



Educational Visits Policy

Written	January 2026
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Role	Headteacher
Last Review	January 2026
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Introduction

This policy has been prepared and implemented with due regard to the Welsh Assembly Government circular 2010- Educational Visits - 'A safety guide for learning outside the classroom' and OEAP's National Guidance 2013.

http://www.npt.gov.uk/PDF/LEA_Educational_visits_a_safety_guide_for_learning_outside_the_classroom01.pdf

<http://theoeap.info>

<http://oeapng.info/?lang=en>

The aim of this policy is to safeguard the welfare, health and safety of all pupils and staff on all educational visits or activities that take place off the school premises. It should be read in conjunction with the company's Health and Safety Policy, First Aid Policy and any relevant associated policies that deal with health and safety issues. All members of staff must follow guidance provided in our school policy as well as the guidance provided by the directives above. In situations of conflict all staff are expected to follow the school policy and seek clarification afterwards via the Headteacher and/or the Education Visit Coordinator (EVC).

Health and safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Ysgol Y Rhos has a duty to ensure, as far as is reasonably practicable:

- The health, safety and welfare of students in school and on off site visits
- The health, safety and welfare of staff in school and on off site visits

Employees also have a responsibility under health and safety legislation.

Key Responsibilities:

- Take reasonable care of own and others' health and safety.
- Co-operate with their employees over safety matters.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious health and safety risks.
- Develop their own knowledge of health and safety issues and attend health and safety training.
- Assess the risks of activities.
- Introduce measures to control those risks.
- Tell their employers about these measures.

United Nations Convention of the Rights of the Child (UNCRC)

Our Educational Visits policy has also been written with due regard for the UNCRC demonstrating our commitment to the promotion and protection of children's rights ensuring that the voice, welfare and dignity of all our pupils is paramount to the work that we do. Our Educational Visits policy encompasses the UNCRC in the following ways.

Article	Theme	Links
Article 2	Non-discrimination	All pupils will have equal access to educational visits regardless of disability, medical needs, care status, language, gender, religion or background. Reasonable adjustments will be made so no pupil is excluded due to additional needs.
Article 3	Best interests of the child	Decisions about visits, activities, supervision levels and participation will always prioritise pupils' safety, welfare and well-being. Visits will

		only proceed where risks are manageable and proportionate.
Article 6	Right to life, survival and development	Robust planning, supervision and emergency procedures are in place to protect pupils' right to life and safety. Educational visits at Ysgol Y Rhos support our pupils' social, emotional and experiential development.
Article 12	Right to be heard	Pupils at Ysgol Y Rhos will be given opportunities to; express concerns or anxieties about visits and contribute to planning where appropriate. Pupils' views will inform risk management and support arrangements.
Article 13	Freedom of expression	Pupils at Ysgol Y Rhos feel able to raise worries about safety, health or well-being during visits. Staff will listen to and act upon pupils' concerns promptly.
Article 14	Freedom of thought, belief and religion	Educational visits will respect pupils' beliefs and values, including; religious observance, dietary requirements and cultural practices. Planning will take these into account to ensure inclusion and dignity.
Article 16	Right to privacy	Medical, personal or safeguarding information shared for visit planning will always be handled confidentially. Pupils' dignity and privacy will be respected during supervision, first aid or personal care.
Article 17	Access to appropriate information	Pupils and parents/carers will receive clear information about; the nature of the visit, activities and risks, safety arrangements and emergency contacts. Information will be accessible and age-appropriate.
Article 19	Protection for all forms of harm	Educational visits increase exposure to potential risk. Our policy must ensure; thorough risk assessments, clear safeguarding procedures, appropriate staff supervision and clear reporting routes for concerns.
Article 20	Protection for pupils without family care	Pupils who are looked after require additional safeguarding consideration. Planning will involve placing authorities where required and ensure continuity of care and safety.
Article 23	Rights of pupils with disabilities	Pupils with disabilities or ALN will be supported to participate safely through; individual risk assessments, medical or care plans and adapted activities.
Article 24	Right to the highest attainable standard of health	Health and safety arrangements at Ysgol Y Rhos will ensure; access to first aid, medication management and emergency procedures.
Article 28	Right to education	Educational visits form part of pupils' entitlement to a broad and balanced education. Health and safety arrangements ensure pupils can access learning beyond the classroom safely.

