Educational Visits and Off-Site Activities Policy

Policy Number:	EDU.POL.028	Policy Owner Job Role	Quality Manager
Issue Number:		Ratified By	Quality Director
Issue Date:	01.07.26	Service Type:	Schools
		Applicable Services:	Education
Contributors	Rob Arrowsmith		
Mandatory Policy	No		
Note	This policy must not be amended without prior approval of the Education Director		

Table of Contents

Section	
1	**Supporting Documents**
2	**Introduction**
3	**Aim & Scope**
4	**Abbreviations/Definitions**
5	**Policy Content**
6	**Responsibilities**
7	**Training Requirements**
8	**Equality Impact Statement**
9	**Sources of Information / References**
10	**Version Control (where else is this policy located, ie. Circle, Nourish, Radar)**
11	**Appendices**

1. Supporting Documents

This policy connects to the Risk Assessment policy, the Health and Safety policy (EDU.POL.038), the First Aid and Medication policies, the Positive Handling and Physical Intervention policy (EDU.POL.020), the Safeguarding Children in Education policy (EDE.POL.002) and the Critical Incidents policy (EDU.POL.045).

Related policies are held within RADAR in the School's policy folder.

2. Introduction

At Broadwood School we believe that educational visits and off-site activities are a valuable part of a broad and ambitious education. For our pupils, time spent learning beyond the classroom builds confidence, independence and life skills that are hard to teach in any other way. We are committed to making visits safe, well planned and inclusive, so that every pupil can take part. This policy sets out how we plan, approve and run off-site activities, and the standards we hold ourselves to.

Copyright – to be used only with prior and express permission of Keys Group.

3. Aim & Scope

This policy applies to all staff, pupils and volunteers at Broadwood School and to every off-site activity, from short local visits to residential trips and visits abroad. It aims to:

- Keep pupils and staff safe on off-site activities through proportionate planning and risk assessment.
- Make sure every pupil can take part, with reasonable adjustments for those with SEND, medical or behavioural needs.
- Set clear roles, approval steps and supervision arrangements for all visits.
- Make sure parents and carers give informed consent and have the right information.
- Make sure the school is ready to respond if something goes wrong.

4. Abbreviations and Definitions

- Routine visit means an off-site activity that involves no more than an everyday level of risk and is covered by the school's existing arrangements.
- Higher-risk visit means a visit that needs its own risk assessment and extra planning, for example because of the distance, the activity, the location or the need for staff with specialist skills.
- Residential visit means any visit that includes an overnight stay.
- Adventurous activity means an activity such as caving, climbing, trekking or water sports, some of which require a licensed provider.
- EVC means the educational visits coordinator, the member of staff who oversees the planning and approval of visits.

5. Policy Content

5.1 Principles and Approach

No pupil is excluded from a visit because of SEND, disability, a medical condition or behaviour. We plan around needs and make reasonable adjustments. Planning and risk assessment are proportionate to the activity. Everyday visits are not over-engineered, and higher-risk visits are planned in detail. Visits are approved before they take place, by the right person for the level of risk. Supervision is matched to the needs of the pupils, not just to numbers, and individual risk assessments are used where needed. Safety never depends on a single point of failure. Plans include what to do in an emergency.

5.2 Planning and Running a Visit

Types of visit and approval

Routine local visits are covered by the school's standing arrangements and a generic risk assessment. Higher-risk, residential and overseas visits need their own risk assessment, extra planning and approval before they go ahead. The EVC oversees planning and the headteacher gives final approval.

Risk assessment

Copyright – to be used only with prior and express permission of Keys Group.

Every visit is risk assessed in proportion to the activity. The risk assessment considers the activity, the location, transport, weather, the needs of the pupils and the staff skills required. It is shared with the team before the visit and reviewed if circumstances change.

Supervision and staffing

Supervision is planned around the needs of the group. Because many of our pupils have SEND, medical or behavioural needs, we use individual risk assessments and enhanced staffing where needed, and we plan how positive handling, medication and personal care will be managed off site. There is always a clear plan for how pupils are accounted for and supervised at all times.

