

External Visits Policy

More Than Ed | Independent School

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Responsible Person: Karen Holmes

Contents

1. Rationale.....	3
2. Aims.....	3
3. Pre-Visit Checks.....	3
4. Visit Plan.....	3
5. Transport.....	3
6. Communication with Parents.....	3
7. Further Health and Safety Considerations.....	4
8. Related Policies.....	4
9. Legislation and Guidance.....	4

1. Rationale

Off-site visits and activities are arranged by or on behalf of the school and normally take place outside the school grounds. We believe that off-site activities supplement and enrich the curriculum by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our students' learning experiences. In this policy we establish a clear and coherent structure for the planning and evaluation of our off-site visits, in order to manage and minimise risk and ensure the health and safety of all students at all times.

2. Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our students;
- provide a wider range of experiences than could be provided on the school site alone; and
- promote the independence of our students as learners and enable them to grow and develop in new learning environments.

3. Pre-Visit Checks

The Headteacher will:

- ensure that risk assessments are completed and, where appropriate, individual safety plans and safe working practices;
- assign competent staff to lead and help with trips;
- verify that all accompanying adults have been DBS checked;
- make sure that all consent and medical forms are obtained; and
- keep records of visits and provide an after-visit evaluation to aid future visits.

4. Visit Plan

The plan for an intended visit must include risk assessments for transport, the site of the visit and the activities, together with emergency contact details. All relevant risk assessments must be carried out before any proposed visit or activity takes place, and existing risk assessments must be checked to ensure they remain suitable and sufficient. A copy of the risk assessment is made available to all adults supervising the visit or activity.

5. Transport

Risk assessments are carried out for the mode of transport. This will usually be on a 1:1 or 2:2 basis in staff cars.

6. Communication with Parents

The parents of students taking part in an off-site activity are provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can take part in any off-site activity. This does not apply to curriculum activities that

take place off-site, which parents are made fully aware of at their child's induction and have already consented to.

7. Further Health and Safety Considerations

- All staffing will be on a 1:1 or 1:2 ratio, due to the needs of our cohort.
- All staff on any visit or activity are aware of the emergency procedures and have access to the emergency phone numbers for all students and for school staff; this will be a member of SLT.
- The school office must be provided with a list of everyone – students and adults – travelling with the group.
- The safety of the group, especially the students, is paramount. During the activity, all staff take whatever steps are necessary to ensure safety, taking note of any information provided by medical questionnaires and ensuring that students are safe, well and looked after at all times.

8. Related Policies

This policy should be read alongside the school's other policies, including:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Risk Assessment arrangements
- First Aid Policy
- Behaviour and Relational Policy

9. Legislation and Guidance

In drawing up this policy, the school has had regard to the following:

- Health and Safety at Work etc. Act 1974
- Health and safety on educational visits (DfE guidance)
- Keeping Children Safe in Education (DfE, current edition)