Article 29	Aims of education	Educational visits at Ysgol Y Rhos support; personal development, confidence and independence, respect for others and the environment and experiential learning
Article 30	Minority culture, language and identity	Visits at Ysgol Y Rhos will respect and celebrate cultural diversity. Planning will consider language needs and cultural identity to ensure pupils feel safe and included.
Article 31	Right to rest leisure and play	Educational visits often include recreational and outdoor activities. This policy ensures pupils can enjoy these experiences safely and appropriately.
Article 37	Protection for degrading treatment	Pupils will never be placed in unsafe, humiliating or inappropriate situations during visits. Behaviour management and supervision will always uphold dignity and respect.
Article 39	Recovery and reintegration	If a pupil experiences distress, injury or incident during a visit, Ysgol Y Rhos will provide; emotional support, appropriate follow-up and safe reintegration into school routines.
Article 42	Awareness of rights	Pupils will understand; their right to be safe on visits, who to go to if worried and how adults will support them

Purpose

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school.

Providing a variety of 'real-life' opportunities for our pupils enables them to achieve a fuller understanding of the world around them, through direct experience. For some of our pupils it is a challenge to go out in society and sometimes their opportunities are limited when out of school, due to their individual needs. Through off-site visits we are often able to provide these pupils with supervised and carefully planned experiences that enhance their skills and social skills.

Educational visits can also provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance the curriculum.

Pupils benefit enormously from taking part in off-site visits – it gives them the opportunity to experience activities they may not otherwise have, helps them to develop important life skills, enhances the curriculum and can provide life-long happy memories. As part of our therapeutic approach, educational visits are key to providing opportunities for pupils to develop childhood resilience factors, specifically taking part in sporting activities as well as having opportunities to develop meaningful friendships through shared experiences with their peers. Ysgol Y Rhos recognises the importance of off-site educational visits and activities to:

- Broaden the curriculum and support learning about specific topics.
- Increase knowledge and understanding through first-hand experience.
- Promote, enhance and give pupils the chance to develop skills learnt at school.
- Increase the pupils' interests and development of possible hobbies.

- Provide an introduction to new activities.
- Provide appropriate community settings to further develop personal skills, independence skills and social skills.
- Access Leisure Centres and other venues in order to further develop their physical skills and knowledge of resources in their local area.
- Identify areas for future learning and/or qualifications.

Roles in organising educational visits

Educational visits can take many forms including:

- Day trips to places of interest
- Residential courses
- Outdoor education activities
- Sports activities away from the school site
- Individual visits by students as part of their curriculum

The involvement of experienced school staff is vital to all educational visits. Staff also benefit from off-site educational visits – increased variety and interest in their work, along with the professional development inherent in organising and leading visits whilst seeing pupils in a different context.

For the planning and carrying out of an offsite educational visit, the personnel involved should be the Headteacher organising educational visits, the Care Practitioner Support (if applicable), other education staff attending the visit.

The trip leader in conjunction with the Headteacher shall carry out a risk assessment, to sign off the activity planned, before it can go ahead.

Responsibilities for visits

Legal framework:

1. Under Health and Safety at Work legislation employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants in off-site visits.
2. These duties apply to all school visits. Teachers and other staff in charge of students also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Approval for visits

It is good practice for the school to have at least two members of staff involved in the planning and management of educational visits. This will usually be the Headteacher and another education staff member.

Trips will only be authorised if sufficient vehicles are available to ensure that pupils are able to travel to and from the visit safely. Pupils will adhere to the code of safe conduct whilst in transport.

Roles

Role of the Headteacher

The Headteacher has responsibility for the sanctioning and authorisation of visits and that the visit is organised within the guidelines stated in this policy. The Headteacher should make sure that visits comply with the guidelines within the good practice guide 'Health and Safety of Students on Educational Visits 2018' as well as the circular 'Educational Visits - A safety guide for learning outside the classroom' and OEAP's National Guidance. Essentially, the Headteacher must ensure that:

- All necessary actions have been completed before the visit begins including planning and notification.
- The risk assessment has been completed, and signed by all relevant stakeholders.
- The accompanying adults have experience in supervising the age group(s) going on the visit and will organise the group effectively.
- The trip leader and/ or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Arrangements have been made for the medical needs and additional learning needs of the pupils.
- A termly review of activities/ visits is undertaken with all staff involved.
- The visit is properly planned, risk assessed, authorised and fits in with the educational program
- Visit leaders and/ or participants have been approved,
- Venue is contacted and risk assessments obtained, if available
- External providers are evaluated after each visit and on a termly basis.
- All staff are adequately informed of any specific medical condition, additional needs and/ or behavioural issues of pupils participating.
- Adequate first-aid provision will be available.
- There is a contingency plan for any delays including a late return home.
- The mode of travel is appropriate.
- They have provided appropriate information about the visit to the pupils parents / carers, social workers / those with parental responsibility, and completed a risk assessment.
- The purpose of the educational visit is appropriate to the pupils age and level of understanding and forms part of their educational programme.
- They are familiar with the visit location/centre where the activity will take place.
- The visit is appropriately insured*
- Account has been taken of relevant health and safety legislation.
- Review regularly undertaken visits/activities and advise on adjustments that may be necessary.
- The ratio of adults to students is appropriate for the needs of the group and pupils are always supervised.
- They consider stopping the visit if the risk to the health and safety of the students is unacceptable and have in place procedures for such an eventuality.

