



Ascent Autism Specialist College

Remarkable

Autism. Redefining what's possible.

Educational Visits Policy

September 2025

Ascent College
449 Wargrave Road
Newton-Le-Willows
Merseyside
WA12 8RS

01925 224 899

enquiries@ascent.college

www.ascent.college

Reviewer:	Head of Adult Services
Co-Reviewer:	Deputy HOAS/Employer Engagement Officer
Updated:	Sept 2025
Next Review:	July 2026
Committee:	Ascent Governing Body Meeting
Approved by the Ascent Governing Body:	06/10/25

This policy should be read in conjunction with the following policies:

1.	Health & Safety Policy (including Insurance, Lone working)
2.	Safeguarding Young people Policy
3.	Safeguarding Adults Policy
4.	The PREVENT Duty Policy
5.	Curriculum Policies (including Accredited Learning)
6.	Behaviour Support Policy
7.	Acceptable Use of Information Technology Policy (includes section on Imagery)
8.	Medication Medical and Illnesses Policy (includes Security of Medication and Procedure for Administering Medication)/First Aid Policy
9.	The General Data Protection Regulation (GPPR) Policy
10.	Driving for Work Policy

Change History Record

Current Version	Previous Version	Summary of changes made	Section Heading & Page Number
Sept 2025	June 2024	Update to location following move to Ascent College	

Contents

Introduction.....	6
Staff Competence.....	6
Types of Visits.....	6
Purpose.....	7
Aim(s)	7
Roles & Responsibilities	8
Governing Body	8
Head of Adult Services	9
Educational Visits Co-ordinator.....	9
Trip/Visit Leader	9
Assistant Trip Leader	10
Staff supporting Trip Leader.....	11
Parents and carers	11
Supply Staff / Volunteers.....	11
Students	12
External Instructors	12
Policy/Procedure	13
Approval	13
Residential Visits	14
If an emergency occurs abroad	15
Water Based Activities.....	16
Swimming Lessons	16
Arrival at the pool/leaving the pool	16
Safety in the changing room	16
Coastal Visits.....	16
Risk Assessment	17
Plan B.....	18
Precautions.....	18
Staff Ratios and First Aid.....	18
When supervision is remote:.....	19
Emergency Procedures.....	19
Educational Visits Checklist	19
Parental Consent	19
Inclusion	20
Charging/Funding for visits	20
Transport	21

Use of staff cars to transport students..... 22

Insurance 22

Legal Context 22

Policy Impact 23

References and Further Resources 25

Appendices..... 26

Appendix 1: Flowchart for the submission and planning of an educational visit 26

Appendix 2 - Extended Learning Locality Boundaries 27

Appendix 3: Risk Assessment Template 29

 Risk Assessment 29

Appendix 4 – Emergency Procedure Visit Leader..... 30

Emergency Contact Details..... 31

Introduction

This policy sets out our approach to planning and operating educational visits undertaken by Ascent College staff and students, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students, supply staff and volunteers when it comes to visits.

When students are in the care of external professionals, it is the responsibility of Ascent College staff to ensure the duty of care expectations continues and to ensure that the external professionals understand our autistic young people. Educational visits may have a cost implication incurred by the families of the students or by Ascent College (bursaries can support in some cases). Visits that are free of any costs must also be offered.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.
- Certified Trip Leader training for Teachers.

In deciding whether a member of staff is competent to be a trip leader, the Head of Adult Services/EVCS will consider the following factors as per the OEAP national guidance:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the students, the venue, and the activities to be undertaken.

Types of Visits

This policy applies to activities taking place within and outside of normal college hours, including weekends and holiday periods. This includes (but is not limited to):

1. Routine local visits in the 'Extended learning locality'. (Type A)
2. Day visits within the UK that do not involve an adventurous activity or are close to water. (Type A)
3. Adventurous, sporting and recreational activities (Type B)
4. Visits that are either overseas, residential, and/or involve an adventurous activity. (Type C)

This policy:

- Adopts National Guidance www.oeapng.info , (as recommended by the LA). OEAP (Outdoor Education Advisers Panel) National Guidance ensures that it reflects nationally recognised standards for off-site educational visits that play a part in the lifelong learning of our students here at Ascent College.
- Uses EVOLVE, the web-based planning, notification, approval, and monitoring and communication system for off-site activities.

