



Ringwood School

Educational Visits Policy

Policy Name	Educational Visits Policy
Date	November 2025
Author	Assistant Headteacher - Educational Visits Coordinator
Created on	November 2025
Authorised By	Student Welfare Committee
Review Frequency	Bi-Annual
Review Date	November 2027
Rationale for Policy	Statutory Policy

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Policy Introduction

Ringwood School recognises the value and benefit of learning outside the classroom and therefore encourages educational visits. Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all students providing them with an enrichment and understanding of themselves, others and the world around them.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of students, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

1. Aims and Objectives

- To ensure that every student has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of students taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, students and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA, National Guidance Website <https://oeapng.info/> and from other technically competent sources.

2. Staff – Key Personnel

- The Headteacher and Educational Visits Co-ordinator will be responsible for the approval of all visits.
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the governing body and Headteacher; in the absence of a suitably trained Educational Visits Co-ordinator the Head teacher automatically assumes this role.
- The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits.
- The school will receive external advice and support from the Dorset County Council Outdoor Education Service.
- There is an offsite team that has responsibility for the organisation of school visits:
 - Michelle Barker-Garrod: Educational Visits Co-ordinator who oversees the whole process.
 - Natalie Howells: Administrative EV Support – a dedicated member of the admin team to administrate trips

- Joanne Harriss: Finance EV Support – a dedicated member of finance to complete trip costings and ensure all invoices are paid accordingly
- Richard Sismey: Finance Manager – oversees all finance for trips.

3. Processes and Procedures

- All visits will have a clear, recorded educational intent and impact and will be planned in accordance with National Guidance.
- There will be a named and approved Visit Leader (and where appropriate, a deputy) on all educational visits. This Visit leader will be specifically competent for the role as detailed in the **OEAP National Guidance** (Appendix 1 Visit Leader Role). If in any doubt, confirmation will be sought from the Outdoor Education Adviser.
- There will be Visit Leader training as appropriate led by the EVC.
- The Visit Leader will seek approval from the EVC for staff to accompany students on the school visit.
- All staff that are to accompany any school visit must complete a planned absence form for approval.
- The Visit Leader will be supported by the school finance team in the financial planning and costing of the visits and therefore ensure that the visit is self-financing (to cover all costs, including staffing, central services support, travel, accommodation, activities for the visit and where applicable food).
- For all visits, Visit Leaders must follow the school procedures, completing the relevant forms and checks in line with National Guidance.
- Working with the EVC as necessary, the Visit Leader will be responsible for all aspects of the planning, risk assessment (including travel to and from the visit) and organisation of the visit. The Visit Leader will assume full responsibility during the visit, including ongoing risk assessment.
- For any visits involving activities of a hazardous nature, the details should be provided to the EVC and the Offsite team at least 1 month before the departure date.
- All foreign visits will be signed off annually by the Headteacher. A member of the governing committee will also meet the EVC yearly to oversee the procedures for foreign residential trips.
- To ensure the safety of students, the school will decide the teacher to student ratio for visits according to the type of visit and the risk involved using National Guidance on recommended ratios for day and residential visits.
- All staff on school visits must follow the code of conduct as set out in the Staff Code of Conduct.
- Visit Leaders should provide feedback on the visit and complete the evaluation form on return to ensure maximum impact of future visits.

4. Inclusion

- The school will take all reasonable steps to allow inclusion and participation of any young people who have individual needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005.
- The Visit Leader will check the suitability for students with individual needs to attend any visit with a Designated Safeguarding Lead, the Head of Year and SENDCO where relevant. They will consider learning, physical, medical, emotional or mental health. (Teachers will use the red list that is updated yearly). If there is concern for the safety or welfare of a student on the visit, a decision will be made in communication with the student, parents, visit leader and the safeguarding team as to whether they are to participate.
- Parents/carers have the right to request clarification about decisions affecting their child's participation in a trip and may use the school's complaints procedure if they believe the process has been applied unfairly or inconsistently.
- If a trip is oversubscribed, then a random ballot process will determine participation.

5. Parents and carers

- Informed parental consent is required for all educational visits by young people up to the age of 18.
- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate for higher risk, and for all residential and foreign visits, a briefing meeting with parents/guardians will be arranged. It is a requirement that all parents attend the meeting / are briefed by the Visit Leader.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians (parents sign to say they have read the code of conduct).
- Where parents may struggle to meet the financial costs of a visit, they are asked to contact the Finance Team to consider meeting additional costs and making alternative payment arrangements.
- On occasions, parents and volunteers support by transporting children to visits and off-site activities arranged by the school. (This is in addition to any informal arrangements made directly between parents for after school clubs etc.). On these occasions, school will notify parents/volunteers of their responsibilities for the safety of students, to maintain suitable insurance cover and to ensure their vehicle is roadworthy. Parents will complete a transportation of students form (see also safeguarding and Child Protection policy).
- It is vital that all parents/carers ensure that all information regarding contact numbers and medical details are always up to date. The school reserves the right to review the attendance of any student on a school visit if a personal circumstance changes. This includes the onset of a new condition or change to any existing condition involving physical, medical, emotional or mental health that requires a new Risk Assessment or the review of a Risk Assessment that has already taken place for the visit. Parents/carers are responsible for informing the school of any change in their child's circumstances to include all the above. In the unlikely event of this information not being provided, parents / carers may be liable for any costs incurred.

6. Students

- Students should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.
- Wherever possible, students should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- If students are ill immediately prior to the school visit or on the day of the school visit, the Visit Leader will discuss with the parent the suitability of the student attending the visit. Each case will be considered individually but where there are repeated episodes of sickness, the school policy regarding sickness will be followed.
- Students are to adhere to the school Mobile Phone Policy and are not permitted to use mobile phones on visits that take place during the school day. However, for longer journeys and for all other visits it is at the discretion of the Visit Leader as to if and when mobile phones are permitted. (See Appendix 2 Guidelines for the use of mobile phones on school visits).
- If there is a concern about the behaviour of a student in school or on previous trips/visits (e.g. not adhering to the school Behaviour Policy), this will be considered carefully by the Visit Leader and Head of Year. If they decide that their behaviour is not in line with the school's expectations and / or there is as risk to their own safety and welfare or that of others, they will not be allowed to go.
- Students should provide feedback on the visit on return to ensure maximum impact of future visits.

7. Alcohol and illegal substances

Students

- Students are expected to adhere to school behaviour expectations regarding alcohol and illegal substances and are not permitted to consume them on a school visit.

Staff

- Staff accept the responsibility of loco parentis when on a school visit. This means no alcohol is to be consumed so all staff can carry out their responsibilities accordingly.

8. Emergency Procedures

- Visit Leaders will be given additional training in dealing with an emergency situation, including the procedures to follow (See Emergency Procedures document) and the Major Incident Contact.
- Major incident contact is Sam Coombes.

9. Linked School Policies

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. This policy is linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion, staff development, staff conduct, safeguarding, school minibuses and financial charging.