency and student absconding plans are robust

Educational Visits Coordinator (EVC)

- Oversee compliance with DfE guidance for educational visits
- Quality-assure planning and risk assessments
- Confirm staff training, first aid provision and ratios
- Maintain an annual record of approved visits and outcomes
- Ensure all supervising adults and students are briefed

Visit Leader

The Visit Leader must:

- Plan the full itinerary and define learning outcomes (EV-01 Form)
- Complete a visit-specific risk assessment, including **individual student needs** (EV-02 form)
- Submit all planning and safeguarding information to the EVC/SLT for approval
- Ensure consent forms are collected
- Carry student registers and emergency contacts during the visit (EV-03 Form)
- Lead staff briefings before departure
- Monitor behaviour and wellbeing during the visit
- Implement emergency or absconding response if required
- Complete a post-visit evaluation form (EV-04 Form)

Supervising Staff / Adults

Supervisors must:

- Follow Visit Leader instructions at all times
- Maintain professional conduct and safeguarding vigilance
- Monitor student wellbeing and behaviour proactively
- Never supervise students alone
- Carry out regular student headcounts
- Report incidents or safeguarding concerns immediately to the Visit Leader and SLT

5. Pre-Visit Planning and Approval

All educational visits must be planned and approved in advance by the EVC/SLT and include:

Required Document/Check	Must Include
Visit Plan (EV-01 Form)	purpose, itinerary, travel arrangements, times, costs, staffing
Group & Individual Risk Assessment (EV-02 Form)	hazards, behaviour triggers, SEMH needs, medical needs, vulnerabilities, absconding risk
Consent	signed parental/carer approval or social worker for LAC students
Insurance Check	public liability, employer liability, travel insurance if applicable
First Aid	minimum one trained First Aider present + kit carried
Transport Plan	seatbelts required, safe provider, accessibility needs met
Emergency Plan (EV-03 Form)	SLT contacts, nearest hospital, incident and missing student process

6. Supervision Ratios (Minimum Requirements)

Because AP students often require enhanced support, the following are **minimum staffing ratios** (which may be increased based on need or risk):

Visit Type / Student Profile	Minimum Ratio
Standard educational visit	1:6
Students with recorded SEMH or vulnerability risk	1:4
Students with absconding or intensive support needs	1:1 or 2 adults per student
Adventure / Water-based / Outdoor activities	additional staff added

7. Risk Assessment Standards

Risk assessments must consider:

- Environmental risks (weather, terrain, travel, traffic, venue)
- Student behaviour triggers and de-escalation strategies
- Individual student support plans
- Medical or learning needs
- History of absconding, exploitation or vulnerability factors

- Communication needs
- Any planned or potential use of **reasonable force or restraint**, ensuring it fully complies with DfE guidance
- No lone supervision at any time
- Clear preventive, protective and responsive control measures

Risk assessments must be shared with all supervising adults before the visit.

8. Medical Needs

- All student medical information and care plans must be checked in advance
- Medication must be taken/carried where required
- Visit Leader is responsible for holding and administering emergency medication (e.g., inhalers, Epipens)

9. Consent Requirements

- Written parental/carers consent is required for ALL visits
- Looked After Children (LAC) require consent from the corporate parent or allocated social worker
- Students without consent cannot attend and will remain in supervised, on-site education

10. Absconding Prevention and Response

Plans must include:

- Designated keyworker supervision
- Clear expected boundaries, rules and check-ins
- Regular planned regulation breaks
- Dynamic headcounts when moving locations
- Proactive supervision positioning when walking

If a student absconds or goes missing:

1. Alert all supervising adults
2. Take an immediate group headcount
3. Search nearby without leaving any students unsupervised
4. Contact SLT immediately
5. Contact the Police if SLT or the Visit Leader determines it is necessary

11. Transport Standards

- All students must travel in vehicles with seatbelts
- Staff must remain seated throughout journeys
- Personal staff vehicles must NOT be used unless authorised by SLT in writing
- Walking and public transport require approval and risk assessment

12. Critical Incident Reporting

Visit Leader must contact SLT immediately for serious incidents including:

- Student injury
- Safeguarding concern or disclosure
- Student missing/absconded
- Serious behaviour incident
- Transport breakdown
- Emergency service involvement

SLT will determine escalation to external agencies including police or LADO if appropriate.

13. External Providers

- Must supply their own risk assessments
- Must hold relevant insurance
- Must demonstrate safeguarding and DBS compliance where legally required
- Visits involving adventure activities must verify instructor competence and accreditation

14. Post-Visit Procedures

Within 5 school working days, the Visit Leader must:

- Complete the **Visit Evaluation Report** (EV-04 Form)
- Ensure incidents or near misses are recorded
- Update any student support observations or ratio recommendations
- Submit this to the EVC/SLT for monitoring

15. Related Guidance & Legislation

This policy aligns to:

- Keeping Children Safe in Education (KCSIE)
- DfE Health and Safety on Educational Visits
- Behaviour in Schools guidance (including restraint)
- SEND Code of Practice
- Prevent Duty
- Equality Act 2010
- Health and Safety at Work Act 1974
- Management of Health & Safety Regulations 1999