Educational Visits Policy – Review Sept 2027, or after any serious incident.

This policy ensures the safety, inclusion, and educational value of off-site visits for young people who may have additional needs, vulnerabilities, or specific risk factors.

Educational Visits Policy

1. Purpose

This policy outlines the procedures and responsibilities for planning, approving, and conducting off-site educational visits to ensure they are safe, inclusive, purposeful, and well-managed, especially given the diverse needs of students attending the AEP.

2. Scope

This policy applies to all staff, students, volunteers, and external providers involved in any off-site activity organized by the AEP, including but not limited to:

- Educational visits (museums, parks, educational centres)
- Enrichment trips
- Outdoor learning or adventure activities
- Work-related learning visits
- College taster sessions

3. Aims

- To provide enriching experiences that support the academic, social, and emotional development of our students.
- To ensure all visits are risk assessed and appropriately supervised.
- To safeguard students and staff throughout off-site activities.
- To ensure visits are inclusive and cater for the specific needs of young people in alternative provision

4. Responsibilities

Head of Centre

- Approves or rejects visit proposals.
- Ensures visits align with educational goals and safeguarding requirements.
- Appoints an Educational Visits Coordinator (EVC).

Visit Leader

- Completes visit proposal form and submits for approval.
- Conducts and records a thorough risk assessment.
- Briefs accompanying staff and students.
- Ensures first aid, medical needs, and individual behaviour plans are accounted for.

Accompanying Staff

- Know the group, understand the risk assessment, and follow procedures.
- Maintain supervision and report any concerns immediately.

Parents/Carers

- Provide consent and relevant medical/emergency details.
- Work with staff where additional planning is required (e.g., behaviour support).

5. Planning and Approval Process

1. Initial Proposal
    - Submit a visit proposal form to the EVC/Head of Centre.
2. Risk Assessment
    - Identify and assess risks, especially for students with known behavioural or medical needs.
    - Include transport, staffing ratios, environmental hazards, and emergency procedures.

3. Consent
    - Obtain written parental consent (annual blanket consent may be used for routine low-risk visits).
4. Briefing
    - Pre-visit briefing for staff and students.
5. Safeguarding Considerations
    - Ensure all staff are DBS-checked.
    - Include designated safeguarding arrangements for the trip.

6. Inclusion and Behaviour

- Visits must be inclusive and reasonable adjustments made.
- Individual risk assessments and support plans (e.g., 1:1 support, medication, sensory breaks) will be considered.
- Students with significant behavioural risk may need an additional risk management plan or be excluded from a visit if safety cannot be assured.

7. Supervision and Ratios

- Staff-to-student ratios will be determined by risk assessment, not just age. For example:
    - Higher ratios for students with behavioural needs.
    - Always at least two staff unless the risk assessment states otherwise.
- Group leaders must ensure constant supervision.

8. Emergency Procedures

- Staff will carry a trip pack including:
    - Student details
    - Medical and contact information
    - First aid kit
    - Mobile phone
    - A named contact person will be available at the AEP during the visit.

9. Transport

- Only approved and insured vehicles and drivers may be used.
- Public transport use must be risk assessed.

10. Monitoring and Evaluation

- After each visit, staff will evaluate its success and note any incidents or improvements.
- Serious incidents will be reported under the AEP’s safeguarding or incident reporting policy.