

EDUCATIONALTRIPS AND VISITS POLICY



Policy Review					
Author	Position	Approved by:	Approval Date:	Review Date:	Published on Website Y/N
Adrian Ponter	Assistant Principal	SLT: Donna Short VP QofE 	9/9/25	2 years Sept	Y

Document Control – Revision History (Policies only)					
Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Version	Recommend to SED Y/N
Kate Wills	No changes required	12.06.18	18.03.16		N
Jo Frith-Williams	Minor changes made i.e. update of VP title, two weeks' notice for a non-residential visit rather than one and clarification that parental consent is needed for those under 18 years	23/08/21			<u>N</u>
Karen Foster/Emma Cox	Changes to reflect the new Ed visits procedure and guidelines, using Sharepoint Ed Visits site.	25/8/22		v1	
Adrian Ponter	Changes to reflect name change and updated and added Procedure, ownership and improvements for clarity after review.	15/07/2025		v2	

Initial Equality Impact Screening	
Has anyone else been consulted on this policy and/or procedure? Yes other Assistant Principal and H&S Officer and other Managers	
What evidence has been used for this impact screening (e.g. related policies, publications)? As part of the procedure to complete an Educational Visit an Equality Impact Assessment is needed to be completed.	
Declaration (please tick one statement and indicate any negative impacts)	
☒	I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.
☐	I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows: ☐ Age ☐ Disability ☐ Gender Reassignment ☐ Race ☐ Religion or belief ☐ Sex ☐ Sexual orientation ☐ Marriage & civil partnership ☐ Pregnancy & maternity

Completed by:	Adrian Ponter	Position:	Assistant Principal	Date:	15/07/2025
Reviewed by Equality & Diversity Group: /NO I confirm that any recommended amendments have been made					
Summary of Comments including Recommendations from Equality & Diversity Group Review:					
Amended by Author:		Position:		Date:	

Contents

1. PURPOSE OF THE POLICY	4
2. SCOPE.....	4
3. RESPONSIBILITY AND AUTHORITY	4
4. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS.....	6

1. PURPOSE OF THE POLICY

- 1.1 The College recognises that learners can derive considerable value and educational benefit from taking part in planned educational visits. The college has a responsibility to ensure that all educational visits from college comply with the requirements of Health and Safety legislation, the requirements of the Children Act 2004 and that all practical steps are taken to ensure learner health and safety.

2. SCOPE

- 2.1 All educational visits, regardless of length, location or whether for adults or young people, are covered by this Policy. The actual requirements depend upon the nature of the visit e.g. day trip, residential, reoccurring, within the UK or overseas.

3. RESPONSIBILITY AND AUTHORITY

- 3.1 The Educational Visits Policy, procedure, process and guidance is owned by Student Support Services and the Enrichment Coordinator, who will be responsible for maintaining and updating these. Alongside supporting Educational Visits Leaders and Managers with adherence to and completion of the policy, procedure, process and guidance.
- 3.2 The Educational Visits Leader and their Manager are responsible for the overall planning, organisation, implementation, supervision, conduct and review of the Educational Visit. This includes the completion of all required forms and documentation in line with this policy, procedures and guidance. This includes adherence to the Outdoor Educational Advisors Panel national guidance and the Adventurous Activities Licensing Authority as appropriate.
- 3.3 All staff have a responsibility to ensure that the required Process and Guide for Educational Visits on SharePoint, the Educational Trips and Visits – Forms Repository and the Educational Trips and Visits – Sign Off App on Staff Forms Library are followed and that all required actions are taken.
- 3.4 All staff and students participating in any Educational Visit are representing Yeovil College and therefore are subject to the same expectations and behaviours which

govern on site attendance. Including the Learner Disciplinary Policy and Procedure including Learner Code of Conduct and the Business code of Conduct.

- 3.5 Appropriate Risk Assessments must be carried out, checked by the Health and Safety Officer, approved and retained in the Educational Visits SharePoint site under the relevant visit, along with all other visit information. For Residential Visits all appropriate Risk Assessments need to be completed and approved 90 days prior to departure. All relevant documentation can be found in the Educational Trips and Visits – Forms Repository SharePoint site.
- 3.6 Parental consent must be obtained in accordance with the guidelines for learners under 18. For all visits a Consent and Medical Form for Educational Visits must be collected from every learner regardless of age.
- 3.7 The guidelines must be followed to ensure that only reputable companies which adhere to Keeping Children Safe in Education are used for the provision of travel and accommodation.
- 3.8 For Overseas Residential Visits a reputable Educational Visits company must be used, along with appropriate Assurances and Insurances.
- 3.9 The expectation is that educational visits are planned well in advance and are part of the curriculum planning process enabling all visits to be linked to learning outcomes, wider skills, enrichment and reward and celebration purposes. The deadline for the completion of on-line application forms is as follows:
- Overseas visits 9 months minimum before the visit
 - UK Residential visits at least 3 months before the visit
 - Non-residential visits at least 2 weeks before the visit
- 3.10 Assistant Principals are the Educational Visits Coordinators for the Curriculum Areas they oversee and will support the Enrichment Coordinator, Educational Visits Leader and Manager as appropriate for each visit.
- 3.11 All Educational Visits must be approved by the appropriate Assistant Principal (Educational Visits Coordinator) as detailed in the guidelines.

- 3.12 All UK and Overseas Residential Visits must be approved by the Vice Principal Quality of Education.
- 3.13 The Educational Visits Leader and Manager are responsible for checking the documentation and for overseas visits, the appropriate Assistant Principal (Educational Visits Coordinator) is responsible for ensuring the process has been followed, by following the checklist provided in the guidance.
- 3.14 The Enrichment Coordinator, Educational Visits Leaders and Educational Visits Coordinators will be appropriately trained and complete regular update training.

4. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

These are available on the College SharePoint:

- Process and Guide for Educational Visits on SharePoint
- Educational Trips and Visits – Forms Repository on Staff Forms Library
- Educational Trips and Visits – Sign Off App on Staff Forms Library
- Learner Disciplinary Policy and Procedure including Learner Code of Conduct
- Health and Safety Policy
- First Aid Policy

Adherence to National Guidance for Outdoor Educational Advisors Panel

<https://oeapng.info/>

Adherence to the Adventurous Activities Licensing Authority [Adventure Activities Licensing Authority \(AALA\) Inspections | Adventure RMS](#)

Adherence to DfE guidance for Health and Safety on Educational Visits

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Adherence to DfE guidance for Keeping children safe in education [Keeping children safe in education - GOV.UK](#)

Adherence to Gov.UK FCO Foreign Travel Advice <https://www.gov.uk/foreign-travel-advice>

5. PROCEDURES

Educational Visits Procedure. To be completed by the Educational Visit Leader for the visit and their manager, with support from the Enrichment Coordinator. Fully adhering to the Process and Guide for Educational Visits on SharePoint, which contains further detail.

Complete the procedure, process adhering to the guidance as appropriate for the visit type e.g. day trip, residential, reoccurring activity, within the UK or overseas.

Stage 1: Proposal and Planning before the Educational Visit

- a. Ensure there is an appropriate Educational Visits Leader for the visit.
- b. Agreement in Principle for the Educational Visit. Discuss with Manager – is visit proposal appropriate, meaningful, planned well in advance and viable, including staffing levels, levels of supervision, and first aid cover. Including feasibility in terms of location, activities, logistics and budget.
- c. Meet with Finance - is visit proposal costed appropriately and/or in budget and plans adhere to financial regulations.
- d. Agree and complete Costings and set up payment arrangements with Finance as appropriate and save forms in the Educational Visits Folder
- e. Get quotes and make provisional bookings for any activities, events, travel etc.
- f. Agree and complete the Equality Impact Assessment.
- g. Meet, discuss and create Risk Assessments with Health and Safety Officer– Ensure Risk Assessments are considered, agreed, appropriate, fully completed and approved.
- h. Ensure Risk Assessments are completed for Location, Activities, Travel, Individual Learners as appropriate and save forms in the Educational Visits Folder. All Risk Assessments should identify risks and developing strategies to mitigate risks. Ensuring also that there are contingency plans in place in the event of an emergency.
- i. Ensure there is an appropriate person identified as the Designated Emergency Contact.
- j. Check that adequate Assurance and Insurance is in place as appropriate for the visit.
- k. Check to ensure that everything is saved in the Educational Visits Folder.
- l. Seek help from iZone for any administrative support needed.
- m. Seek support from Student Support Services and the Enrichment Coordinator regarding any aspect of this procedure.
- n. For Overseas Visits check and communicate with learners, parents correct travel documents requirements for destination – passports, visas etc.
- o. For Overseas Visits ensure familiarity with and act on advice given from the FCO Travel and Terrorism advice website. Adhere to the advice in the Process and Guide for Educational Visits on SharePoint.

Stage 2: Approval and Confirmation before the Educational Visit

- a. Manager and Educational Visit Leader complete the Educational Visits Approval Form.
- b. Assistant Principal (Educational Visits Coordinator) approves, or declines form as appropriate.
- c. For Overseas, Residentials the VP for Quality of Education needs to approve as well.
- d. Confirm details, costs, bookings, itinerary, Risk Assessments.
- e. Finance to set codes up and wise pay details
- f. iZone to set up Visits Folder in shared area, raise PO's, send letters, consent forms
- g. Communicate and send confirmed visit letters and consent and medical forms to learners and parents, through MIS central communications.
- h. Arrange and hold meetings with learners, staff and parents – share all forms and information as needed, such as itinerary, travel information, location, accommodation and cultural awareness information, activities involved and clothing, resources needed, behavioural expectations and code of conduct, emergency contact information, contingency plans.
- i. Check and ensure that all forms are fully completed and saved in the Educational Visits Folder ensuring that there is a clear audit trail. For Residential Visits this should all be approved 90 days before departure.

Stage 3: During the Educational Visit

- a. Educational Visit Leader to ensure clear guidance and information is given to staff and students on the visit regarding, itinerary, activities, meeting details, curfews, risk assessments, prioritising safety.
- b. Educational Visit Leader and staff to ensure everyone adheres to our behavioural expectations, code of conduct and policies
- c. Educational Visit Leader to carry out dynamic risk assessments as required, related to activities, weather, events, travel and locations.
- d. Educational Visit Leader to ensure they have access to electronic files, details and information as appropriate and needed in an emergency so that communication to learners, staff, parents, designated emergency contact is effective, adhering to GDPR, as appropriate.
- e. Educational Visit Leader to ensure that all adhere to any cultural or religious etiquette for the destination as appropriate.

Stage 4: After the Educational Visit

- a. Educational Visit Leader and /or Manager completes an evaluation – Lessons learned, feedback from all involved.
- b. Educational Visit Leader and/or Manager celebrates the visit – add to Good News Channel and share photos, info with Marketing
- c. Educational Visit Leader and/or Manager ensures that all relevant paperwork for the visit is saved in the correct Educational Visit Folder to ensure that there is a clear audit trail, including any accident or incident reports.