

Educational Visits Policy



**Brighton Hill
Community
School**
Making success inevitable

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1. Scope

At Brighton Hill Community School, we are committed to delivering a curriculum which ensures that students are offered a broad range of educational experiences to enhance their experience of learning, life and culture. We also make a commitment to enable our students have the understanding of the world around them and the life skills that will enable them to grow into empowered, well-rounded individuals who are able to live safe, happy and fulfilling lives and make a positive contribution to society and we believe that enrichment through outdoor learning, outdoor education and educational visits and ventures has a crucial part to play in this.

The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by the Hampshire Outdoor Education, PE and DofE Service and their documentation and guidance. It aims to ensure that such activities are planned and led effectively and professionally. The health and safety of staff and students taking part in offsite activities is of the highest priority, and therefore the school reserves the right to remove any child whose behaviour record suggests that their attendance might cause a risk to the health and safety of either themselves or others on the trip.

An offsite activity is any activity which takes students away from Brighton Hill Community School's campus, either during or outside of the timing of the school day, which has been organised by a member of the teaching staff in his or her professional capacity.

The lead manager for the application and monitoring of this policy is the Headteacher. The Governing Body will be kept abreast of the offsite activities that take place.

2. Staff and volunteers involved in running offsite activities

The Educational Visits Co-ordinator (EVC) will ensure that they keep up to date with the Outdoor Education, PE and DofE Service. The current EVC is Richard Edwards. The Educational Visits Co-ordinator will ensure that training and guidance is offered to staff involved in organising offsite activities and will ensure staff qualifications are monitored and updated accordingly.

The Educational Visits Co-ordinator will ensure that, in the case of each offsite activity, the Activity Leader has conformed to all the procedures set out in this policy, and will check that all relevant information is included on EVOLVE.

The Senior Leader acting on behalf of the Headteacher to oversee the adherence to the Offsite Activities Policy is the Deputy Headteacher. The current Deputy Headteacher in this post is Guy Wilkinson.

Each offsite activity will have a designated Activity Leader, who shall hold qualified teacher

status (QTS) and/or NVQ Level 3 and above, and be present throughout the offsite activity. Early Career Teachers (ECTs) and staff without QTS (e.g. teaching assistants without NVQ Level 3 and above) should not act as Activity Leader for offsite activities, unless deemed to be sufficiently and appropriately experienced by the Headteacher to lead local, low risk and short off-site visits.

Activity Leaders are responsible for the health and safety of students and staff taking part in offsite activities.

3. Approval

For fixtures (during or after school hours) which take place at away venues on days when students are attending school, the Activity Leader will submit a Local Area Visit form on Evolve direct to the EVC. This will be approved by the EVC as long as the cover required (in conjunction with other planned cover on any given day) won't disrupt the efficient and effective running of the school. The Activity Leader for fixtures will ensure that a Medical Information Form has been completed and submitted for each student taking part in the offsite activity and that a copy is taken with them for reference to the sporting activity event. The Activity Leader will also ensure that written permission from a parent/carer has been received for each students taking part in the sporting offsite activity. This must be written consent (usually in the planner). Please note that a telephone call or a text message does not satisfy this requirement.

For all other offsite educational visits, the Activity Leader will first apply to the Staffing and Business Lead and then to the Deputy Headteacher for permission for the offsite activity to go ahead. This will be done through use of form AB (visits initial authorisation form) and form C (finance authorisation – if the trip incurs a cost to students) so that the decision is made in full knowledge of cover and budget implications. For residential trips, Form C 'residential trips', must be completed and authorisation from the CEO of the Trust will be required before final approval of any residential trip can be authorised. The Activity Leader will not make any arrangements with students, parents/carers or outside bodies until such permission has been given.

Offsite activities which result in substantial alteration to students' normal timetable commitment, or require substantial cover, will be discussed by the senior leadership team before permission can be given. Cover costs (which cannot be passed on to pupils) may need to be budgeted where supply is required to cover normal teaching staff as a result of an off-site visit.

Permission will not be given for an offsite activity to go ahead if:

1. there are concerns about the health and safety of students and/or staff taking part;
2. there is no sound educational basis for the offsite activity;
3. inadequate time is given between submission of forms and date of the trip;
4. the cover required would disrupt the efficient and effective running of the school;
5. students' learning would be disrupted, rather than enhanced; or
6. in conjunction with other activities taking place at the same time, the activity would be too disruptive to the normal daily routine of the school.

