



Polisi Ymweliadau Addysgol

Educational Visits Policy

2026

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Policy History		
Policy Date	Summary of Change	Review Date
01.09.2024	None – Initial Version	01.09.2025
01.09.2025	Reviewed Registered Manager Named. Factual accuracy check	01.09.2026
01.09.2026	Policy updated in line with Welsh Government, OEAP and independent school guidance. Clarified responsibilities for Educational Visits Co-ordinator and Visit Leaders. Introduced risk-benefit approach to educational visits. Strengthened inclusion, ALN, medical needs, allergy management, medication and individual risk assessment procedures.	September 2027

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Reviewed: Alison Adams (Visits Co-Ordinator), Sioned Davies (Headteacher) Kevin Gallagher (Proprietor)

Introduction

This document sets out the procedures by which Amberleigh Therapeutic School meets the standards outlined within the OEAP National Guidance for Educational Visits, recognised by the Welsh Government as best practice for the planning and delivery of educational visits.

Staff planning an educational visit must ensure that they follow the procedures set out in this policy. All educational visits must be planned and delivered in accordance with the school's Safeguarding and Child Protection Policy. Staff should also refer to and follow the relevant guidance relating to the nature of the visit being planned as set out in the Outdoor Education Advisers' Panel (OEAP) National Guidance for Educational Visits: www.oeapng.info.

We believe that every young person should experience the world beyond the classroom as an important part of learning and personal development, regardless of their age, ability or circumstances. Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our pupils' social, cultural and academic development.

We believe educational visits offer an invaluable opportunity to enrich young people's learning, raise self-esteem, increase motivation and appetite for learning, and improve achievement across many aspects of life and education.

The benefits to learners of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine trust in themselves and others.
- Improved achievement and attainment across the curriculum.
- Enhanced opportunities for real world learning and learning in context.
- Increased risk management skills through involvement in practical risk benefit decisions.
- Greater sense of personal responsibility.
- Opportunities for genuine teamwork and enhanced communication skills.
- Improved environmental appreciation, knowledge and understanding.
- Increased awareness of sustainability.

- Physical skill acquisition and the promotion of healthy lifestyles.

We will ensure that we comply with all relevant Welsh Government guidance before any educational visit is authorised and that all reasonable precautions are taken to ensure pupils' safety.

Amberleigh Therapeutic School adopts a risk benefit approach to educational visits. We recognise that children and young people develop resilience, independence, confidence and decision-making skills through experiencing appropriately managed risk. Educational visits should not be prevented solely because risks exist. Instead, foreseeable risks will be identified, assessed and managed proportionately so that pupils can benefit from meaningful learning experiences beyond the classroom.

Decisions regarding participation will always balance the potential benefits of a visit against identified risks whilst ensuring appropriate safeguards are in place.

The safety of pupils and staff during all visits remains paramount. Under the Health and Safety at Work etc. Act 1974, the school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety, both on and off site.

As a responsible employer, we will:

- Assess risks to pupils, staff and others affected by school activities.
- Introduce measures to manage those risks appropriately.
- Inform employees of risks and required control measures.
- Ensure appropriate health and safety training is provided.

Further details are available within the Trust's Health and Safety Policy.

Types of Visits

1. Routine local visits within the local learning area.
2. Day visits within the UK that do not involve adventurous activities.
3. Residential visits and/or visits involving adventurous activities.

Educational Visit Approval

The Headteacher retains overall responsibility for authorising educational visits and ensuring that effective arrangements are in place for planning, approval, monitoring and evaluation.

The Visit Leader is responsible for planning the visit, completing the visit risk assessment and ensuring all required documentation is completed prior to departure.

The Educational Visits Co-ordinator (EVC) is responsible for reviewing and quality assuring visit planning and risk assessments and ensuring that appropriate approval processes have been followed before a visit is authorised.

Day visits should normally be submitted to the EVC at least 2 weeks in advance.

Where appropriate, pupils will be involved in discussion about risks, safety measures and expectations before a visit takes place.

Residential Visits and Adventurous Activities

Residential visits and visits involving adventurous activities require enhanced planning and approval arrangements due to their increased complexity and potential risks.

All residential visits and adventurous activities should normally be submitted to the Educational Visits Co-ordinator (EVC) a minimum of **six weeks before the proposed visit date**. This allows sufficient time for risk assessment, consultation, approval processes and contingency planning.

The Visit Leader must ensure that:

- Appropriate consent is obtained from parents/carers before the visit takes place.
- Where pupils are looked after by a Local Authority, approval is obtained from the allocated Social Worker and any additional Local Authority permissions are secured where required.
- The Registered Manager and relevant residential staff are informed of the proposed visit and any arrangements that may affect the pupil's care planning.
- Residential care staff are provided with sufficient information regarding the visit, including itineraries, accommodation details, contact information, travel arrangements and emergency procedures.
- Any required overnight arrangements, medication requirements, spending money, clothing, equipment and support needs are planned in advance.
- Healthcare plans individual risk assessments and care plans are reviewed and incorporated into visit planning.
- Clear arrangements are in place for communication between the school, residential staff, parents/carers and social workers before, during and after the visit.
- Any transport, accommodation, staffing and supervision requirements have been confirmed and recorded before final approval is sought.