The Headteacher, must ensure that all adults taking part in the visit do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. The Headteacher should also ensure that there is a robust and proper evaluation after each individual activity or visit.

Pupils

The Headteacher should make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other supervisors including those at the venue of the visit.
- Dress and behave sensibly and responsibly.
- Follow venue specific procedures regarding clothing, electronic devices, behaviour, rules, and regulations.
- Adhere to school ethos and follow school specific expectations on behaviour and participation.

Carers/parents

The Headteacher will need to inform the carers / parents of all relevant aspects of the visit in advance of it taking place, and that the carers / parents have signed the consent form for school trips and other off-site activities prior to visits commencing.

The carer / parent should ensure that they have:

- Provided the Headteacher and trip leader with emergency contact number(s).
- Provided the Headteacher with any Risk Management Plans (if applicable).
- Give the Headteacher/trip leader information about their child's emotional, psychological, and physical health which might be relevant to the visit.

Insurance

All visits should be appropriately insured. The Headteacher should ensure that the venue has its own Public Liability insurance and that this is sufficient in scope to cover our pupils and their actions when on site.

Induction, training and succession planning

The Headteacher and appropriate members of school staff will receive specific training where needed and will have the opportunity to address their continuous professional development via identified courses that might link in with their roles regarding the Establishment Visits program.

All risk assessments, planning and evaluation will be kept on record in a specific Educational Visits folder. Only those visits that were successful and have benefitted our pupils will be continued.

Risk (benefit) assessment

Risk (benefit) assessments will be carried out prior to the commencement of a visit. All risk assessments will be collated in an Educational Visits folder and ultimate quality assurance and compliancy responsibility remains with the Headteacher. Each visit should have a rationale explaining the benefits of the visit and positive outcomes expected.

An assessment should be completed well before the visit, and need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise. But specialised information for some visits may be necessary.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations that expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Frequent visits to local venues e.g., sports centre, may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of any such visits should be made at regular intervals, and careful monitoring should take place. Full reviews outside of the review frequency will take place following an accident, incident or change of circumstances. All visits and/ or activities will also be reviewed as to evaluate in what way and how much pupils benefited from their visits. These evaluations will be kept in the Educational Visits folder along- side the risk assessments and pupils will form part of this evaluation process.

Exploratory visit

The Headteacher / Educational Trips Coordinator, should undertake an exploratory visit, to:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit.
- Assess potential areas and levels of risk.
- Become familiar with the area before taking a group of young people there.
- Obtain venue risk assessment(s) if available.

If in the last resort an exploratory visit is not feasible, the Headteacher will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue.

This policy is reviewed every year as a minimum. However, where there are changes to legislation/guidance or in response to recommendation from any significant incident, review of the policy will take place immediately.

Policy Created By	Sam Thomas	09/01/2026
Policy Approved By	Catrin Jones	12/01/2026



Appendix 1

Ysgol **Y** **Rhos**
Parent/Carer **Consent**
Routine Visits: September 2022-July 2023

Your child's name: _____

I hereby agree to my child participating in routine visits off the school site. These visits might include the following, or similar activities: **Swimming, shopping, sports and physical activities, walks, curriculum support visits, eating out, college courses, work experience.**

These visits will normally take place at the following, or similar, locations: **Leisure Centres and sporting venues (e.g. Mold, Flint), shops and supermarkets (e.g. Tesco, Morrisons, Lidl, Aldi, Asda, Sainsbury's) and facilities such as country parks, lakes, countryside, cafes and restaurants, businesses, libraries, cinemas and theatres.**

Travel to these locations may be by foot, school minibus, staff cars (with Business Insurance) or public transport.