Purpose

The purpose of this policy is to describe our practice and principles regarding educational visits (EV) and in learning that takes place outside of the classroom (LOtC).

At Ascent College, we believe that learning outside of the formal setting of the classroom is an integral part of each student's entitlement to receive a broad and balanced curriculum. Well-planned, purposeful off-site visits will enhance learning and raise attainment. The benefits to our students taking part in visits include:

- Improvements in their ability to cope with change.
- Increased resilience to external factors.
- Improved achievement and attainment across a range of curricular subjects.
- Becoming active participants in planned risk-taking activities (students becoming more risk aware as opposed to risk averse).
- Enhanced opportunities for 'real world' 'learning in context' experiences.
- Development of their social and emotional aspects of learning.
- Building on teamwork and communication skills.
- Improved environmental awareness and knowledge.
- Physical skill development towards leading a fit and healthy lifestyle.

"...research shows that young people learn best through real life experiences. These experiences expand the horizons of young people, opening their eyes to the wonders of areas such as art, heritage, culture, adventure and the natural world."

The Council for Learning Outside the Classroom (CLOtC) website at <http://www.lotc.org.uk>

Aim(s)

The aim of this policy is to promote our students experience of the wider world and experiential learning. Teachers and students have always valued the further opportunities for learning that can take place outside the classroom, including:

- Activities within a college's own buildings, grounds or immediate area.
- Participation in concerts and other special events.
- Involvement in clubs, musical groups and sporting activities.
- Educational visits organised within the college day.
- Residential visits that take place during the college week, a weekend or holiday.

All staff are required to plan and execute visits in line with college policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Roles & Responsibilities

All staff who take part in educational visits should fully understand and be confident with their role. They must also recognise the limits of their knowledge and responsibilities and act within these. Particular consideration and planning is needed about the availability of staff who can administer medication, provide first aid support (specific destinations should have their own first aider available), drive a vehicle/minibus (when relevant).

This policy provides an overview of the range of roles which are:

- Governing Body
- Head of Adult Services
- Educational Visit Coordinator (EVCS)
- Visit and Activity Group Leaders
- Assistant Leaders
- Staff supporting the Visit and Activity Group Leader
- External instructors
- Supply staff/Volunteers.

Governing Body

The Governing Body's role is that of a 'critical friend'. *They have responsibility for:*

- Being aware of the employer's responsibilities for trips and visits.
- Ensuring there is a policy for off-site visits and outdoor learning.
- Ensuring there is a plan for emergencies and critical incidents.
- Ensuring the establishment has access to advice to inform its policy, practices and procedures relating to the health and safety of participants in outdoor learning and off-site visits, such as from an Outdoor Education Adviser appointed by the employer.
- Ensuring there is an Educational Visits Coordinator (EVCS) appointed, and the roles and responsibilities of the EVCS, board/governing body members, the Head of Adult Services/manager and other staff are clear.
- Ensuring that the Head of Adult Services and the EVCS take all reasonable and practicable measures to ensure visits are accessible for all students where practically possible.
- Ensuring there are formal notification and approval procedures for visits, and the management board/governing body agrees on the types of visit it should be informed about;

- Challenging the nature of a category C activity or visit when the educational objectives are not clear or where the means to meet them do not appear to be realistic.
- Ensuring there are procedures in place to monitor the safety, quality and effectiveness of off-site visits and outdoor learning
- Individual governors may request 'read-only' access to EVOLVE.
- Ensuring applications for residential visits and any overseas visits must be agreed to and signed by the chair of governors. In addition, the Governing Body will approve the Educational Visits Policy and ensure it is reviewed on a two-year cycle.

See National Guidance <file:///N:/3.4f-Member-of-Management-Board-or-Governing-Body.pdf>

Head of Adult Services

The Head of Adult Services has responsibility for:

- Overseeing the authorisation of all visits but can delegate to the EVCS for Category A and B visits.
- For giving final authority to approve any educational visit of less than 24 hours.
- For submitting all overseas, residential or adventurous activity visits to the governing body for approval, via EVOLVE.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours.

