

Educational Visits and Off-Site Activities Policy (September 2026)

Purpose of the Policy

Just Learn Independent School provides a holistic education that extends beyond the classroom. Educational visits and off-site activities enhance learning, promote social development, and prepare students for their future roles in society. This policy ensures that all such activities are conducted safely, inclusively, and in accordance with statutory and regulatory requirements.

All off-site activities must comply with the:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Children Act 2004
- Data Protection Act 2018 (GDPR)
- DfE Health and Safety on Educational Visits (2018)
- OEAP National Guidance (www.oeapng.info)
- Keeping Children Safe in Education (KCSIE 2025)
- Independent School Standards (ISSR, 2023 update)

Key Roles and Responsibilities

The Board of Trustees

- Monitor the School Trips Policy as part of the regular Health and Safety agenda.
- Receive an annual Educational Visits report compiled by the Head of School.
- Ensure the policy and practice comply with legislation and Ofsted expectations.

Head of School

- Ensure all trips or off-site activities comply with DfE and OEAP guidance.
- Appoint a competent Educational Visits Coordinator (EVC) who has completed approved training.
- Provide final authorisation for all visits after consultation with the EVC.
- Ensure all risk assessments, consent forms, and documentation are completed and filed.
- Ensure all staff involved in trips are suitably trained and competent.
- Monitor off-site visits through regular review and evaluation.
- Ensure vehicle use meets licensing, insurance, and ratio requirements.
- Maintain oversight of safeguarding and inclusion in all visit planning.

Designated Safeguarding Lead (DSL)

- Review all trip plans and risk assessments to ensure safeguarding is embedded.
- Ensure procedures for responding to concerns during visits are clear and followed.
- Ensure all staff and volunteers have current enhanced DBS checks.

Educational Visits Coordinator (EVC)

- Liaise with the Head of School to approve all trips.
- Support staff in preparing risk assessments and ensure they meet required standards.
- Maintain a central register of all visits and associated records.
- Ensure competent leaders are appointed for each trip.
- Organize emergency procedures and ensure all visits have designated emergency contacts.
- Ensure staff have relevant first aid and safeguarding training.
- Review and evaluate each visit, recording any incidents or lessons learned.

Party Leader

- Plan the trip, linking objectives to the curriculum and personal development goals.
- Conduct and document visit-specific and dynamic risk assessments.
- Ensure all accompanying staff understand their roles and responsibilities.
- Confirm staff-to-pupil ratios are appropriate for the activity, age group, and needs of participants.
- Obtain written parental consent and provide detailed trip information to parents/carers.
- Brief pupils on behavior expectations and the Code of Conduct.
- Implement the school Behaviour and Safeguarding Policies during the visit.
- Conduct a debrief after the visit and submit an evaluation to the EVC and Head of School.

A member of the Senior Leadership Team (SLT) must attend every school trip.

Staff and Volunteers

- Must hold a current enhanced DBS check.
- Must follow the Party Leader's instructions and school safeguarding procedures.
- Must know the emergency contact protocol.
- Must model and reinforce positive behaviour and inclusion.

Pupils

- Must follow staff instructions and the Code of Conduct.
- Must behave responsibly and uphold the school's Behaviour Policy.
- Must report any hazards or concerns during the visit.
- Must sign and adhere to the Just Learn Code of Conduct for Trips.

Parents and Carers

- Must provide up-to-date emergency contact details.
- Must sign consent forms and provide relevant medical or special needs information.
- Must support the school in reinforcing positive behaviour expectations.

Inclusion and Equality

No student will be excluded from a trip on the basis of disability or special educational need. Reasonable adjustments will be made in accordance with the Equality Act 2010 to ensure inclusion for all pupils.

Risk Assessment

All trips must have a written, visit-specific risk assessment reviewed by the EVC and Head of School. Assessments must include consideration of pupils' medical, SEND, and behavioral needs. Dynamic (ongoing)

risk assessments must be conducted during the activity. Leaders must obtain risk information from venues and third-party providers. Copies of completed risk assessments must be kept on file and available to Ofsted upon request.

Safeguarding

Safeguarding is a central consideration in all educational visits. The DSL must review each visit plan to ensure potential risks to children's welfare are mitigated. All safeguarding concerns during visits must be reported immediately to the DSL or Deputy DSL.

Supervision and Ratios

Staffing ratios must be based on risk assessment, age, activity, and needs of pupils. Minimum of two staff members for all visits. At least one qualified First Aider must attend every visit (Paediatric First Aid for under-16s where possible). Supervising adults must remain with pupils at all times.

Parental Consent and Information

Written parental consent is required for all non-routine visits. Parents must receive detailed information about the trip including purpose, location, itinerary, supervision, and emergency contacts.

Emergency Procedures

Each visit must have a written emergency plan including a contact hierarchy: Party Leader → EVC → Head of School → DSL → Parents/Carers. Serious incidents must be reported to the Head of School immediately. A full written report must be submitted after any incident.

Evaluation and Review

Following each visit, the Party Leader must complete an evaluation form. The EVC will review evaluations to improve future practice. The Board of Trustees will review trip evaluations annually. This policy will be reviewed annually by the Head of School and Board of Trustees or sooner if required by changes in legislation or guidance.

Code of Conduct for Trips

Objective: To engage positively in learning beyond the classroom.

I understand that this opportunity will:

- Enhance my educational experience
- Provide personal development opportunities
- Help me grow as a responsible learner

To achieve this, I will:

- Participate actively and responsibly
- Follow all instructions from staff
- Respect others' privacy, feelings, and property
- Behave sensibly and uphold the reputation of the school

I understand that inappropriate behaviours may lead to sanctions, including exclusion from future visits.

Signed (Young Person): _____ Date: _____

Signed (Party Leader): _____ Date: _____

Policy Review Date: 14/09/2027

Approved by: Head of School and Board of Trustees