I understand that:

- Such visits will normally take place within the school normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home
- My specific consent will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense
- All reasonable care will be taken of my child during the visit
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit.
- I must inform the school of any medical or behavioural condition or physical disabilities that may affect them during the visit.
- All pupils are covered by Unique Care's insurance

Parent / Carer name: _____

Signature of parent/carer: _____

Date: _____ **Telephone:** _____

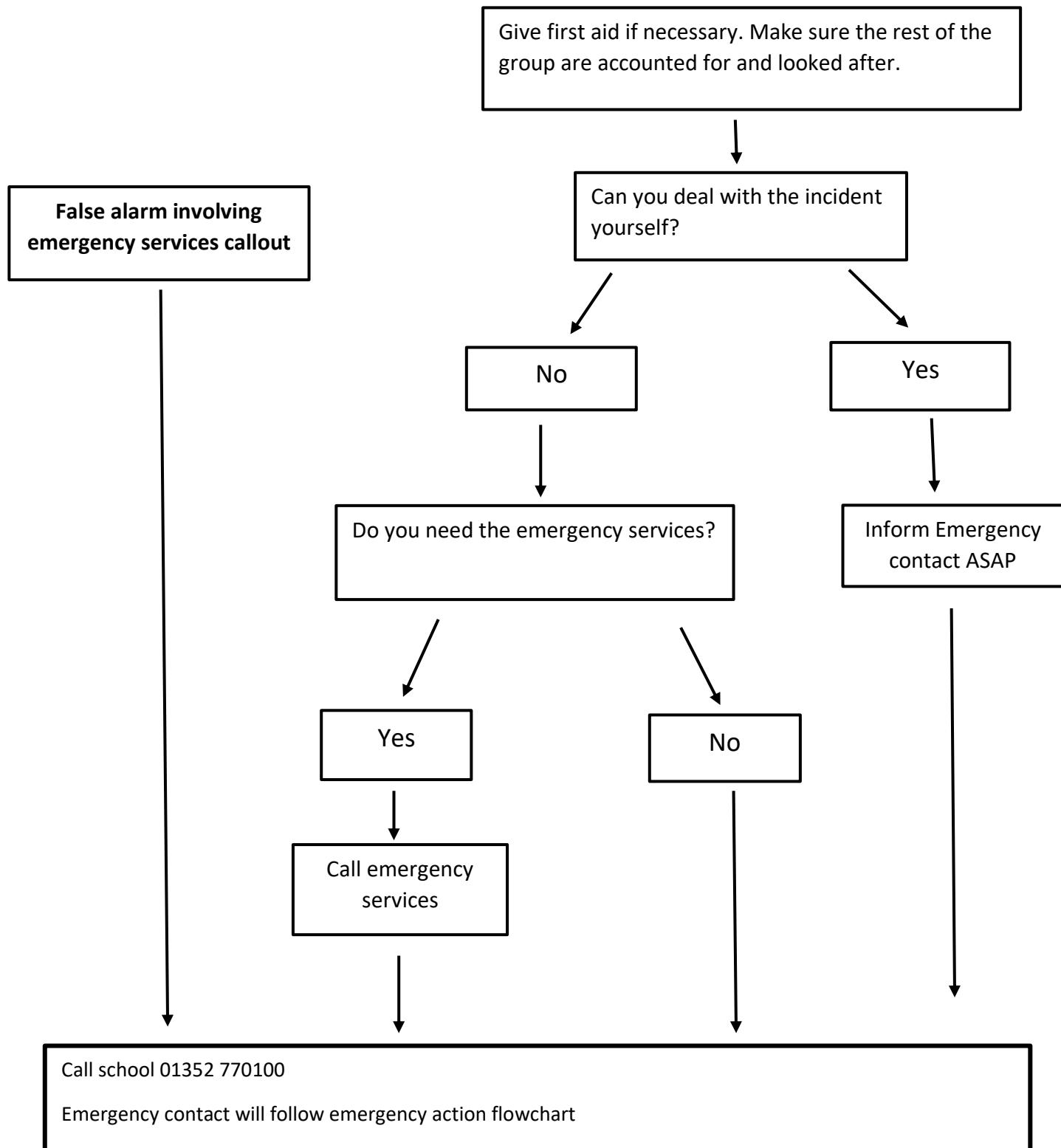
Address: _____

Alternative emergency telephone: _____

Appendix 2



Ysgol Y Rhos
Emergency Action Flowchart for Visit Leaders



Appendix 3



Ysgol Y Rhos

Off-site Incident Record Form

This form is to be used by an emergency contact during the period that they are handling an emergency call. The Lead Teacher should ensure that Head Office incident reporting procedures are followed as soon as possible after the incident.