Consent

Parents and carers give consent to routine visits through an annual consent process and are still told about each one and given the chance to withdraw their child. Higher-risk, residential and overseas visits require specific written consent with full information about the activity.

Using external providers

Where we use an outside provider, we seek assurance that it is safe and competent, for example through the Learning Outside the Classroom Quality Badge or a completed provider assurance form. For licensable adventurous activities, we check that the provider holds a current licence from the Adventure Activities Licensing Authority.

Visits involving pupils attending alternative provision remain subject to Keys educational visit procedures unless the alternative provider has formally assumed responsibility.

Adventurous activities and visits abroad

Adventurous activities and visits abroad need extra planning, including:-

- FCDO travel advice checks.
- Travel insurance checks.
- Medical cover considerations.
- Emergency repatriation arrangements.
- Clear arrangements for supervision and communication.

Transport

Transport is planned as part of the risk assessment, including the type of vehicle, driver arrangements, seating, supervision and accessibility for pupils with mobility or sensory needs.

Emergencies

Copyright – to be used only with prior and express permission of Keys Group.

Every visit has an emergency plan and a named emergency contact at the school who can be reached throughout. The emergency contact must not be participating in the visit. Staff know how to respond to an incident, and serious incidents are managed under the Critical Incidents policy (EDU.POL.045).

5.3 Recording, Monitoring and Reporting

Visit plans, risk assessments, consent and provider checks are recorded and retained using the templates in the appendices below, and accidents or near misses are recorded on RADAR. The EVC monitors the quality of visit planning and reports to the headteacher, and the headteacher reports to the proprietor and governors on off-site activity.

5.4 Equality and Inclusion

At Broadwood School, this policy is applied fairly and without discrimination, in line with the Equality Act 2010. We monitor the impact of this policy on pupils with protected characteristics and adapt our practice to remove disadvantage. Any concern that this policy disadvantages a pupil or group should be raised with the headteacher.

6. Responsibilities

6.1 Pupils

Pupils are prepared for visits in advance and supported to understand the expectations and to take part safely and fully.

6.2 Staff

Visit leaders plan the activity, complete the risk assessment, brief the team and lead the visit. All staff follow the plan and act on their training.

6.3 Leadership

The headteacher approves visits in line with this policy and makes sure the EVC, staff and resources are in place. Higher-risk, residential and overseas visits are approved by the headteacher and notified to the proprietor and governors or the regional director as required.

6.4 Governance

The proprietor and governors provide oversight of the school's approach to off-site activity and assurance that visits are well managed.

6.5 Parents and carers

Parents and carers provide consent and the information the school needs, including medical and dietary needs, and support their child to prepare for the visit.

6.6 Named leads

Copyright – to be used only with prior and express permission of Keys Group.

The educational visits coordinator at Broadwood School is Katie Oram, Assistant Headteacher. The Headteacher is William Monteith.

7. Training Requirements

The EVC and visit leaders receive training appropriate to the visits they lead, including first aid where required, and new staff cover this policy at induction.

8. Equality Impact Statement

All policies will be developed and implemented in a manner that promotes equality, diversity, and inclusion, ensuring fair and equitable treatment for all individuals. Policies must align with relevant equality legislation and reflect the expectations and standards set by our regulatory bodies. They will demonstrate a commitment to eliminating discrimination, advancing equality of opportunity, and fostering an inclusive environment that respects and values the diverse needs, backgrounds, and experiences of those we support, as well as our workforce.

9. Sources of Information / References

This policy reflects current legislation and guidance, including:

- The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, which require risk to be assessed and managed so far as is reasonably practicable.
- Health and safety on educational visits (DfE guidance, last updated 2018), which sets out the approach to routine and higher-risk trips, consent, outside providers and emergencies.
- The Adventure Activities Licensing Regulations 2004 and the role of the Adventure Activities Licensing Authority, where a provider offers licensable adventurous activities.
- The Education (Independent School Standards) Regulations 2014, which require the welfare, health and safety of pupils to be safeguarded and promoted, including on off-site activities.
- The Equality Act 2010, including the duty to make reasonable adjustments so that disabled pupils are not excluded from visits.
- Keeping Children Safe in Education, on safeguarding pupils away from the school site.
- The Outdoor Education Advisers' Panel National Guidance, which Broadwood School follows as best practice.