Once authorisation has been given, the Deputy Headteacher will inform the Educational Visits Co-ordinator, will confirm that the trip has been authorised to the Activity Leader and will instruct them to input relevant details (including full risk assessments, itineraries, and student lists) onto EVOLVE. The EVC will ensure all trip leaders have an active EVOLVE account so that relevant details can be uploaded.

The Deputy Headteacher will inform the cover manager that cover is required. No additional cover form is required; Form AB will be used to allocate cover.

The Activity Leader should read the supplementary Employer Guidance document found in the 'resources' section of Evolve. Please note that this should be read before each offsite activity is organised, as it is subject to change and revision.

The Activity Leader must enter details of the trip on Evolve, found online at www.hampshireoutdoors.com, including completion of the Risk Assessment (form D).

Please note that the Activity Leader could expose himself or herself to personal liability if any of the procedures set out in the planning checklist are not followed correctly. A trip leaders/organisers checklist is available on the internal teacher drive to support the organisation process.

4. Inclusion

This is an inclusive school and we actively encourage our students' participation in as wide a range of enrichment activities, including offsite activities, as possible.

If there are more students who wish to attend a trip than there are spaces available, in the interests of equity, the following selection process must apply:

- For trips which are a requirement of a subject's curriculum, all students must be allowed to attend.
- For trips which are linked to a subject's curriculum (but not a requirement of it), students in the oldest cohort, for whom the trip is relevant, must be invited first (on the basis that they may not get another chance to enrich their subject curriculum in future years). Remaining spaces will be allocated at random.
- For trips which do not relate to the school's academic curriculum, priority will be given to students with the least number of negative behaviour points. If the selection process gets to a point where a group of students larger than the number of spaces left all have the same number of behaviour points, students must be selected randomly.

Every reasonable step will be taken to include students with specific needs on offsite visits. Where necessary, a risk assessment will be carried out to determine if reasonable adjustments could be put into place to make the attendance on the trip of students with specific needs feasible. However, if those reasonable steps cannot ensure the safety of the young person in question and/or that of others, then the school reserves the right to determine that students cannot attend a particular venture. Additionally, the school reserves the right to refuse to take any student whose behaviour record casts doubt on their ability to behave acceptably and appropriately on the trip. Parents must be aware that when signing up for a trip and making necessary payments, they will not be eligible for a refund if their child is removed from a trip at late notice (i.e. after payment has been made) due to significant behaviour concerns that make their attendance a risk to health and safety.

5. Costings and Communication with Parents

Form C will provide trip leaders the opportunity to calculate costs to students/parents, based on running costs of the trip (including transport costs, accommodation fees, activity costs, etc) – this will need to be checked and authorised by the finance department, before initial authorisation is given. More costly visits (such as residential or foreign visits) may involve a letter of interest being sent to parents first, to establish whether there is enough interest in the visit to make it viable, which may involve a deposit being requested. Parents and carers will be asked to provide consent for their child to attend the visit.

In line with the Charging and Remissions policy, we will ask for a voluntary contribution for all visits during the school day in order to cover costs. The school reserves the right to cancel visits if insufficient financial contributions are received. Visits which take place at least 60% of the time during school holidays or weekends will require a full financial contribution from parents/carers. Pupil Premium funding may be available to support with this.

For visits abroad, the insurance synopsis will be shared with parents (we now opt into the [RPA](#) since joining SFET).

The Activity Leader will ensure that a Medical Information Form has been completed and submitted for each student taking part in the offsite activity.

The Activity Leader will ensure that written permission from a parent/carer has been received for each student taking part in the offsite activity. Please note that a telephone call or a text message does not satisfy this requirement.

For all residential offsite activities, a Parents' Information Evening must be held, in order to inform parents/carers of your findings on the pre-inspection visit, to outline the itinerary and offer parents/carers the opportunity to ask specific questions.

6. Attendees and supervision

Offsite activities will only be provided for students who are on roll at Brighton Hill Community School at the time the offsite visit takes place.

Former students who are over 18 years of age may travel with the group, but only if deemed suitable by the Educational Visits Co-ordinator and the Senior Leadership Team. Governors may form part of the staffing for an offsite activity, but must carry out their duties in full, and in line with the Activity Leader's requirements. Spouses may form part of the staffing for an offsite activity, but must carry out their duties in full, and in line with the Activity Leader's requirements. All adults attending the visit are acting as a member of staff and therefore must abide by the School's Code of Conduct.