Educational Visits Co-ordinator

The Educational Visits Coordinator (EVCS) is the *Deputy Head of Adult Services and EEO*, and have responsibility for:

- Overseeing the college's administration management of the staff accounts on EVOLVE, and upload of generic college documents, etc.
- Overseeing and guiding other staff to arrange and organise educational visits and learning outside of the classroom (LOtC) activities.
- Checking final visit plans on EVOLVE before submitting them to the Head of Adult Services if necessary.
- Assessing the ability of other staff to lead visits and a designated suitable trip lead for each visit
- Supporting the assessment of outside activity providers
- Advising the Head of Adult Services when they are approving trips
- Accessing the necessary training, advice and guidance

Trip/Visit Leader

The trip leader/s is responsible for planning, organising and submitting all the relevant paperwork for the visit. Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account, the health and safety risks to students, staff and volunteers
- Complete a full college risk assessment considering the needs of the individuals on the trip and submit through EVOLVE. Along with any venue specific risk assessments and itinerary.
- Either electronically or in hard copy the Trip Lead should have access while on the trip to the risk assessment, trip leader emergency action card, late back procedure, form 5 register (see [appendix 3](#)) and student data sheets for medical and parental contacts
- Complete head counts throughout the visit and at key transition points
- Assign staff and supply staff/volunteer roles, as needed
- Make sure the college has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the college or a third party
- Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to always fulfil their roles while responsible for students and others
- In the event of any emergency or problem during a visit, trip lead will be responsible for contact with the named person at the college to obtain further advice.
- Avoid identification that could put students at risk (see GDPR Policy).
- Ensure that all students and staff are aware of meeting points;
- Ensure that all students and staff know what to do if they become separated from the group. Where required students will carry a card to support their communication and understanding.
- Evaluating all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

Assistant Trip Leader

Assistant leaders will be directed by the trip leader and have responsibilities in line with their expertise. In addition, they may carry out certain administrative roles such as:

- Obtaining venue risk assessments.
- Booking tickets
- Collecting parental consent forms and deliver any payment to Finance.
- Issuing college mobile phones
- Arranging packed lunches if required.

- Arranging transport.

Staff supporting Trip Leader

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Ensure they have read the risk assessment for the trip and are aware of their designated roles and responsibilities on the trip. And sign to say so on the form 5 document
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Help support student behaviours of concern and support regulation as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate.
- Understand they have a voice and responsibility for the safeguarding of all and must step in if they feel anyone's safety is compromised in a manner any reasonable person would feel needs addressing.

Parents and carers

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation (where appropriate) in a timely manner
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip
- In the case of overseas trips, parents will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

Supply Staff / Volunteers

Supply staff and Volunteers must satisfy the Safeguarding requirements of Ascent College and have satisfactory DBS checks.

Supply staff and Volunteers will receive a full briefing from staff members on the day of the visit, prior to departure,

Supply staff and Volunteers attending college trips agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.

Students

Our college behaviour support policy also applies to all educational visits. This includes the expectation that students will:

- Be supported to follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility where they can for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Always be reminded of our expectations before going off-site for a visit and will be supported to always uphold the college's behaviour support policy.

External Instructors

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance. This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it is an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

Policy/Procedure Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'Local area' policy ([Appendix 2](#)) and will be recorded as such on EVOLVE.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE and must be submitted to the EVCS for checking at least 2 weeks in advance, and then forwarded to the Head of Adult Services for approval. These are Type A visits, UNLESS the visit is near or involves a water activity.
3. Visits that involve an adventurous activity or are near water are type B visits.
4. Visits that are overseas, residential, and/or involve an adventurous activity (see EVOLVE guidance for definition of 'adventurous') are type C are then submitted to the Head of Adult Services for approval with a minimum of 6 weeks' notice. For overseas or residential visits the Head of Adult Services will seek agreement and signoff from the CEO and Governing Body.
5. In exceptional circumstances these timeframes can be reduced by agreement of the Head of Adult Services for type A, and in conversation with EVOLVE and the Head of Adult Services for type B. This acknowledges the dynamic needs within a college. This does not exclude any step of the normal process being fully completed to a satisfactory level and authorisation completed on EVOLVE **prior** to leaving for the trip.

Please Note:

- Category A visits (not routine, deemed as lower risk) must be submitted a minimum of 2 weeks in advance (day trips)
- Category B and C submissions must take place a minimum of 6 weeks prior to the trip (Sporting/Adventure Activities/ water-based activities/ residential/overseas).

