



Educational Visits and Outings Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	01/08/2025	Simon Hunt	01/08/2026

Role	Name	Signature	Date
Director	Simon Hunt		01/08/2025

Educational Visits and Outings Policy

Discovery Education Centre values the importance of learning outside the classroom and is committed to ensuring that all educational visits are safe, inclusive, and enriching.

Policy Statement:

We follow the DfE guidance 'Health and Safety on Educational Visits' (2018) and ensure all visits are appropriately planned and risk assessed.

Procedures and Arrangements:

1. Planning – Staff must complete a written risk assessment for each visit, considering travel, venue, supervision ratios, and student needs. The Head of Centre must approve all trips before letters are issued to parents/carers.
2. Consent – Written parental/carer consent must be obtained for each trip. Emergency contact details will be carried by staff throughout the visit.
3. Supervision – Ratios are set based on the needs of students (e.g., SEN/SEMH learners may require 1:1 or higher support). A designated trip leader is responsible for all decisions during the visit.
4. Safety – A first aider and first aid kit must be available on all trips. Staff will brief students on behaviour expectations, boundaries, and safety rules before departure.
5. Post-Visit – Any accidents, near-misses, or safeguarding concerns must be reported to the DSL/Head of Centre and recorded. Feedback is used to improve future visits.