The Activity Leader must ensure that every adult attending is well informed about the visit, including the risk assessment, and that any group leaders have been given copies of contact and medical details for their group. Every group leader must be able to contact the Activity Leader in the event of an emergency. All volunteers working within school or attending residential visits must obtain a full DBS (including a barring check).

Parents/carers should not travel with the group, or form part of the staffing for an offsite activity, unless they are also employees of Brighton Hill Community School. Children of members of the staffing for an offsite activity may not travel with the group, or take part in the offsite activity, unless permission has been obtained from the Educational Visits Co-ordinator and the Headteacher, based on a specific risk assessment for those children.

It is possible that a member of staff is involved with out-of-school activities which include students from Brighton Hill Community School, but where this activity has nothing to do with the school. It is essential in such instances for the member of staff to seek permission from the Headteacher and, with agreement from the Headteacher, make it clear to parents/carers that he or she is not operating in his or her professional capacity as a member of staff at Brighton Hill Community School.

7. Ratio

A minimum of two members of staff shall form the staffing of any offsite activity, unless the group is within the recommended ratio and students are attending events where other schools and other members of staff are present, e.g. at a school sports tournament.

For offsite activities taking place less than 60 miles from Brighton Hill Community School, a ratio of 1:20 staff/students shall apply.

For all other activities, including residential offsite activities, a ratio of 1:12 staff/students shall apply. These are the minimum ratios and that these will be reviewed depending on the nature of the activity and the needs of the group.

If the offsite activity is taking place near open water, a member of staff with a current HIAS Outdoor Leader (Open Country) qualification must be present with students for the duration of the offsite activity that takes place near open water.

8. Transport

A variety of transport methods may be used, following local guidance. These may include: public buses, coaches (through recognised suppliers only), trains, mini-buses, and aeroplanes/ferries for foreign visits. Transport costs will be included in the request for a voluntary contribution from parents/carers. Evidence of relevant insurance will be expected as part of the planning process.

9. Risk assessments

The Activity Leader will complete a risk assessment (Form D), in line with Hampshire Outdoor Education guidelines, which will be shared with all adults attending the visit (including volunteers). These will be added to Hampshire Evolve, along with other planning details, at least 8 weeks prior to the visit taking place. The school's Safeguarding and Health and Safety Policies apply to all education visits. With all visits and activities, an analysis of the benefits of the activity to children's learning is weighed up against the possible disbenefits of the trip and followed by putting clear control measures in place so that potential risks can be satisfactorily managed. A pre-visit by a member of staff, wherever possible, is considered a key part of risk assessing and allows the member of staff to review the location and assess any potential risks.

During a visit, the Activity Leader will communicate with the base contact to make the school aware that they have arrived safely, and the time of departure. Residential Activity Leaders will communicate with the base contact at least once each day. Activity Leaders may also choose to update Twitter to keep parents informed, particularly for residential or foreign visits.

10. Pre-visit Inspections

For residential trips, a pre-visit by a member of staff, wherever possible, is considered a key part of risk assessing and allows the member of staff to review the location and assess any potential risks.

Activity Leaders for residential offsite activities must satisfy themselves that the accommodation is appropriate for their group. The appropriate type of accommodation and supervision will vary according to the needs, age, gender and abilities of the group. Activity Leaders should ideally not book accommodation on which they have not conducted a pre-visit inspection, in order to satisfy themselves of its suitability.

On pre-visit inspections, Activity Leaders must consider:

1. the security of the building at night, including ensuring that doors and downstairs windows can be locked;
2. adequate fire exits and details of fire officer's report (or equivalent);
3. bathroom, toilet and washing facilities, including ensuring they do not have to be shared with others;
4. floor plan to illustrate location of students' and staff sleeping areas;
5. the size of the rooms, in proportion to the number of students it is expected to accommodate;
6. the cleanliness of the bathroom, toilet and washing facilities;
7. window openings and retainers in upstairs rooms;

8. access to balconies in upstairs rooms, including the height of balcony retainers, if applicable;
9. availability of a large meeting area for your specific use and needs at the accommodation;
10. whether or not the accommodation offers value for money;
11. the district and neighbourhood of the accommodation;
12. the availability of recreation and game facilities for students to use at the accommodation.
13. the availability of relevant tour representatives;
14. access to public telephones at the accommodation;
15. proximity of the accommodation to local amenities;
16. quality of the food offered at the accommodation;
17. condition of local transport available, including the mandatory use of seat belts;
18. availability of local doctors and dentists;
19. details of the nearest British Embassy or equivalent consular representative, if abroad; and
20. proximity to open water.