The decision-as to whether a visit will take place will be made by Head of Adult Services/Deputy HOAS/EEO, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the college year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the college
- Health and safety considerations
- Staff-to-student ratio
- Any other factors deemed appropriate and relevant.

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, supply staff/volunteer, and physical supplies
- Full itineraries where appropriate.
- Accommodation options, where needed

- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place to reduce any risks
- Add any additional minimum standards, depending on the age of the young people
- Considerations for the individual needs of the students and any additional risk factors that might need mitigation for.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Head of Adult Services will seek approval of the governing board.

Once the risk assessment has been approved by the Head of Adult Services, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal college hours, and for any trips requiring a higher-than-normal level of risk assessment (for category A or B visits).

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Residential Visits

The Head of Adult Services, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including supply staff/ volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to college
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what students must bring themselves
- Public health requirements, including any required vaccinations

- Accommodation options and arrangements
- The names of staff attending.

Visits leaders must ensure that:

- The group's immediate accommodation is exclusively for the group's use.
- Teachers (of both genders where appropriate) have sleeping accommodation within range of the students' accommodation.
- There are waking night staff present where required on the student accommodation floors.
- Child protection arrangements are in place to protect both students and staff (see Child Protection & Safeguarding Young people Policy).
- Where the residence reception is not staffed 24 hours a day, security arrangements should be made to stop unauthorised visits and that the arrangements known for emergencies, escape routes known and fire doors function properly.
- Staff must always have reasonable access to the student accommodation.
- All staff and students know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that an alternative route is available.
- Alcohol is never allowed by staff or students attending the residential trip.
- Smoking /Vaping staff will follow the Staff Conduct Policy ensuring this takes place away from students and designated staff breaks only.

If an emergency occurs abroad

- Notify the Head of Adult Services/EVCS and if required the British Embassy/Consulate.
- Ascertain names and contact details for future communication.
- Write down accurately all relevant facts and witness details and preserve any vital evidence.
- Complete appropriate documentation that supports the emergency.
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media.
- Refer media enquiries to a designated media contact within the organisation. Refer to Critical Incident Management Procedure.
- No-one in the group should discuss legal liability with other parties, nor sign anything relating to the accident liability without clear advice from the college.
- Keep receipts for any expenses incurred – insurers will require these.
- Notification to parents will be agreed and communicated in line with the critical incident management procedure.

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and](#)

[Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

Water Based Activities

Swimming Lessons

Safety is paramount at every stage of a swimming lesson both in the changing room and on the poolside. A generic swimming risk assessment is in place to cover different swimming pool locations and must be read by all staff involved in the activity. This can be found on EVOLVE resources

All staff who take part in a swimming lesson should fully understand and be comfortable with their role before any session begins. This is the responsibility of the group leader. Tasks/groups should be organised in conjunction with the swimming instructor. All staff should know each students swimming ability.

Arrival at the pool/leaving the pool

The trip lead will be familiar with the pool environment. On arrival at the pool the trip leader should ensure:

- Headcounts - into and out of the swimming facility
 - into/out of respective changing rooms
 - on the poolside before the lesson begins
 - On the poolside at the end of the lesson.
- A responsible and competent member of staff should be identified should the group leader need to leave the pool/poolside. All staff should be made aware of this.
- When evacuating the pool, the trip leader must be the last person on the poolside having satisfied themselves that the pool is empty, and all staff and students are accounted for in the changing room.

Safety in the changing room

Before students enter the changing rooms, all staff should make sure they know and understand any rules and emergency procedures. A member of college staff will supervise students in the changing area. Where staff need to change themselves, they must organise to take turns in this supervision. Any handovers of responsibility must be clear and precise. Headcounts must take place into and out of the poolside.

Coastal Visits

The visits leader must assess the risks of a coastal activity and pay attention to:

- Tides, rip tides and sandbanks – consult <https://www.metoffice.gov.uk/weather/specialist-forecasts/coast-and-sea/beach-forecast-and-tide-times> and use local information from the lifeguard, coastguard, harbour master, police or tourist information office.
- Warning signs and flags.
- A base on the beach to which members of the group may return if separated.
- Hazards such as glass, barbed wire and sewage outflows.

