



Ysgol Bethania

HEALTH & SAFETY OF STUDENTS ON EDUCATIONAL VISITS POLICY

Signed by:

Headteacher

Date:

L. Medoi

Director/Proprietor

23/07/2026

Date: _____

A.Higham

Director/ Proprietor

23/07/2026

Date: _____

Date Policy Last Review: 23/07/2026

Next Review Date: 22/07/2027

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.

Relevant advisory and approval sources include Welsh Government guidance on educational visits and outdoor learning, OEAP National Guidance, the school's Headteacher/EVC, the Proprietor/Education Director and, where required, any local authority, insurer, external provider or specialist adviser relevant to the visit.

[http://www.npt.gov.uk/PDF/LEA Educational visits a safety guide for learning outside the classroom01.pdf](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 Headteacher/EVC will ensure that current contact details for the Proprietor/Education Director, emergency contacts, insurers, transport providers, external activity providers, venue contacts and any advisory or approval body are recorded on the visit documentation and carried by the Visit Leader. These details must be checked before each visit and updated whenever personnel, providers or arrangements change.

The aim of this policy is to safeguard the welfare, health, and safety of all students 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 the guidance in our school policy, as well as the directives above. In situations of conflict, all staff are expected to follow the school policy and seek clarification afterwards via the school management/Education Visit Coordinator (EVC).

Health and safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Our School 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.

This policy is linked to articles 28, 29, and 31 of the United Nations Conventions of the child these state that;

- Article 28 – Every child has a right to access education.
- Article 29 – Every child has a right to access education that will develop a child's personality, talents, and mental and physical abilities to the fullest potential.
- Article 31 - Every child has a right to rest, leisure, age-appropriate play, and to participate in cultural and artistic life.

Key Responsibilities:

- Take reasonable care of one's 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.

EDUCATIONAL VISITS/ OUTDOOR LEARNING/ LEARNING OUTSIDE THE CLASSROOM

Students can derive significant educational benefit from taking part in school visits and/or outdoor learning. In particular, they have the opportunity to engage in experiences that may not be available in the classroom. All students are entitled to a Learning Outside the Classroom program in order to boost their enjoyment and achievement in education.

Our program is inclusive and allows all pupils, regardless of ability, to participate. No child will be excluded from any visits due to protected characteristics (disability, religion, gender etc). We expect visits to help students to develop:

- Investigative skills.
- Independence skills
- Planning and reviewing skills.
- Social skills.
- Relationships.
- Knowledge of the world around them.
- Knowledge of environmental issues.
- Site-specific knowledge.
- Enhanced self-esteem
- Appreciation of a variety of cultures and diversity

Our school puts great emphasis on providing our pupils with a program of study that takes place outside the classroom, and that is supported by all Education staff. It underpins our philosophy that pupils should not just experience a more traditional classroom-based program of studies but enjoy a broader educational experience.

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

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

The trip leader, in conjunction with the Headteacher, shall carry out a risk assessment and discuss it with the Education Director to sign off on the planned activity 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 member of the education staff. It is part of our school's policy that any Educational Visit organised has the approval of the students' care manager or parent/carer. This is because they will be aware of whether the student has any needs that should be addressed before/during the visit, which the school staff may not be aware of.

Trips will only be authorised if the school vehicle is used when transportation is needed. Students will adhere to the code of safe conduct whilst in transport.

ROLE OF THE HEADTEACHER

The Headteacher is responsible for sanctioning and authorising visits, and for ensuring that visits are organised in accordance with 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, countersigned by the Education Director and appropriate safety measures are in place.

- 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 students.
- 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 by the Headteacher and the Education Director.
- 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, special needs, and/ or behavioural issues of pupils participating. This information is used to ensure trip safety and is stored securely at all times.
- 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 student's parents/carers, social workers / those with parental responsibility, and completed a risk assessment.
- The purpose of the educational visit is appropriate to the student's 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, in the role of Education Visits Coordinator, 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.

ROLE OF THE EDUCATIONAL VISITS CO-ORDINATOR (EVC)

The Educational Visits Co-ordinator (EVC) is the named person responsible for supporting the Headteacher, Visit Leaders and the Proprietor/Education Director to ensure that educational visits and learning outside the classroom are planned, approved, delivered, monitored and reviewed safely. The EVC must be competent for the role and must keep up to date with Welsh Government guidance and OEAP National Guidance for educational visits and outdoor learning.

