

POLICY TITLE: Educational Visits

STATUS: Non-Statutory

DATE OF REVIEW: September 2025



Our Aims

The Latimer Arts College understands that opportunities for learning outside of the classroom provide a wide range of benefits to both students and staff at the school. Our purpose is to use educational visits, residential trips, and other off-site activities to:

- Give opportunities for all students to enrich their cultural, environmental, linguistic, historical, scientific, technological, spiritual and sporting experience and to raise awareness of diversity and promote community cohesion
- Encourage students to be open to new experiences and to develop a spirit of enquiry and a sense of wonder about the wider world
- Encourage students to explore and appreciate the local, national and international community

In providing these opportunities we will:

- Ensure the safety and wellbeing of students and staff during all off-site activities
- Ensure the range of trips and visits offers opportunities for all students to participate and that the inclusive principles of the School's Equality Policy are implemented
- Improve opportunities for all students, by offering subsidised places on school trips to eligible students, in accordance with the [DfE Charging of School Activities policy May 2018](#).
- Ensure that there is an appropriate balance between the benefits of off-site activities and educational visits and the need to protect the continuity of teaching and learning within the normal timetable

Principles

The Governors and Staff of the School believe that educational visits, residential trips and other off-site activities makes an important contribution to the curriculum. The safety of students and staff is paramount and for this and other reasons, meticulous planning and organisation are essential.

To ensure that there is appropriate overall coordination, inclusivity, regard to the impact on in-school teaching and learning, and costing of the cover implications, all proposed activities should be submitted to the EVC for presentation to the Senior Leadership Team for approval before publication to staff and students and before detailed planning is undertaken.

The procedures for planning school trips seek to ensure that students and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare. The procedures should be followed at all times by all concerned. OEAP National Guidance, www.oeapng.info should be referred to for guidance on all aspects of planning Educational Visits and other learning outside the classroom.

Procedures

The school follows recommendations for off-site activities and educational visits as set out by our **Educational Visits and Outdoor Education Adviser**.

Roles and Responsibilities

The **Governing Body** must:

- Ensure that the school meets its statutory obligations as an employer under the 1974 Health and Safety and Work Act.
- Ensure that arrangements are in place and that regulations and guidance are being translated in to working systems.
- Have the ability to act on behalf of the parents and carers to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

The **Principal**:

- Ensure that the management of visits and learning outside the classroom meet the regulations and guidance offered by our Educational Visits and Outdoor Education Adviser, Department for Education, and others, as well as conforming to the school's own Health and Safety Policy
- Ensure that the Governing Body is kept appropriately informed
- Ensure that the accreditation or verification of providers has been checked
- Ensure that the arrangements are in place for the educational objectives of a visit to be inclusive
- Ensure that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment
- Reserves the right to remove any student from a trip if they are involved in a serious behavioural incident or demonstrate a high level of negative behaviour leading up to the date of travel.

The **Educational Visits Coordinator** must:

- Liaise with the Outdoor Educational Adviser for all Category C visits (international, adventurous, residential or water-based outdoors) and other complex visits which exceed their experience and knowledge
- Be involved in educational visit management in order to ensure that NNC's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- Be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- To provide information on the training of leaders and volunteers, and to provide support for staff and volunteers new to the visit
- Ensure that liaison with parents and carers, including obtaining consent are effective
- Ensure that the School has robust emergency procedures in place and knows how to liaise with the NNC team should an emergency occur
- Ensure that the establishment complies with NNC requirements for reporting incidents and accidents (near misses)
- Support the Principal in the management and evaluation of educational visits
- Use and apply suitable record keeping practices for both students and leaders off-site
- Learn from previous experience, recording successful practice and contacts, and be able to use them to implement improvements, in particular, where staff personnel change
- Monitor and review School, local school and national processes, establishing a clear picture of current practice.
- Be able to both report on successes and set targets for improvement.

- Be ready to intervene where practice is incorrect or unsatisfactory
- Ensure that any use of student information complies with the Data Protection Policy

The **Visit Leader** must:

- Be approved to carry out the visit, suitably competent and knowledgeable about both the School and NNC's policies and procedures
- Follow the Trips and Visits check list to ensure the trip is compliant.
- Have enough information on the students and staff taking part in order to risk assess their suitability for the visit or specific activity, including any SEND or medical requirements.
- Ensure that there is appropriate staffing arrangements, including first aiders.
- Ensure that they, and other visit staff have details of the School's base contact
- Ensure that any use of student information complies with the Data Protection Policy

Parents and Carers must:

- Provide the EVC with emergency contact number(s)
- Complete the consent form with all known medical conditions or information
- Meet payment in full for any trip their child goes on, or the agreed payment plan if in receipt of subsidies
- Provide a copy of their child's passport or passport alternative and GHIC if required

A **student** must:

- Meet attendance and behaviour expectations to ensure place on the trip or visit.
- Not take any unnecessary risks
- Follow the instructions of the leader and other supervisors including those at the venue of the visit
- Dress and behave appropriately and responsibly
- If abroad, be sensitive to local codes and customs
- Look out for anything that might hurt or threaten themselves or anyone in the group and inform the group leader or supervisor

Managing Critical Incidents

In the event of a critical incident during an educational visit or off-site activity, the School will ensure there is a clear, coordinated, and effective response to safeguard students and staff.