- Visit leaders should consider which areas of the terrain are out of bounds
- Swimming in the sea is not permitted.
- Always keep to a safe distance from the cliff edges – create a “buffer zone” between the students and the hazard.
- Know prior to the trip the level of the students' swimming ability.
- Avoid crowded beaches where it is harder to see students.
- Be aware of the dangerous effects of sudden immersion in cold water.
- Ensure that buoyancy aids are used where appropriate.

NB: Where adventurous water activities are taking place an outdoor first aid qualified staff member (either internal or external) must be available.

Swimming and paddling or otherwise entering the waters of river, canal, sea or lake **should never be allowed as an impromptu activity.**

In-water activities must only take place after discussion with Head of Adult Services/EVCS and when a robust risk assessment has been completed and approved. The activities should be formal and supervised. **They should only be allowed when an appropriately qualified instructor is present.**

Risk Assessment

We will carry out a full risk assessment at least 2/6 weeks (dependent on category of trip) before the start of all trips.

This will be completed using the college's risk assessment template on EVOLVE and in [appendix 3](#), and approved by the Head of Adult Services/EVCS/EEO/Deputy Head.

Risk assessments must be uploaded to EVOLVE along with site/ activity specific provided by the destination itself.

The risk assessment will include any specific medical issues and allergies (for staff and Students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Head of Adult Services and, where appropriate, third-party vendors.

Every risk assessment will be approved either by the Head of Adult Services/DHAOS/EEO, and a copy taken on the visit and another copy left with [the EVCS], unless for a type C visit which must be approved by the HOAS and the Governing body.

Risk assessments and risk management are legal requirements for educational visits that involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more control is needed.

Risk assessments for educational visits can have three levels:

1. Generic Activity – which are likely to apply to the activity wherever and whenever it takes place.
2. Visit/Site – which will differ from place to place and group to group.
3. Ongoing – That take account of, for example, illness of staff or students. Changes in weather etc.

Individual student risk assessments allow for staff to assess each student's possible behaviour in response to a visit. Their medical needs and staff ratio need to be assessed.

Plan B

- Always include alternative plans in case the itinerary needs to be changed.
- Always take time to reassess risks if the itinerary changes.
- On arrival at an alternative site or activity that has or has not been risk assessed, the visits leader should risk assess the situation before allowing the students to continue their visit. Contact with Ascent College is required to seek verbal consent via either Head of Adult Services/ EVCS.
- There should be clear arrangements for the abandonment of the activity where it cannot be safely completed.

Precautions

The staff travelling with the group need to consider weather conditions prior to the trip via <https://www.metoffice.gov.uk/> .

The Trip Leader in charge of the group must seek local knowledge of potential hazards such as:

- Tides – consult <https://www.metoffice.gov.uk/weather/specialist-forecasts/coast-and-sea/beach-forecast-and-tide-times>
- Streams prone to sudden increases in flow – consult <https://www.metoffice.gov.uk/weather/specialist-forecasts/coast-and-sea> .
- Difficult / unstable terrain.
- Crossing points for road, rail or water.

Staff Ratios and First Aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 qualified minibus driver per trip. The supervising adults will ensure the procedure for drivers, passengers and vehicle checks are adhered to (see Health & Safety policy – minibus users).

- There are appropriate staffing levels to need of students and type of activity. At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified 1 day or 3 day first aider on all trips. Assigned first aider for trip to ensure the first aid equipment is adequately stocked.
- Appropriate first aid equipment will be taken on all trips, in accordance with the college's first aid and health and safety policies. These can be found either in the classroom/ in the minibus.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip. 1 qualified adult of the visit team will be allocated responsibility for all medication and administration. Any medication to be stored appropriately (see Medication Medical and Illnesses Policy).
- Adults without a DBS check will not be left alone with students at any time
- The trip lead will take regular headcounts and rollcalls

When supervision is remote:

- Staff and students will need to be familiar with the environment or similar environments and have details of the meeting points and the time of meeting.
- There must be clear lines of communication between the group, the visit leader / staff and the college. Mobile phones must contain pre-programmed numbers but do not rely exclusively on mobile phone usage.
- The visit leader / staff member will be in the expedition or activity area and able to reach the group reasonably promptly should the group need support in an emergency.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

- When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the CEO and People and Culture Team.

Educational Visits Checklist

Educational Visits Checklists can form part of the risk management process for visits and off-site activities. College's Educational Visits Checklist may be downloaded from EVOLVE Resources.