- Maintain oversight of the school's educational visits systems, including planning, approval, risk assessment, supervision, emergency arrangements and post-visit evaluation.
- Support Visit Leaders to prepare suitable visit documentation and ensure that planning is proportionate to the type, complexity and risk level of the visit.

- Check that Visit Leaders and accompanying staff are competent, appropriately trained, briefed and familiar with the needs of the pupils attending.
- Ensure that significant risks, pupil-specific needs, medical requirements, behaviour plans, transport arrangements and emergency procedures have been considered before approval is sought.
- Maintain the Educational Visits Folder, including approval records, risk assessments, training records, consent forms, contact details, monitoring notes, evaluation forms and incident records.
- Escalate any visit where there is uncertainty, enhanced risk, residential provision, adventurous activity, overseas travel or specialist provision to the Headteacher and Proprietor/Education Director before approval.

Where the Headteacher also acts as EVC, the Proprietor/Education Director will provide additional oversight to ensure that the EVC function is subject to appropriate challenge, review and assurance.

STUDENTS

The Headteacher should make it clear to students 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 the school ethos and follow the school-specific expectations on behaviour and participation.

CARERS/ PARENTS

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

The Parent/Carer should ensure that he/she/they: -

- Provides the Headteacher and trip leader with emergency contact number(s).
- Provide 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 students and their actions when on site.

INDUCTION, TRAINING & SUCCESSION PLANNING

The Headteacher, Educational Visits Coordinator (EVC), and all staff involved in educational visits and off-site learning will receive appropriate training to ensure visits are planned, supervised and

delivered safely and effectively in accordance with Welsh legislation, safeguarding requirements, the Independent School Standards (Wales) Regulations, and Estyn expectations relating to learner wellbeing, inclusion and health and safety.

All staff leading or accompanying educational visits will complete mandatory training prior to participating in visits. This training will include, but is not limited to:

- Educational Visits and Off-Site Learning Training provided by SSS Learning.
- Risk Assessment and Dynamic Risk Management Training.
- Safeguarding Learners and Child Protection Training in line with Keeping Learners Safe guidance.
- Additional Learning Needs (ALN) and Inclusion Training.
- Behaviour Support and Positive Handling Awareness, where appropriate.
- Medical Needs, First Aid and Medication Administration Training.
- Allergy Awareness and Anaphylaxis Response Training.
- Manual Handling and Moving and Handling Training, where required.
- Emergency Procedures and Critical Incident Management Training.
- Minibus or transport safety training where applicable.

The school recognises that pupils with Additional Learning Needs (ALN), complex needs, communication difficulties, sensory needs and medical vulnerabilities may require enhanced supervision, specialist support and carefully adapted educational experiences. Staff training will therefore include a focus on inclusive practice, reasonable adjustments, communication approaches, sensory regulation, emotional wellbeing and supporting pupils safely within community environments.

The Educational Visits Coordinator (EVC) and Headteacher will ensure that all educational visits are appropriately planned, risk assessed and monitored. Staff competency, experience and training records will be reviewed before approval is granted for visits to proceed. The Headteacher will undertake additional leadership and educational visits management training where required as part of their continuous professional development (CPD). This may include training linked to the Establishment Visits Programme, Welsh educational visit guidance, safeguarding leadership and complex needs provision.

All training and professional development must be approved by the Education Director/Proprietor. The school will utilise recognised guidance and resources, including the OEAP (Outdoor Education Advisers' Panel) National Guidance website, Welsh Government guidance, and best practice frameworks to support safe and effective educational visits practice.

Each educational visit or off-site activity will be fully documented. This will include:

- Visit approval documentation.
- Individual and group risk assessments.

- Medical and healthcare considerations.
- Staffing ratios and supervision plans.
- Emergency procedures and contact arrangements.
- Pupil-specific support strategies and reasonable adjustments.
- Pre-visit checks and venue assessments.
- Parent/carers consent forms.
- Post-visit evaluations and incident reports where applicable.

All documentation, planning records and evaluations will be stored securely within the school's Educational Visits Folder and retained in accordance with the school's record keeping procedures.