10. Version Control

This document can also be found in Radar. This policy is reviewed annually, or sooner if legislation or statutory guidance changes. The named owner for review at Broadwood School is the headteacher.

11. Appendices

Copyright – to be used only with prior and express permission of Keys Group.

11.1 Appendix A: School-Specific Annex

At Broadwood School, the following local arrangements apply:

- Educational visits coordinator: Katie Oram, Assistant Headteacher.
- The emergency contact arrangements and out of hours contact:
  William Monteith (Headteacher): 07761343160
  Richard Duffy (Deputy Headteacher): 07519327203
  Amanda Sheppard (SENCo): 07547103799

- The approved providers and any regular venues the school use:

C I Adventure	The Boiler House, Shaw Lodge Mills, Halifax, HX3 9EZ
Splash Swim School – Plains Pool	2 Plains Lane, Low Fields, Elland, HX5 9HP
Mixenden Activity Centre	Clough Ln, Halifax, HX2 8SH
Halifax Boxing Club	Broad Tree Rd, Halifax, HX3 5QN
Willow Valley Golf Driving Range	Highmoor Ln, Brighouse, HD6 4JB
Airtime	Airtime Halifax Unit 4 Calderdale Business Park Club Lane Halifax HX2 8DB
The Zone – Huddersfield	Andrew's Rd, Huddersfield HD1 6PT
Electric Bowl	74 Commercial St, Halifax, HX1 2JE
Springhead	33 Heath Hill Rd, Halifax, HX2 0UT

Copyright – to be used only with prior and express permission of Keys Group.

Risk Assessment

Risk assessments are to be reviewed following relevant UTE's – risk assessments must remain live documents and be communicated to all staff.

Location ***Risk Assessments must be location specific***		**Initial Assessment Date**	**September 2026**	**Review Date**	**September 2027**
Completed By					
Information/References/Policies	Individual risk assessments for specific students. Minibus risk assessments.				
Visit leader and staff team					
Group, numbers and supervision ratio					
Type of visit	[routine, higher risk, residential or overseas]				
Activities and provider	[activities, provider name and assurance or licence checked]				
Transport	[type, driver, seating, supervision and accessibility]				
Hazards and controls					
Pupil needs					
Emergency plan					
Approval					

Copyright – to be used only with prior and express permission of Keys Group.

			As of today, with current controls in place					
Hazard Description ***Hazard*** *– something with the potential to cause harm for example risks of Fire, Electricity etc.*	**Who may be harmed?** *For example Service users, staff, visitors etc.*	**Existing Control measures in place** *What controls are currently in place that reduce the risk?*	**Consequence** **(1-5)** *If this hazard were to harm someone, how severe would their injuries potentially be?*	**Likelihood** **(1-5)** *What is the probability of the hazard causing harm?*	**Risk Rating** **(Consequence X Likelihood)**	**New measures required to reduce the risk** *What are the new controls required to ensure this risk is lowered?* ***Actions must be clear to identify what needs to be done to reduce the risk.***	**Action required by who?** *Who is responsible for completing this action?*	**Acton required by when?** *When must these actions be completed by?* ***This date must be proportionate to level of risk.***
			Click to select Consequence	Click to select Likelihood	**Click to select Risk Rating**			
Student Assessment of risks associated with this activity								
NAME	**KEY RISKS Identified from Behaviour Management Plan**		Click to select Consequence	Click to select Likelihood	**Click to select Risk Rating**	***CONTROL MEASURES***		

Copyright – to be used only with prior and express permission of Keys Group.