- Emergency contact details for parents/carers, social workers, residential staff and senior leaders are available to the Visit Leader throughout the visit.

For pupils placed by a Local Authority, no residential or adventurous visit should proceed until all required permissions have been received and recorded.

The Visit Leader must ensure that logistical arrangements are fully coordinated with education, care and therapeutic teams to ensure that the visit is safe, well planned and appropriately resourced, and that the needs of individual pupils can be met throughout the visit.

Overall Responsibility

Visit Leaders are responsible for ensuring that visits comply with all relevant guidance and requirements.

We recognise that staff competence is the single most important factor in the safe management of educational visits. We therefore support staff development through:

- New staff accompanying experienced Visit Leaders before leading visits independently.
- Supervision and support from senior staff where appropriate.

Key Requirements of Visit Leaders

The Visit Leader must:

- Have the competence, experience and knowledge required to lead the visit safely.
- Hold current basic first aid training.
- Ensure contact details are shared with senior leaders before departure.
- Maintain communication with senior staff when lone working with pupils.
- Undertake dynamic risk assessment throughout planning and during the visit itself.
- Complete all planning and preparation, including staff and pupil briefings.
- Ensure activity planning documentation is completed before departure.
- Ensure staffing ratios are appropriate to the activity and needs of the pupils. Ratios. Staffing levels will be determined through the risk assessment process, taking account of pupils' needs, the activity, environment, individual risk assessments and emergency arrangements. As a therapeutic setting, Amberleigh Therapeutic School will generally operate enhanced staffing levels which will typically be around 2:1 or higher where required.

- Identify significant hazards and implement suitable control measures.
- Have sufficient knowledge of participating pupils to assess suitability.
- Ensure accompanying adults understand their responsibilities.
- Develop contingency and emergency arrangements.
- Share contact details with relevant staff.
- Ensure transport seating plans are considered and approved where necessary.

The Headteacher (Sioned Davies) has overall responsibility for all education away from school premises and approval is required before any visit takes place.

Role of Senior Leadership

Senior leaders will:

- Support implementation of this policy.
- Ensure staff, pupils and parents/carers are aware of their responsibilities.
- Oversee systems relating to educational visits and adventurous activities.
- Ensure suitable training and support are available.
- Ensure policies are available to stakeholders as appropriate.
- Ensure accidents, incidents and emergencies are managed and reported appropriately.

Educational Visits Co-ordinator

The Educational Visits Co-ordinator is Alison Adams (Deputy Headteacher).

The EVC is responsible for:

- Reviewing and quality assuring all visit risk assessments completed by Visit Leaders.
- Ensuring risks have been identified, assessed and managed proportionately.
- Providing support, advice and constructive challenge where amendments are required.
- Ensuring consideration has been given to Additional Learning Needs (ALN), disabilities, behavioural needs, medical conditions and protected characteristics.
- Ensuring suitable emergency planning arrangements are in place.

- Assessing the competence of Visit Leaders.
- Supporting Visit Leaders to develop their competence.
- Monitoring compliance with this policy.
- Liaising with the Headteacher regarding educational visits.
- Monitoring educational visits as part of quality assurance processes.

Group Leaders

Group Leaders are required to:

- Follow school educational visit procedures.
- Ensure carers receive relevant information.
- Ensure pupils' ALN, behavioural and medical needs are communicated appropriately to supporting staff.
- Carry a staff mobile telephone throughout the visit.
- Reassess risks dynamically throughout the visit.
- Supervise pupils appropriately.
- All photographs and videos must be taken using an authorised work device and uploaded to the designated shared portal as soon as practicable. Once successfully uploaded, the images and videos must be deleted from the device.
- Follow agreed itineraries and communicate any changes.
- Promote adherence to school rules and expectations.
- Notify the Headteacher or Registered Manager immediately of significant safety concerns.

Risk Assessment Responsibilities

- The Visit Leader is responsible for planning the visit and completing the visit risk assessment.
- Risk assessments must identify foreseeable hazards, evaluate risks and identify proportionate control measures.
- Risk assessments must consider educational outcomes and benefits.
- Risk assessments must include consideration of:
 - Additional Learning Needs (ALN)
 - Behavioural needs

- Medical conditions
- Allergies
- Disabilities
- Communication needs
- Mental health needs
- Completed risk assessments must be submitted to the EVC for review and approval before the visit takes place.
- All accompanying adults must read and understand relevant risk assessments.
- Dynamic risk assessment must continue throughout the visit.