Parental Consent

Ascent College obtains blanket consent at the start of each year for curriculum based activities that fall within the 'Extended learning locality' for students aged between 16-18 (see [Appendix 1](#)). Students 18-25 have capacity to make own decisions about trips unless they have an MCA (mental Capacity Act).

However, we will always inform parents/carers of students 16 –18 as above about any off-site visits and give an opportunity for them to withdraw their young person. For these visits, sufficient information will be made available to parents (letters, meetings, etc.), so that consent is given on a 'fully informed' basis. If these then fall under a 'Type B, adventurous activity' then further consent will be obtained.

We will ensure we communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the college

Inclusion

As a minimum we will comply with the Equality Act 2010.

All students, regardless of background or abilities, should be able to take part in every aspect of our college life, including visits.

All students participating in the visit will have the same support that is available to them during the college day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and students.

Charging/Funding for visits

Parents/carers will not be asked to pay for any educational visit that takes place during college hours. They also will not be asked to pay for any educational visit that takes place outside of college hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

Colleges and local authorities must not charge for:

- Education provided during college hours;

- Education provided outside college hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the college, or part of religious education;
- Transport provided in connection with any educational visit of this type;
- Supply teachers to cover for teachers who are away from college on a visit.

Colleges and local authorities may charge for optional extras, which include:

Education provided outside of college time that is not:

- Part of the National Curriculum;
- Part of a syllabus for a prescribed public examination that the student is being prepared for at the college;
- Part of religious education;

Board and lodging for a student on a residential visit, except to parents in receipt of certain benefits (broadly equivalent to those that qualify young people for Free College Meals);

Extended day services offered to students (e.g., activity clubs). Colleges must inform parents on low incomes and in receipt of relevant benefits of the support available to them when they ask for contributions

See National Guidance www.oeapng.info for more information.

Transport

Transportation for trips will be organised by the college, in line with our safety procedures.

Designated drivers need to be familiar with the driving for work policy relating to minibus processes and procedures.

All designated drivers need to have undertaken the relevant training as highlighted in the Driving for Work policy.

To drive a minibus on a Cat D1 Licence the following conditions must be met.

- The minibus drivers are required to be over 21 years of age, driving for more than 3 years and have taken part in minibus awareness training.
- Minibus re-training should be undertaken at least every 3 - years, and immediately after an accident or incident regardless of blame or a risk assessment warrants a competency re-test.

We will make sure students, staff and supply staff/volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the college site.

Use of staff cars to transport students

In accordance with our Driving for Work Policy

- Staff using their own vehicle for transporting students must ensure the vehicle is fully road legal. They must also have the appropriate business insurance which has been approved by the organisation.
- If a staff member has more than 3 points on their driving licence, they must not transport students in their own vehicle.
- Staff using their vehicle to transport students must first seek permission from the EVCS/Head of Adult Services.
- Consent must be provided by the parent/guardian or carer.
- A second staff member is still required to support the driver for Safeguarding purposes.
- Vehicles used for transporting students must have the appropriate child restraints or child safety seats in their car.

Insurance

The following insurance is in place to ensure that all staff and students are legally protected:

- Public Liability
- Employers Liability
- Personal Accident Insurance
- Motor Vehicle Insurance

Note: additional college journey insurance is only mandatory for overseas visits.

Legal Context

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Young people Safe in Education 2023](#)

The potential for misadventure exists for many educational visits and adventurous outdoor activities, few results in any form of litigation, but those involved in outdoor education / instruction should know what their legal position would be in the event of a serious accident or injury to one of their group members.

Governors and Head of Adult Services have a duty of care for the health and safety of staff employed by the organisation and equally for the students attending the college or college. This duty essentially comes into being in one of two ways:

- a) Specific, defined obligations and duties are imposed by various statutes and Regulations, in particular the Health & Safety at Work Act 1974 (and associated Regulations). This Act requires that employees, students and any persons affected by college activities are not to be exposed to risks to their health, safety and welfare. The Regulations require that adequate risk assessments are

carried out, and that effective measures are taken to manage any risks identified. Breach of the requirements of a statutory obligation could render a person liable to criminal proceedings. A criminal conviction carries a wide range of possible sanctions, including financial penalties and, of course, in cases of extreme criminal culpability, imprisonment.