ABOUT THE INCIDENT

Name(s) of any individual(s) affected by the incident _____

Time and date of incident _____

Location of incident _____

Activity taking place (if applicable) _____

Name(s) of staff leading the activity (if applicable) _____

Contact number for visit leader _____

Name(s) of key witness(s) _____

Description of incident and action taken (continue on separate sheets if necessary)

Form completed by _____ Date _____

ACTION TAKEN TO AVOID A REPEAT INCIDENT (To be completed by Head Teacher following a review of the incident)

Signed (Head Teacher) _____ Date _____

Appendix 4



Routine Visit Planning Form

Ysgol Y Rhos Off-site Visit Record				
	Visit Group Leader	Date	Time Out	Time In
Location/Venue				
Curriculum Area				
Learning Objectives/Purpose				

Visit Leader: I have read and understood the Medical and Risk Alerts above, in addition to the Standard Risk Management Procedures.

Approved by:	Date:	Amendments:	Date:
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When approved > Make Copy > 1 copy to office, 1 copy take with you.

Appendix 5

Form E



Ysgol
Routine Visit Evaluation Form

Y

Rhos

Date and times:			
Off-site visit:			
Group Leader			
Pupils:			
Staff:			
Vehicle used:			
Location/venue:			
Curriculum Area:			
Learning Objectives/Purpose:			
Pupil evaluation:			
Any additional hazards/risks encountered:			
Incidents/near accidents:			
Considerations for future visits:			
Completed by:	Name:	Signature:	Date:

Appendix 6



Ysgol Y Rhos
Educational Visit Planning Form

Any visit including Adventurous Activities or to a Demanding Environment or a Residential trip must be submitted to Head Teacher for Head Office approval 28 days before the trip

Pupils	Ages	Visit Group Leader	Contact number for visit	Date/Times
Venue		Residential		
		Adventurous/Demanding environment Independent Provider		
		Adventurous/Demanding environment school staff		
Cost per head:		None of the above		
Independ Provider Risk Assessment available?			Yes	No
Information letter to parents?			Yes	No
All parental consents obtained and returned?			Yes	No
Have you read our Standard Risk Management Form?			Yes	No
Are risks/safety measures you and your staff are responsible for managing covered by our Standard Risk Management Procedures?			Yes	No
If not, please identify additional risks/safety measures that you and your staff will be responsible for:				
Transport & Registration:				
Driver:				
Have you informed staff of their responsibilities for Risk Management?			Yes	No
Adventurous Activities involved:		Main/secondary purpose of visit (Curriculum Area):		

Staff List:	Educational aims/learning objectives:
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Appendix 7



Ysgol Y Rhos
Educational Visit Evaluation Form

Pupils:			
Visit Group Leader:			
Staff:			
Venue:		Date(s):	
Purpose(s) of Visit:			
Providers/commercial organisations used:			

Please comment on any relevant areas

Preparation and planning	In hindsight are there any aspects of this you would do differently?
Aims and Objectives	Any comments about the aims e.g. did the visit allow you to meet them, were they sufficiently focused or too narrow?
Staffing	Any comments about staff ratios and levels of competence required?
Travel/Transport	Suitability of arrangements, problems encountered
Venue	Suitability/appropriateness. Issues encountered or things you might change next time
Supervision	Any thoughts on the way supervision was provided – anything you may do differently next time?

First Aid	Suitability of arrangements, first aid administered
Incidents or near accidents	Record here anything you feel was a potential problem for other groups which you would be aware of, if to run the same visit again
Pupil engagement	Did all pupils engage in the activity? Observations on pupils' participation.

Quality of Contractors

How would you rate the contractor? Please tick:	Very good, will use again	
	Good but minor issues need addressing	
	Would only use again if significant issues were resolved	
	Will never use again	
Positive Comments:		
Negative Comments:		

Any additional comments?

Completed by:		Date	
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Appendix 8



Ysgol Y Rhos
Off-site Checklist

Item	Please Circle	Comments
Medication	Yes/No	
Mobile phone	Yes/No	
Seatbelt cutter	Yes/No	
Change for parking	Yes/No	
Disabled badge	Yes/No	
Petty Cash, as necessary	Yes/No	
Fuel Card	Yes/No	

Signed: _____

Date _____

Appendix 9



School Trip Risk Assessment Form

Venue		Trip Leader	
Assessor		Date of Trip	
Checked By		Assessment Date	
Visited		Checked Date	

Significant Hazards What could cause harm	Who Might be Harmed e.g. Staff, pupils	Likelihood of Harm Remote, v unlikely, Unlikely, Possible, v likely	Control Measures How will the risk be minimised?	Residual Risk After controls are implemented