Individual Risk Assessments and Medical Needs

Prior to any educational visit, the Visit Leader must review:

- Individual Risk Assessments
- Healthcare Plans
- ALN information
- Medication requirements
- Care Plans

The Visit Leader must ensure all identified control measures are incorporated into the visit risk assessment and implemented during the visit.

All staff attending the visit must understand:

- Known risks
- Reasonable adjustments
- Support strategies
- Medical needs
- Emergency procedures
- Their specific responsibilities

Educational visits must be planned to maximise participation and inclusion.

No child should be excluded from an educational visit solely because of a disability, additional learning need, medical condition or allergy. Any decision to limit

participation must be based on an individual assessment of risk after all reasonable adjustments have been considered.

Medical and First Aid

- At least one member of staff on every educational visit must hold current Emergency First Aid at Work training or equivalent.
- Supervising adults must be aware of relevant medical and first aid arrangements.
- Medical information must be accessible throughout the visit.
- The Visit Leader must check that required medication accompanies the pupil before departure.
- Medication must be stored and administered in accordance with the Medication Policy.
- Emergency medication must remain immediately accessible at all times.
- Prior to departure, the Visit Leader must verify that medication is present, in date and correctly stored.
- For pupils prescribed Adrenaline Auto-Injectors (AAIs), inhalers, epilepsy medication, diabetes medication or other emergency medication, staff must ensure medication remains accessible throughout the visit.
- Staff supporting pupils with medical needs must be familiar with healthcare plans and emergency procedures.
- All staff attending the visit must know who is responsible for carrying emergency medication and how it can be accessed without delay.

Severe Allergies and Anaphylaxis

Amberleigh Therapeutic School recognises that pupils with severe allergies should be able to participate fully in educational visits wherever it is safe and reasonable to do so.

Before any educational visit involving a pupil with a severe allergy, the Visit Leader must:

- Review the pupil's Healthcare Plan and Individual Risk Assessment.
- Ensure all staff understand the allergy and associated risks.
- Ensure staff can recognise signs and symptoms of allergic reactions and anaphylaxis.

- Identify allergen risks associated with transport, venues, meals, accommodation and activities.
- Liaise with parents/carers as necessary.
- Confirm emergency contact information is current.
- Record control measures within the visit risk assessment.
- Ensure emergency procedures are understood by all staff.
- Ensure prescribed Adrenaline Auto-Injectors accompany the pupil throughout the visit and remain readily accessible.
- Take a proportionate and inclusive approach to risk management, enabling participation wherever reasonably practicable.

Inclusion

Amberleigh Therapeutic School is committed to ensuring that pupils with ALN, disabilities and medical conditions have equal access to educational opportunities, including educational visits.

We recognise our duties under equality legislation and will make reasonable adjustments to support participation wherever possible.

Risk assessments will take account of the specific needs of individual pupils. Where necessary, advice will be sought from parents/carers, healthcare professionals and other relevant agencies.

Decisions regarding participation will always be made on an individual basis and will begin from the presumption that all pupils should be able to participate.

Reasonable adjustments, additional staffing, alternative arrangements and support strategies will be considered before any decision is made to limit participation.

No child should be prevented from participating in an educational visit solely because of legislation, disability, Additional Learning Need, medical condition or protected characteristic. Decisions will be based on the individual needs of the child and whether participation can be safely supported through reasonable adjustments and appropriate planning.

If, after all reasonable adjustments have been explored, the residual risk remains unacceptably high, the Headteacher will make the decision in consultation with relevant professionals, parents/carers and, where appropriate, the pupil. The reasons for the decision will be clearly documented.

Risk Management

Risk assessments will be completed by the Visit Leader and reviewed by the Educational Visits Co-ordinator before approval is granted.

The purpose of risk assessment is not to eliminate all risk but to ensure that foreseeable hazards are identified and managed proportionately.

Amberleigh Therapeutic School uses a range of generic risk assessments to support planning for routine educational visits.

We are committed to enabling pupils to access a wide range of educational experiences that broaden their understanding of the world and enhance learning. Educational benefits should be considered alongside potential risks when deciding whether a visit should proceed.

Risk assessment should consider:

- What are the hazards?
- Who may be harmed?
- What control measures are required?
- What emergency arrangements are in place?

Where activities fall outside existing generic assessments, a specific risk assessment must be completed by the Visit Leader and reviewed by the EVC.

Routine visits include:

- Regular curriculum-based visits.
- Visits within the local learning area.
- Visits to local parks and community facilities.
- Local shopping visits.
- Other low-risk activities covered by generic assessments.

Related Guidance

- OEAP National Guidance for Educational Visits
- Welsh Government Guidance on Educational Visits
- Supporting Learners with Healthcare Needs (Welsh Government)
- Additional Learning Needs Code for Wales
- Health and Safety Executive Guidance on Educational Visits

Related Policies

- Safeguarding and Child Protection Policy
- Medication Policy
- First Aid Policy
- Additional Learning Needs Policy
- Lone Working Policy