- b) Irrespective of statutory provisions, there is a common law duty of care to students which arises by virtue of college staff being "in loco parentis" in relation to young people in their care. The concept has been redefined many times over the years, and the law now says that the standard of care expected from teachers is that of 'careful parents'. The law will, however, sometimes require a higher standard of care from teachers, as they are expected to have special knowledge and professional expertise as to many aspects of college life; not least the making of arrangements for the safe conduct of college trips.

Within the context of educational visits, this duty to care for the safety and welfare of students continue throughout the whole of the visit i.e. 24 hours a day, 7 days a week. The level of care and supervision should never be less away from college than it would be in college. It is particularly important for staff and volunteers to be aware that the possibility of accident or mishap always exists, day and night, whether or not formal activities are taking place. Breach of the common law duty of care, or failure to discharge that duty of care is negligence. That can lead to civil liability. Civil liability means that an award of damages or compensation will be made in respect of injury, death, loss or damage.

In order to ensure that they fulfil their legal obligations, teachers, leaders, employees must:

- Ensure that they comply with any relevant statutory provisions.
- Ensure that their actions take account of the age and known propensities of particular young people.
- Exercise sound judgment in accordance with their knowledge, experience and training.
- Ensure that their actions are in line with well-developed and accepted practice.

Provided that all of these obligations are properly fulfilled, then teachers, leaders, employees should be secure against any legal claim or prosecution.

The following insurance should ALL be in place:

- Public Liability
- Employers Liability
- Personal Accident Insurance
- Motor Vehicle Insurance.

Policy Impact

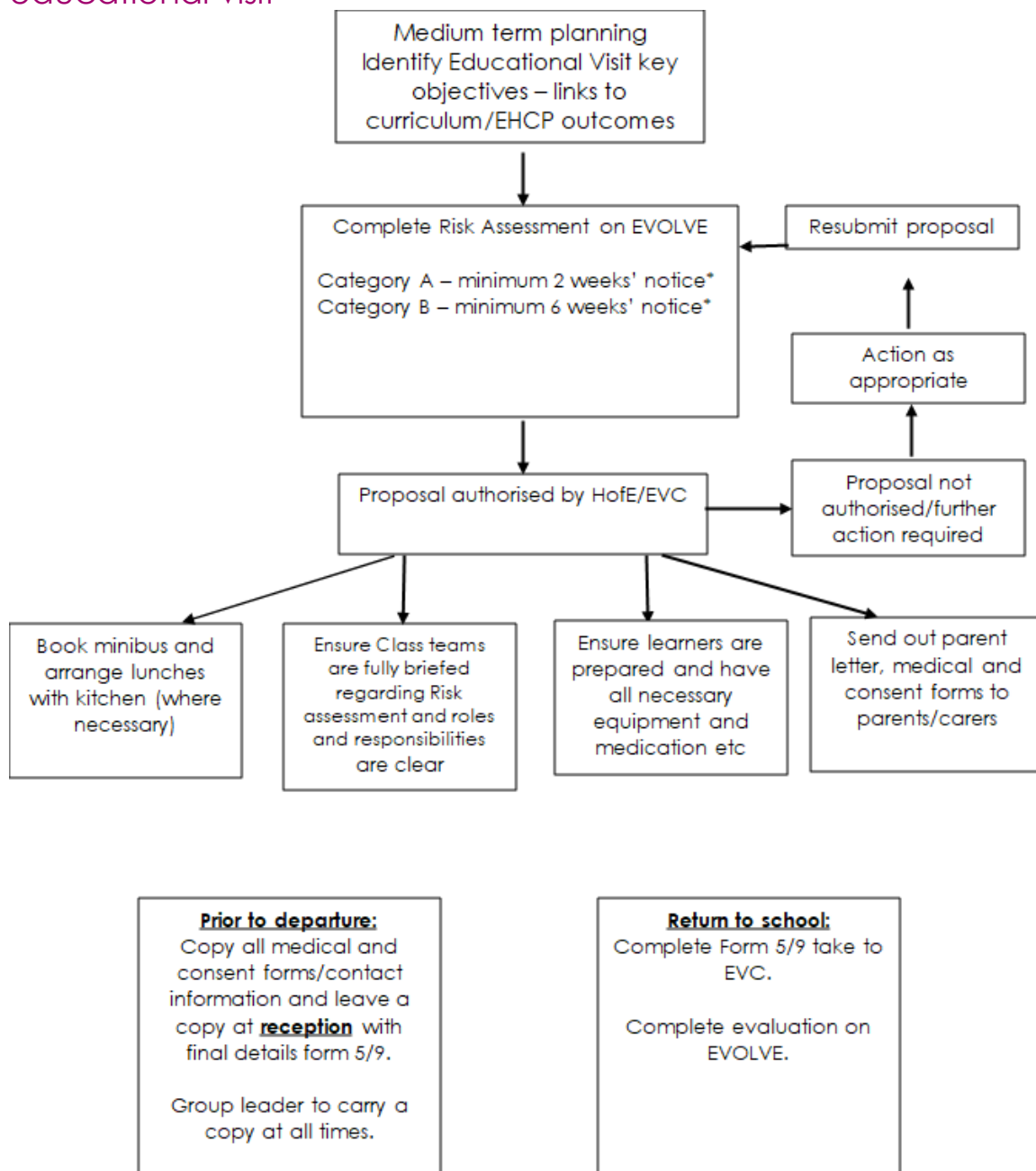
We have a rolling programme for reviewing our Company policies. We regularly review the impact of our policies on the needs, entitlements and outcomes for students, service users, staff and parents.