Following each visit, an evaluation process will be completed to assess the effectiveness, educational value, safety and suitability of the activity for pupils with ALN and complex needs. The school will use this evaluation process to inform future planning, improve practice and ensure that only visits which positively support pupil development, wellbeing, engagement and learning outcomes are repeated.

VISIT LEADER TRAINING, INDUCTION AND COMPETENCE

No member of staff may lead an educational visit until they have completed the school's visit leader induction and have been confirmed as competent by the Headteacher/EVC. Competence will be judged by considering the member of staff's experience, judgement, knowledge of the pupils, understanding of the proposed activity and environment, ability to manage foreseeable risks and ability to respond appropriately in an emergency.

- New staff will receive induction on this policy, visit approval procedures, risk assessment expectations, pupil-specific support needs, safeguarding, emergency contacts and reporting requirements before accompanying visits.
- New Visit Leaders will shadow an experienced Visit Leader or the Headteacher/EVC before leading visits independently, unless the Headteacher/EVC records why this is not required.
- All Visit Leaders must complete relevant training in educational visits, dynamic risk assessment, safeguarding, first aid arrangements, pupil behaviour support, medical needs and emergency procedures.
- The Headteacher/EVC will maintain a record of staff training, induction, experience and authorisation to lead visits.
- Refresher training will be provided at least annually, following any significant incident, following a change in guidance, or where monitoring identifies a need for further support.

Before each visit, the Visit Leader must brief all accompanying staff on the purpose of the visit, itinerary, individual pupil needs, supervision plan, first aid and medication arrangements, emergency procedures, communication arrangements, transport expectations and any venue-specific requirements. Staff must confirm that they have read and understood the risk assessment before the visit proceeds.

COSTS

Visits should be financially sound, and this should be taken into account during the planning stage. On occasion, it may be necessary to ask students' parents/carers to contribute towards the cost of a visit for it to take place.

The Headteacher will put in a Purchase Order for each visit, should cost be involved. The Education Director will sign these off.

RISK (BENEFIT) ASSESSMENT

Risk (Benefit) assessments are carried out by the Headteacher. All risk assessments will be collated in an Educational Visits folder, and ultimate responsibility for quality assurance and compliance remains with the Headteacher. Each visit should include a rationale explaining the benefits of the visit and the expected positive outcomes.

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 may be necessary for some visits.

A formal assessment of the risks that might be encountered on a visit should aim to prevent or reduce them. Students 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 associated with any such visits should be conducted at regular intervals, and careful monitoring should be undertaken. 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 to evaluate how and to what extent pupils benefited from them. These evaluations will be kept in the Educational Visits folder alongside the risk assessments, and pupils will form part of this evaluation process.

The Headteacher will meet annually with the Education Director to review the process for risk-assessing activities/visits. Minutes will be taken and kept in the Educational Visits folder.

DETERMINING SUPERVISION LEVELS

Supervision levels will not be based on a fixed ratio alone. The Headteacher/EVC and Visit Leader will determine the appropriate level of supervision through the visit risk assessment, taking account of the nature of the visit, the pupils attending and the environment in which the visit will take place. The decision and rationale must be recorded on the visit documentation.

- Staffing: competence, training, first aid provision, experience, gender considerations where relevant, ability to provide individual support and availability of a designated Visit Leader.
- Group: age, number of pupils, ALN, communication needs, medical needs, behaviour support plans, emotional regulation needs, mobility, sensory needs and previous experience of visits.

- Activity: complexity, educational purpose, level of physical challenge, specialist equipment, provider arrangements and whether the activity is routine, enhanced risk, residential, adventurous or unfamiliar.
- Environment: venue layout, public access, water, roads, crowds, weather, terrain, boundaries, toilet arrangements, accessibility and availability of safe spaces.
- Distance and transport: journey length, mode of transport, walking routes, vehicle arrangements, drop-off and collection points, traffic risks and emergency return arrangements.

The supervision plan must identify whether supervision will be direct, indirect or, where appropriate for older and suitably assessed pupils, remote. Pupils with complex needs, high levels of vulnerability, significant medical needs, behaviour risks or reduced awareness of danger may require enhanced or one-to-one supervision. The supervision plan must also include arrangements for headcounts, handovers, toilet visits, transitions, free time, emergency separation, staff breaks and communication between staff.