Activity Leaders must be able to state to parents/carers that a risk assessment has been completed and that the accommodation and proposed itinerary are acceptable, in their judgement, with respect to the health, welfare and safety of students.

11. Safeguarding

The school's Safeguarding policy includes all off-site activity, including residential activity. This applies, in particular, but not exclusively, to the following:

- Students' behaviour whilst on the venture (on residential trips, students and parents sign a code of conduct (Form G) upon accepting a place on the trip)
- Suitable employment checks are carried out on volunteers and staff attending the visits
- External providers or outdoor centres are drawn from the Outdoor Education, PE and DofE Service's checked providers list, which confirms that safety management checks are in place. Should any other instructor or provider be recommended or found, reference would first be made to the Outdoor Education, PE and DofE Service to ensure that suitable steps are taken.

12. Incidents and emergencies

The Activity Leader is in charge of pupils during a visit and they have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty of care to act as a reasonably prudent parent would. Adults accompanying the visit should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The priorities are:

1. to assess the situation and establish the nature and extent of the emergency;
2. to safeguard the uninjured members of the group;
3. to attend to the casualty and seek support from emergency services;
4. to inform everyone who needs to know about the incident.

For all visits there will be two 'base contacts' – these colleagues will have a full list of contact and medical details for the children on the visit, as well as details the risk assessment, planning, itinerary and guidance from the Hampshire Outdoor Education team, who will provide support in the event of an emergency on a school visit. Any concerns or 'near misses' are reported by the school to the Outdoor Education Service where necessary.

No-one in the group is permitted to speak to the media as this may cause distress to families and the School's critical incident plan will be actioned. If a child needs to go to hospital, a member of staff will accompany them. Once pupils have safely returned to school, the Activity Leader should complete an

accident/incident form with details of what happened – this should then be saved retrospectively on the Evolve system, as well as passed to the school's Health and Safety Manager.

During an educational visit, if a pupil's behaviour presents a serious risk to themselves or others, they may be sent back to school or home. Parents will be contacted and will be responsible for the collection of their child, including any costs incurred (as stated in Form G).

13. Evaluation of educational visits and events

Following any visit, colleagues should consider whether the original intended learning outcomes were achieved and make a note (via Evolve) of any adjustments or changes that might be needed to improve the visit, should it be repeated in the future. This may involve asking pupils to evaluate the visit, and might involve follow-up work in lessons. The teacher will ensure that any follow-up work is differentiated to allow pupils who did not attend the visit to participate and learn equally.



Offsite Activities

Summary of Process

Talk to the Senior Leadership Team (your SLT line manager and Assistant Headteacher - Curriculum) about the possible offsite activity you would like to run.



Go to Teacher Shared area>Curriculum>Enrichment>Educational Visits to access guidance documents, Forms AB and C.



16 weeks prior to visit – Form AB and Form C should be completed and sent to Deputy Headteacher, who discusses with the Headteacher and gives initial authorisation if deemed appropriate



If initial authorisation is given, the activity leader should proceed with planning the visit. The activity leader will receive an email to that effect.



Form AB and Form C will be used to allocate cover – the Senior Leadership Team (Assistant Headteacher – Curriculum) will inform the cover manager.



If initial authorisation is given, the trip leader should complete risk assessment (on Form D) and begin the planning process using the organisers checklist and exemplars available on the Teacher Shared area. The activity leader will also need to complete details of the offsite activity on EVOLVE.

Letters should go to parents requesting permission, medical details, Form G (residential trips) and any other relevant information (possibly including payment details/parents information evening details, etc). All parent letters must be checked by the trip leader's SLT line manager before sending.

Remember to complete the Risk Assessment, parents letters and Itinerary electronically as they will need attaching to EVOLVE



Once details have been entered on Evolve – the trip is submitted to the EVC



The EVC checks all relevant details are included on EVOLVE and then submits the form to the Senior Leadership Team (Deputy Headteacher) for checking. The Headteacher then gives final authorisation through EVOLVE. The Headteacher may delegate this responsibility to another member of the Senior Leadership Team. This delegated task currently lies with the Deputy Headteacher.



The EVC, Senior Leadership Team (Deputy Headteacher) and the activity leader will receive emails from Evolve alerting them when the offsite activity status has changed or notes have been added.



Complete the [residential](#) or [non-residential](#) checklists and show the EVC for sign-off prior to the trip taking place to confirm that all relevant and necessary actions have been completed.