



The **Orchard School**

Educational Visits Policy

Draft: February 2025

Ratified: 6th February 2025

Review: February 2026

Chair of Governors:

A handwritten signature in black ink, consisting of a stylized 'A' followed by a horizontal line and a loop.

Headteacher:

A handwritten signature in black ink, appearing to read 'A. Ahmad'.

Mission Statement

At The Orchard School, **Everyone Matters, Everyone Cares**. Our ethos is rooted in the belief that every child has the potential to grow, thrive and succeed when provided with the right environment, relationships and support. **The Orchard Way** guides everything we do, ensuring that our approach is therapeutic, inclusive and centred on understanding behaviour as communication. We are committed to nurturing the social, emotional and mental health (SEMH) needs of our pupils, recognising their unique challenges while celebrating their individuality. Through strong relationships and a culture of care, we create a school where every pupil feels safe, valued and empowered to reach their full potential.

1. Purpose and Rationale

At The Orchard School, we recognise the significant educational benefits that students gain from participation in off-site visits. Such experiences provide opportunities for learning beyond the classroom and support the development of personal, social, and emotional skills. These activities align with national guidance and best practices in outdoor education, including:

Health and Safety of Students on Educational Visits (DfES, 1998)

House of Commons Education and Skills Select Committee Report (2005)

Outdoor Education – Aspects of Good Practice (Ofsted, 2004)

Learning Outside the Classroom (KCC, 2012)

This policy ensures that all trips and visits are well-planned, risk-assessed, and contribute positively to the school's educational aims. It applies to all off-site activities, including day trips, residential visits, and overseas excursions.

2. Legal and Statutory Framework

This policy aligns with:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

The Children Act 1989

DfE Health & Safety: Advice on Legal Duties and Powers (2014)

Outdoor Education Advisors Panel (OEAP) National Guidance

KCC Regulations and Guidance for Safe Practice of Offsite Activities

3. Roles and Responsibilities

3.1 The Governing Body

The Governing Body is responsible for ensuring that:

The Headteacher and Educational Visits Coordinator (EVC) adhere to national and local guidelines.

An EVC is in place and has the necessary training to assess visit leaders' competence.

All residential visits, overseas trips, and adventurous activities (Category C) receive approval from KCC.

Emergency planning procedures are established.

Annual monitoring of the policy's implementation occurs.

3.2 The Headteacher

The Headteacher is responsible for ensuring that:

All visits comply with legal and local authority regulations.

The EVC has appropriate training and oversight of all off-site visits.

Risk assessments are reviewed and signed before approval.

Serious incidents are reported and investigated according to policy.

3.3 The Educational Visits Coordinator (EVC)

The EVC, acting on behalf of the Headteacher, ensures that:

All visits are planned in line with OEAP, KCC, and school guidance.

Visit leaders are competent and adequately trained.

The EVOLVE system is used for category C trips.

Emergency procedures are in place.

Accident and incident records are maintained and reviewed.

3.4 The Visit Leader

The Visit Leader has full responsibility for:

Planning the visit, including clear educational objectives.

Completing risk assessments and obtaining EVC/SLT approval.

Conducting pre-visits where necessary.

Informing parents and obtaining necessary consents.

Assigning supervisory responsibility appropriately.

Ensuring emergency contacts and procedures are in place.

3.5 Staff Supervisors

All accompanying staff are responsible for:

Understanding the visit's objectives and safety procedures.

Supervising students effectively, ensuring safeguarding measures are met.

Following risk assessments and emergency procedures.

3.6 Students

Students are responsible for:

Adhering to expected behaviour standards.

Following safety guidelines provided by staff.

Remaining within designated groups and locations as instructed.

4. Categories of Trips and Visits

KCC recognises three categories of trips:

Category A – Low-risk activities (e.g., museum visits, local trips).

Category B – Activities requiring additional training or induction (e.g., outdoor learning centres).

Category C – Higher-risk activities needing KCC Outdoor Education Adviser approval (e.g., water sports, overseas trips).

Category A and B visits can be approved internally by the EVC and SLT. Category C visits require KCC approval via the EVOLVE system.

5. Procedures for Planning an Off-Site Visit

5.1 Initial Planning

Discuss proposals with the line manager and EVC.

Conduct a pre-visit where necessary.

Read relevant guidance documents:

[DfE Health and Safety Guidance](#)

[KCC Off-Site Visit Guidance](#)

Check the school calendar for scheduling conflicts.

5.2 Risk Assessment

Complete the Off-Site Visit request form and submit it to SLT for approval.

Undertake a thorough risk assessment, including:

Travel arrangements

Venue hazards

Emergency procedures

Medical and behavioural needs

Contingency plans (Plan B)

Submit risk assessments to SLT for approval and upload them to the Google Team Drive.

5.3 Parent Communication and Consent

Send home detailed trip information.

Obtain signed parental consent where required.

Ensure all student emergency contact details and medical information are accessible during the trip.

5.4 Trip Execution

Complete the *Educational Visit Final Arrangement Sheet* on the day of departure.

Leave a copy of the risk assessment and itinerary with the front office.

Carry emergency contact details and first aid provisions.

5.5 Post-Trip Evaluation

Record any incidents or near-misses.

Review and reflect on trip outcomes for future planning.

6. Emergency Procedures

In the event of an emergency:

Follow the school's critical incident plan.

Contact the school immediately to report the incident.

Ensure student safety and administer first aid where needed.

Keep a log of all actions taken.

7. Review and Monitoring

This policy is reviewed annually by the EVC, SLT, and Governors. Updates are made in line with changes in national and local authority guidance.

Approved by: The Orchard School Governing Body

Review Date: Annually

This policy ensures that all off-site visits at The Orchard School are conducted safely, efficiently, and in line with statutory guidance, enriching students' educational experiences.