Definition:

A critical incident is any situation that poses a serious threat to life, health, safety, or wellbeing of individuals or the group. Examples include but are not limited to: serious injury or illness, missing persons, road traffic accidents, natural disasters, terrorism, or any event requiring emergency services intervention.

Procedures:

- The Visit Leader is responsible for initiating the School's emergency procedures immediately and contacting emergency services where required.
- The Visit Leader must notify the School's EVC as soon as possible, providing accurate details of the incident, names of those involved, and actions taken.
- The EVC will alert the Principal and the school's emergency team, who will coordinate the School's response and, if necessary, liaise with the NNC Educational Visits and Outdoor Education Adviser.
- A member of the emergency team will take responsibility for communication with parents, carers, and relevant authorities, ensuring information is accurate, timely, and sensitive.
- The EVC will ensure that any incident is reported in line with NNC reporting requirements and recorded in the School's incident log.

- A post-incident review will take place to evaluate the handling of the situation and identify lessons learned for future visits.

Post-Incident:

The School will ensure that appropriate support is available for students and staff involved in or affected by a critical incident, including access to pastoral or counselling services where required.

Training

The Governing Body acknowledge their responsibility to ensure that staff receive sufficient training to enable them to fulfil their roles on Educational Visits.

- Educational Visit Coordinators (EVCs) will attend OEAP EVC training or revalidation training every 3 years.
- Visit Leader staff will be able to access sufficient training to be able to fulfil their role. This will probably require a combination of in-house training (or OEAP National training), training offered by school tour operator and other nationally recognised awards e.g. MIDAS, First Aid, Ski Course Co-ordinator.

Financial

1. Eligibility to Travel

Students who are no longer on the school roll before the trip takes place will not be permitted to travel and will forfeit any monies paid. No refunds will be provided for students who leave the school unless another student on the waiting list is able to take the vacated place and all required payments have been received from the replacement. Even in such cases, deposits up to the value of £50 remain non-refundable to cover administrative costs.

2. Non-Refundable Deposits

Deposits paid for trips up to the value of £50 are strictly non-refundable, due to the school having paid administration fees.

3. Student Withdrawal or Inability to Travel

Should a student withdraw from a trip or be unable to travel for any reason, all payments made are non-refundable unless:

- a) The student's inability to travel is covered by the trip's insurance policy, or
- b) A student on the waiting list can take their place and all necessary payments have been received from the replacement. In either case, deposits will remain non-refundable, as the School is required to pay administration fees (e.g., name changes) to the Travel Company or any other relevant third-party providers.

4. Student Behaviour – Prior to the Trip

If a student's behaviour prior to the trip is deemed inappropriate, unsafe, or inconsistent with the School's behaviour expectations, the School reserves the right to withdraw the student's place on the trip.

In such cases, no refund will be issued unless a replacement student from the waiting list is able to take the place and full payment has been received from the replacement. Deposits up to the value of £50, however, will remain non-refundable to cover administration costs.

Before a decision is made, the student will be given behaviour warnings and support to help them improve their conduct and retain their place on the trip.

5. Student Behaviour – During the Trip

If a student's behaviour during the trip is deemed unsafe or inappropriate, the School reserves the right to take appropriate actions, which may include sending the student home at the parents' expense. In such cases, no refunds will be issued for any portion of the trip.

Prior to this decision, the student will receive warnings, and staff will make reasonable efforts to support and guide the student to correct their behaviour. Parents/guardians will be contacted if there are serious concerns regarding their child's conduct.

6. Additional Costs

Should the trip fall short on uptake a decision will be made to either cancel the trip or ask parents who have paid to secure places on the trip for an additional parental contribution to enable the trip to take place.

The School is committed to ensuring all students can participate in educational trips, including those with special requirements, such as specific dietary needs or physical accommodations. Reasonable adjustments required to meet a student's needs will be covered within the overall trip budget, and no additional charges will be passed on to individual students for these adjustments.

However, if any optional enhancements or extraordinary adjustments (outside the scope of reasonable adjustments) are required, these may incur additional costs. In such cases, the School will inform the parents/guardians of these costs in advance, and efforts will be made to provide financial assistance or alternative funding where possible.

7. Insurance

Comprehensive health and travel insurance is included in the cost of the trip. Full policy details, including coverage and exclusions, are available to parents/guardians upon request.

8. Force Majeure

The School will not be liable for any refunds or compensation in the event that a trip is cancelled or disrupted due to circumstances beyond its control ('force majeure'), including but not limited to war, threats of war, civil unrest, industrial disputes, terrorist activity, natural disasters, nuclear incidents, pandemics, acts of God, adverse weather conditions, or similar unforeseeable events.

The Principal will have the final decision on whether any trip is cancelled or postponed due to safety concerns or other factors, and where feasible, will consult with parents prior to making such a decision.

9. Payment Defaults

In cases where payment deadlines are missed, unless prior arrangements have been made with the Business Manager, the student's place on the trip will be forfeited. All monies paid up to that point will be non-refundable unless a replacement student from the waiting list can take the place and full payment is received from the replacement. In this case, deposits will remain non-refundable to cover the associated administrative costs.

Monitoring and Evaluation

Group Leaders will be asked to provide feedback following visits and a more detailed report will be requested from Group Leaders who have either taken an overseas visit or a trip that has not been made before. The Senior Leadership Team will review this policy by evaluating the effectiveness of the arrangements for off-site activities and educational visits and the outcomes for students.