Where the appropriate supervision level cannot be provided, the visit must be amended, postponed or cancelled. Any decision to proceed with enhanced controls must be agreed by the Headteacher/EVC and, where the risk is significant or unusual, the Proprietor/Education Director.

PROPRIETOR / EDUCATION DIRECTOR OVERSIGHT AND ASSURANCE

The Proprietor/Education Director has strategic oversight of educational visits and must seek assurance that the school's arrangements are effective, proportionate and consistently implemented. This includes ensuring that the Headteacher/EVC has sufficient training, time, authority and resources to fulfil the role and that the educational visits system supports pupil safety, inclusion, wellbeing and learning.

- Approve and periodically review this policy and ensure that it reflects current Welsh Government guidance, OEAP National Guidance and the needs of the school's pupils.
- Receive assurance that staff involved in visits are trained, competent and appropriately briefed.
- Review a sample of visit documentation, risk assessments, supervision plans, incident records and post-visit evaluations at least annually.
- Provide additional approval for enhanced-risk visits, residential visits, adventurous activities, overseas visits, unusual transport arrangements or any visit where the Headteacher/EVC requests further scrutiny.
- Ensure that learning from incidents, near misses, complaints, monitoring activity and post-visit evaluations is acted upon and recorded.
- Record oversight activity through meeting notes, review records, policy approval records or other appropriate assurance evidence.

The Proprietor/Education Director will meet with the Headteacher/EVC at least annually, and sooner where required, to review the effectiveness of educational visits arrangements, including staff competence, supervision decisions, risk assessment quality, pupil outcomes, incidents, near misses and any changes needed to policy or practice.

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.
- Obtain advice from the Education Director.
- 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.

Our school does not make use of volunteers.

ACTION CARD TO BE TAKEN ON ALL TRIPS

NAME	TELEPHONE	MOBILE
Parent Number *		
Headteacher number		
Education Director		
Out of hours number		
Risk assessment seen		
Mobile telephone with group		
First Aid box with group		

*to be completed when permission slips are returned, as this will depend on who is attending the trip and their relevant appropriate adults.

