



# EDUCATIONAL VISITS POLICY



**Reviewed: April 2026**  
**Due for review: April 2029**



## Introduction

At Somersault School, we recognise the importance of learning beyond the classroom. Educational visits are a key part of our curriculum, supporting our therapeutic and nurturing ethos while enriching pupils' educational experience.

This policy outlines our procedures for planning, managing, and evaluating all off-site visits to ensure they are:

- Safe
- Inclusive
- Educationally purposeful

### **This policy should be read alongside:**

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Welsh Government guidance (particularly Outdoor Education Advisers' Panel - OEAP) [oeapng.info](http://oeapng.info)

## Rationale

Educational visits offer opportunities for:

- Experiential learning
- Social and emotional development
- Independence and resilience building

Given the additional needs of many of our pupils, all visits are planned with:

- Individualised risk assessments
- Therapeutic considerations
- A strong emphasis on inclusion and accessibility

## Aims of Educational Visits

Educational visits at Somersault School aim to:

- Enrich the curriculum through real-world experiences
- Support development goals within IDPs and EHCPs
- Strengthen staff-pupil relationships
- Promote inclusion through well-adapted, accessible activities
- Uphold the rights of the child (UNCRC)
- Contribute to pupils' Spiritual, Moral, Social, and Health (SMSSH) development

## Roles and Responsibilities

### **Head Teacher: Educational Visit Coordinator**

- Approves all educational visits
- Confirms risk assessments and insurance coverage
- Verifies DBS checks, provider credentials, and staff qualifications
- Ensures inclusion of SEN and medical needs
- Oversees emergency planning

### **Group Leader**

- Completes risk assessments and exploratory visits
- Gains parental/carer/social worker consent
- Prepares pupils and staff for the visit
- Organises first aid and equipment



- Leads the visit and maintains ongoing risk management

### **Pupils**

- Are encouraged to participate respectfully and safely
- Must follow behavioural and safety expectations
- Are supported to understand what to do in emergencies
- May be excluded from visits if their behaviour poses a risk to themselves or others, with alternative provision arranged

### **Planning and Risk Assessment**

#### **Risk Assessments Must:**

- Be completed for every visit
- Consider: activity type, location, pupil needs, staff ratios, weather, and transport
- Identify hazards, risks, control measures, and emergency procedures
- Be adjusted for ongoing changes during the visit
- Recommend adult-to-pupil ratios (typically 1:3 to 1:5, based on needs)
- Site visit undertaken two weeks prior to the planned trip
- Risk assessments created within one week of the trip to be signed off by the headteacher
- Risk assessments shared with all staff attending the trip on the day

### **Exploratory Visits**

Where possible, staff should visit venues in advance. If not feasible:

- Contact the venue directly
- Refer to experiences from other schools
- Review online resources and safety documentation

### **Inclusion and Additional Needs**

We are committed to ensuring all learners can participate. Planning must consider:

- Medical and behavioural needs
- Supervision and support requirements
- Accessibility and mobility issues
- Sensory or communication barriers

Plans will be adapted as needed, with additional staffing if required.

### **Consent**

Written consent must be obtained for:

- Visits outside the local area
- Residential trips
- Overseas travel
- Adventurous activities

If consent is withheld, alternative provision will be arranged.

### **Residential Visits**

Residential trips require additional planning and checks, including:

- Appropriate sleeping arrangements by age and gender
- Health, safety, and safeguarding protocols
- Access to medical support and recreational spaces
- Emergency and fire safety procedures
- Clear protocols for sickness or behaviour incidents

### **Supervision**



Supervision levels are tailored based on:

- Pupil age, needs, and behaviour
- Activity risk level and location
- Staff qualifications and experience

All supervising staff must:

- Know their roles and emergency responsibilities
- Conduct regular headcounts
- Understand pupils' individual needs

Risk assessment training is undertaken each year during the first INSET day.

**Note:** For adventurous activities, staff must hold recognised National Governing Body qualifications.

### **First Aid**

Every visit must include:

- A designated first aider (required for higher-risk or overnight trips)
- A fully stocked first aid kit
- Emergency contact procedures for all staff

### **Preparing Pupils**

Before any visit, pupils will be briefed on:

- The purpose and learning goals of the visit
- Health and safety and behaviour expectations
- How to identify and avoid risks
- What to do if separated or in danger

Where appropriate, pupils are involved in planning and reflecting on visits, in line with person-centred practices.

### **Travel Arrangements**

All transport must be approved by the Head Teacher and meet the following:

- Valid insurance, MOT, and roadworthiness
- DBS-checked drivers with appropriate licenses
- Reputable external transport providers if used
- Travel plans detailed in the risk assessment

### **Reporting and Recording**

In case of concern or incident during a visit:

- Follow safeguarding protocols immediately
- Report to the Designated Safeguarding Person (DSP) and social workers
- Log all incidents using CPOMS
- Contact parents/carers or professionals as appropriate

### **Emergency Planning and Delays During Educational Visits**

- In the event of an incident during travel, adverse weather conditions, or unforeseen delays affecting the return journey from an educational visit, the following procedures must be followed:



- The Visit Leader must contact the school as soon as possible to provide an updated estimated time of return.
- Clear information must be given regarding the nature of the delay, for example:
  - Heavy traffic or road traffic collision
  - Severe weather conditions
  - Road closures or diversions
  - Vehicle breakdown or transport disruption
- The school will communicate any significant delays to parents/carers using the agreed communication systems.
- The Visit Leader must continue to provide updates to the school where necessary until the group has safely returned.
- Staff must ensure that pupils remain supervised at all times and that appropriate welfare arrangements are maintained during any delay.

### **Monitoring and Review**

This policy will be reviewed every three years or sooner if:

- There is a change in legislation
- A significant incident occurs

**All staff must be familiar with this policy**, which will be reviewed during:

- Staff induction
- Annual INSET training