EDUCATIONAL TRIPS & VISITS POLICY

Policy implemented:	September 2024
Last reviewed:	September 2026
Next review due:	September 2027

EQUALITY AND DIVERSITY STATEMENT

Salutem Care & Education is committed to the fair and equitable treatment of all individuals in accordance with the Equality Act 2010. An Equality Impact Assessment has been completed for this policy to ensure it can be applied consistently and without discrimination. Salutem Care & Education is committed to safe, high-quality, person-centred services that uphold people's rights and dignity.

All colleagues (including volunteers, agency workers and contractors) must follow this policy, guided by our values. Policies are reviewed every two years; if a review is delayed, the current version remains in force until approved by the Policy Sponsor.

Training will support understanding, and people we support will be involved in reviews. Local procedures may support this policy, but corporate policies must not be changed locally without formal approval.

This policy must be shared with all colleagues. The controlled version is on BLINK; printed/downloaded copies may be out of date

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1. Summary

1.1 Purpose

Beaumont College recognises that learning beyond the classroom provides valuable opportunities to enhance educational experiences, promote independence and support preparation for adulthood.

Educational trips, visits and learning outside the classroom activities form an important part of the College curriculum and provide opportunities for learners to apply skills, knowledge and understanding in real-world environments. Well-planned educational visits can support personal development, communication, social interaction, confidence, resilience, community participation and progression towards individual learning goals.

The College is committed to ensuring that educational visits are delivered safely, inclusively and in a manner that maximises educational benefit whilst effectively managing risk. All visits will be planned and delivered in accordance with statutory guidance, safeguarding requirements and recognised best practice.

1.2 Scope

This policy applies to all educational visits, trips, residentials, community-based learning activities and learning outside the classroom opportunities organised by Beaumont College.

The policy applies to all learners, staff, volunteers, contractors and external providers involved in educational visits across all College sites.

This policy should be read alongside the Educational Visits Risk Assessment Procedures, Safeguarding Policies, Health and Safety Policies and Positive Behaviour Support Procedures.

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2. Document Control

Policy Sponsor (Name & Role):	Vicky Muncaster (Assistant Principal)
Policy Reviewer (Name & Role):	Aaron Churchyard (Quality Manager for Education)
Approved by (Name/Role):	Melinda Glover (Quality Assurance Inspection & Regulation Director)
Date Implemented:	September 2025
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Controlled Copy Location:	☐ BLINK ☐ Education Policy Hub
Policy category (tick):	☐Safeguarding ☐ Health & Safety ☐ Care practice ☐ HR/People ☐ Education ☐ Information Governance ☐ Other: [ ]
Policy Applies to:	**People we Support** ☐ Families/Carers ☐ Children/young people ☐ Adults ☐ Learners **Workforce** ☐ Volunteers ☐ Permanent ☐ Contractors ☐ Bank ☐ Agency ☐ Other: [ ]

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4. Definitions

Educational Visit

Any planned activity, trip, visit, off-site learning experience or journey organised by Beaumont College which takes learners away from their usual place of learning.

Residential Visit

Any educational visit involving an overnight stay.

Adventurous Activity

An activity requiring additional planning, specialist competence, provider checks or enhanced risk assessment due to the nature of the activity.

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Trip Leader

The designated member of staff responsible for planning, organising, leading and supervising an educational visit.

Learning Outside the Classroom (LOtC)

Educational experiences that take place beyond the traditional classroom environment.

Educational Visits Coordinator (EVC)

A suitably trained member of staff responsible for supporting educational visit planning, oversight and quality assurance.

Principles

5.1 Our Commitment

Beaumont College believes that educational visits make a valuable contribution to learner achievement, personal development and preparation for adulthood. Learning beyond the classroom provides opportunities for learners to develop confidence, resilience, communication, independence and social skills whilst experiencing real-life situations and environments.

Educational visits are planned with a clear educational purpose and are designed to complement and enhance the College curriculum. Visits should provide meaningful opportunities which support individual EHCP outcomes, RARPA outcomes, preparation for adulthood goals and wider personal development targets.

The College is committed to ensuring that all educational visits are inclusive, accessible and appropriately adapted to meet the needs of individual learners.

5.2 Health, Safety and Wellbeing

The health, safety and wellbeing of learners, staff and visitors is the College's highest priority when planning and undertaking educational visits.

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Educational visits will be managed through proportionate planning, risk assessment and supervision arrangements. Risk management is intended to enable meaningful learning opportunities and should not unnecessarily prevent learners from accessing valuable experiences. The College recognises that educational visits inevitably involve some degree of risk and adopts a balanced approach which enables learners to benefit from positive experiences whilst ensuring that risks are identified, assessed and managed appropriately.

5.3 Learning Outside the Classroom

Educational visits form part of Beaumont College's broader commitment to delivering a rich, ambitious and meaningful curriculum.

Visits may support:

- Academic learning.
- Personal development.
- Community participation.
- Social communication skills.
- Independence.
- Employability skills.
- Preparation for adulthood outcomes.
- Health and wellbeing.
- Cultural awareness.
- Leisure and recreational opportunities.

Educational visits should always have a clear purpose and intended outcome for learners.

5.4 Inclusive Practice and Equality

Beaumont College is committed to ensuring equality of opportunity and inclusion throughout educational visit planning.

No learner will be excluded from participation solely on the grounds of disability, learning difficulty, medical need, communication profile, behavioural presentation or additional support needs.

Reasonable adjustments will be implemented wherever possible to enable learners to participate safely and meaningfully. This may include adjustments to staffing arrangements, transport, activities, communication approaches, equipment or support plans.

Educational visits should promote dignity, independence and participation whilst recognising individual strengths and support requirements.