TRIP COORDINATORS

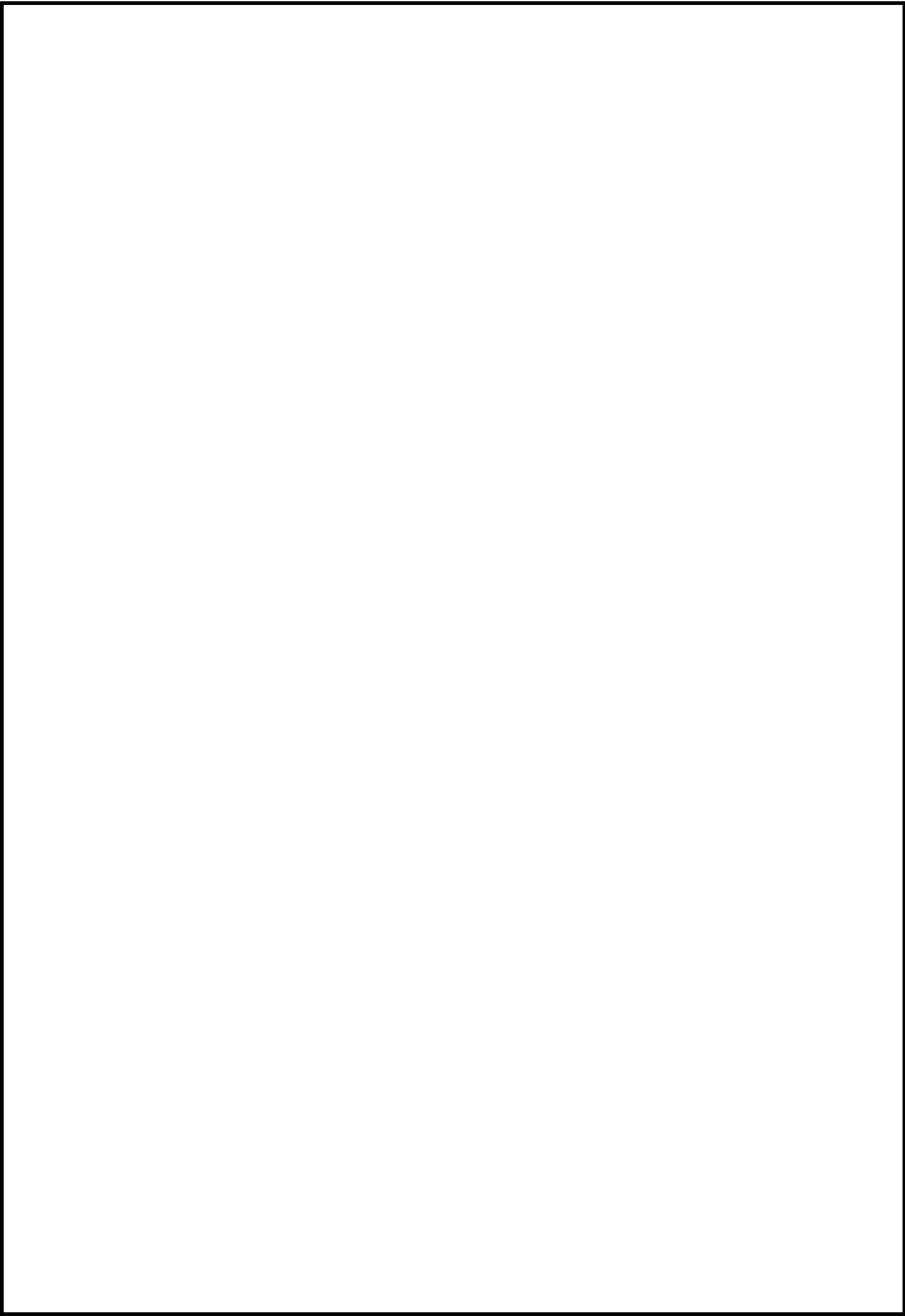
NAME	TITLE

<u>Learning outside the classroom</u>	
<u>Education trip form.</u>	
Location Name:	Date:
Address:	Time Leaving: AM
	PM
Telephone Number of the venue:	Money required £
Pack Lunch required: Yes or No	Mode of Transport:
	Please tick the relevant transport:
	House car
	Personal car
	Bus

Walking	
Taxi	
Other	
Allergies: Yes or No - If yes, please give details	
Asthmatic: Yes or No	
Type of Inhaler:	
Other Medical treatments:	
Staff on the Trip:	Students on the Trip:
1	1
2	2
3	3
4	4
Work phone: Yes or No	House phone:
Emergency Contact: Name	Telephone Number:
First aiders on the trip: Name(s)	
First aid travel kit check list complete: Yes or No	
Risk Assessments complete for Venue: Yes or No – If yes, attached to visit folder and share with supervising staff	
Risk Assessments for YPs: Yes or No – If yes, attached to visit folder and share with supervising staff	
Public Liability of the Venue: Yes or No	
(photo, email, photocopy)	
Purpose of the trip: Rationale	
Other subject and Curriculum linked to the visit:	

Trip Lead signature:
Headteacher Signature:

Date:
Date:



Trip First Aid Kit List

Date	Quantity	Remaining Stock	Checked by	No of items ordered	Expiry date	Name/Signature
Sterile eye wash solution						
Plasters						
Sterile Eye Pads						
Individually wrapped: triangular bandages						
Individually wrapped: woven swabs						
Individually wrapped: Medium sterile unmedicated wound dressings						
Individually wrapped: low adherent dressing pad						
Individually wrapped: reinforced skin closure strips						
Individually wrapped: adhesive dressing						
Disposable Gloves						
Instant ice pack						
Safety pins						
Alcohol wipes						
Foil blanket						
Resuscitation face shield						
Micropore tape						
Scissor						

whistle						
tweezers						
Alcohol sterile gel						
Blister plasters						
Print Name:	Sign:					

[illegible]

The following table should be used for all staff to sign and date to confirm that the risk assessment has been read.

Print Name	Signature	Date		Print Name	Signature	Date

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	1	2	3	4	5
	Severity					

RISK RATING SCORE	ACTION
10 - 25	STOP – Assess the risks, eliminate, reduce, and control before proceeding
4-9	Acceptable risk, providing good management controls are in place. Reassess periodically and make sure control remains effective.
0-3	Minor risk, but needs to be monitored and reassessed periodically to ensure controls remain effective.