Risk Assessment Review and Communication

Reason for Review *This could be periodically or following an incident*		**Date of Assessment Review**		**Signature**	
Did you amend any risks in the review, if so were any risks lowered or increased?					
Reason for Review		**Date of Assessment Review**		**Signature**	
Did you amend any risks in the review, if so were any risks lowered or increased?					
Reason for Review		**Date of Assessment Review**		**Signature**	
Did you amend any risks in the review, if so were any risks lowered or increased?					

Where and when has this risk assessment been discussed with your teams?

Location/Meeting	Date	Signature

How have you involved the young people/service users in creation or review of this risk assessment and were there any comments from the young people? (If the young persons does not wish to comment please indicate below too)

Comments	Action required?

Copyright – to be used only with prior and express permission of Keys Group.

Sign Off

I have read and understood the contents of this risk assessment *(e.g. Staff; Social Worker; Young Person; YOT & School including date shared)*			
Name	**Role**	**Sign**	**Date**

Copyright – to be used only with prior and express permission of Keys Group.

Risk Matrix



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
		CONSEQUENCE				

LIKELIHOOD DESCRIPTORS

Rating	Description	Likelihood of occurrence
1	Rare	Highly unlikely, but it may occur in exceptional circumstances. It could happen, but probably never will.
2	Unlikely	Not expected, but there's a slight possibility it may occur at some time.
3	Possible	The event might occur at some time as there is a history of casual occurrence at the service
4	Likely	There is a strong possibility the event will occur as there is a history of frequent occurrence at the service
5	Almost certain	Very likely. The event is expected to occur in most circumstances as there is a history of regular occurrence at the service

CONSEQUENCE DESCRIPTORS

Rating	Description	Harm/ injury
1	Insignificant	No or only minor personal injury; No lasting impact. Resolved quickly. No impact on others on environment.
2	Minor	Minor injury/harm ; First aid needed, temporary impact, minor damage
3	Moderate	Injury; Possible hospitalisation or attendance at hospital, police involvement, impact on others, harm may have implications for the future
4	Major	Single death &/or long-term illness or multiple serious injuries, multi-agency involvement, major damage requiring long term recovery, levels of company exposure
5	Catastrophic	Fatality(ies) or permanent disability or ill-health, profound and enduring effects on others and environment, criminal acts, high level of company exposure

Key Terms:

Hazard – Is anything that has the potential to cause harm

Consequence – The extent of the injury, ask yourself – if this hazard were to harm someone, how severe would their injuries potentially be?

Likelihood –What is the probability of the hazard causing harm if no controls are in place?

Copyright – to be used only with prior and express permission of Keys Group.

Risk Rating – This is a numerical value that indicates whether the hazard is a low, medium or high risk which will assist you in implementing proportionate control measures.

Copyright – to be used only with prior and express permission of Keys Group.

11.2 Appendix B: Visit Planning and Risk Assessment Template

This template is completed for any visit that needs its own risk assessment and approval. Square bracket fields are completed for each visit.

Visit, date and destination	[complete]
Visit leader and staff team	[names and roles]
Group, numbers and supervision ratio	[complete, including individual needs]
Type of visit	[routine, higher risk, residential or overseas]
Activities and provider	[activities, provider name and assurance or licence checked]
Transport	[type, driver, seating, supervision and accessibility]
Hazards and controls	[identified hazards and the controls in place]
Pupil needs	[medical, SEND, behavioural and personal care arrangements, individual risk assessments]
Emergency plan	[procedure, first aid, named emergency contact at school]
Approval	[EVC and headteacher approval and date]

Copyright – to be used only with prior and express permission of Keys Group.

11.3 Appendix C: Parental Consent Form

This form is used for higher-risk, residential and overseas visits. Routine visits are covered by the general consent given at admission, and parents are still informed of each one.

Field	Detail
Pupil name and year group	[complete]
Visit, date and destination	[complete]
Activities	[description of activities]
Medical needs and medication	[conditions, medication, allergies and dietary needs]
Emergency contacts	[names and numbers]
Consent and signature	[parent or carer consent, signature and date]

Copyright – to be used only with prior and express permission of Keys Group.