5.5 Risk Management and Planning

Effective planning and risk assessment underpin all educational visits.

The College adopts a proportionate approach, recognising that routine visits often require only limited additional planning whilst residentials, adventurous activities and higher-risk activities require enhanced consideration and approval processes.

Risk assessments will consider:

- The nature of the activity.
- Learner details.
- Staff details.
- Hazzard and Risks
- Documents to support student needs

All visits must include appropriate contingency planning and an identified "Plan B" where necessary.

5.6 Safeguarding

Safeguarding remains central to all educational visit activity.

All staff involved in visits are expected to follow safeguarding procedures and maintain appropriate professional boundaries at all times.

Educational visits will include consideration of:

- Learner welfare.
- Medical needs.
- Missing person arrangements.
- Online safety.
- PREVENT responsibilities.
- Appropriate supervision.
- Safe staffing arrangements.
- Venue safeguarding arrangements.

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Any safeguarding concerns arising during a visit must be reported in accordance with College safeguarding procedures.

5.7 External Providers

External providers can make a valuable contribution to learner experiences and may support the delivery of specialist activities or adventure-based learning.

The College will undertake appropriate due diligence before engaging external providers. This may include consideration of:

- Accreditation.
- Insurance.
- Safeguarding arrangements.
- Staff competence.
- Health and safety procedures.
- Risk management processes.
- Suitability of accommodation where applicable.

Only providers who satisfy Beaumont College's requirements will be approved for use.

5.8 Transport

Safe transport arrangements form an important part of educational visit planning.

Transport arrangements will be selected according to the nature of the visit and the needs of participating learners. All transportation arrangements must comply with legal, insurance and safeguarding requirements.

Staff using personal vehicles for educational visits must hold appropriate licences, insurance and vehicle documentation in accordance with organisational procedures.

5.9 Staffing and Supervision

The College will ensure that educational visits are appropriately staffed and supervised at all times.

Supervision arrangements will be determined through the risk assessment process and will consider:

- Learner needs.
- Nature of the activity.

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- Distance from College.
- Environmental factors.
- Medical and behavioural support requirements.
- Emergency response requirements.

There are no fixed staffing ratios. Staffing levels will be based upon assessed need and the safe delivery of the planned activity.

5.10 Emergency Planning

The College recognises that emergencies may occur despite thorough planning and risk assessment.

All educational visits will include appropriate emergency procedures, communication arrangements and contingency planning.

Staff leading visits will have access to emergency contact information and clear reporting arrangements. Any significant incident, accident, safeguarding concern or emergency situation will be managed in accordance with the College Emergency Plan, Critical Incident Procedures and safeguarding requirements.

5.11 Review and Learning

The College is committed to learning from all educational visits.

Following significant visits, particularly residential and adventurous activities, leaders will evaluate outcomes, identify good practice and consider any lessons learned which may enhance future planning and delivery.

This process supports continuous improvement and contributes to the ongoing development of safe, high-quality educational visit provision.

6. Monitoring, Audit and Compliance

Educational visits are monitored through the College's quality assurance, health and safety and governance arrangements.

Monitoring activities include:

- Review of risk assessments.
- Visit evaluations.

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- Incident and near-miss analysis.
- Safeguarding reviews.
- Staff training compliance.
- Annual governance reports.

Findings from monitoring activities inform service improvement and future planning.

7. Areas of Responsibility

College Governance and Senior Leadership Team

Responsible for strategic oversight, compliance and ensuring educational visits support high-quality learning opportunities.

Education & Deputy Managers

Responsible for approving educational visits and ensuring appropriate systems and procedures are in place.

Educational Visits Coordinator (EVC)

Responsible for supporting planning, quality assurance and the safe implementation of educational visits.

Trip Leader

Responsible for planning, risk assessment, communication, supervision and safe delivery of educational visits.

Staff

Responsible for supporting learners, following risk assessments and contributing to safe visit delivery.

Learners

Responsible for engaging positively with educational visit expectations and following instructions designed to keep themselves and others safe.

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Parents and Carers

Responsible for providing relevant information and supporting appropriate preparation for educational visits.

8. Learning and Development

The College is committed to ensuring that staff involved in educational visits have the skills, knowledge and confidence required to fulfil their responsibilities safely and effectively.

Educational Visits Coordinator training, safeguarding training, first aid training and activity-specific training will be provided where appropriate.

Staff development needs will be reviewed regularly through quality assurance and performance management processes.

9. Associated Documents

- Educational Visits Risk Assessment Procedures
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Safeguarding Adults Policy
- Prevent Policy
- Positive Behaviour Support Policy
- Attendance Policy
- Critical Incident Procedures
- Emergency Planning Procedures
- OEAP Guidance
- Salutem Educational Visits Policy

10. Legal, Regulatory & Standards Framework

This policy has been developed with reference to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

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- Equality Act 2010
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- DfE Health and Safety on Educational Visits Guidance
- Outdoor Education Advisers Panel (OEAP) Guidance
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Health and Safety Executive School Trips and Outdoor Learning Guidance

The College will ensure that all educational visits are conducted in accordance with current legislation, safeguarding requirements and recognised best practice.

11. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Author	Summary of Changes	Approved By
V1	September 2024	Julia Parks	New policy	Craig Harris
V1.1	January 2026	Lauren Hill	Reviewed	Craig Harris
V2.0	September 2026	Vicky Muncaster	Policy fully reviewed and restructured into the organisational policy framework. Strengthened safeguarding, inclusion, preparation for adulthood, risk management, external provider oversight, emergency planning, monitoring and accountability arrangements whilst retaining existing operational educational visit	Aaron Churchyard

			procedures and OEAP compliance.	

12. Appendices

- Appendix A: (e.g., checklist)
- Appendix B: (e.g., flowchart)