References and Further Resources

- The Council for Learning Outside the Classroom (CLOtC) webpage. Available at <http://lotcqualitybadge.org.uk/search> (© CLOtC 2019).
- DFES LOtC-Manifesto. Available at: http://www.lotc.org.uk/wp-content/uploads/2011/03/G1_LOtC-Manifesto.pdf (2018)
- Guidance Health and safety on Educational Visits (November 2018) Available at: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>
- Ofsted publication Learning outside the classroom - How far should you go? Available at: <https://www.gov.uk/government/organisations/ofsted> (2018).
- Outdoor Education Advisers Panel National Guidance (OEAP) website. Available at: <https://oeapng.info> (2019).

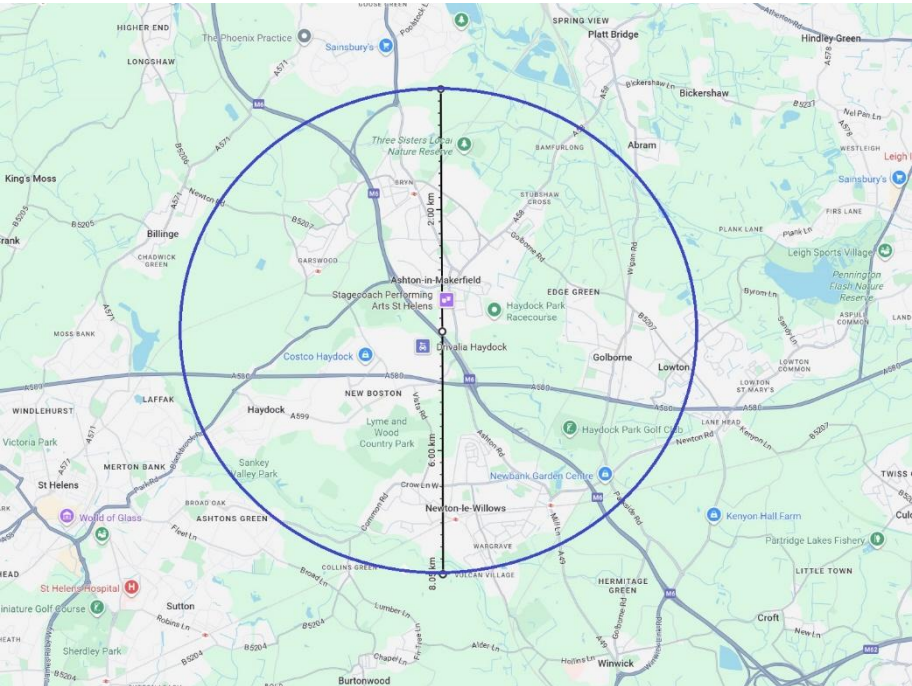
Appendices

Appendix 1: Flowchart for the submission and planning of an educational visit



*Only in exceptional circumstances will requests be submitted outside of these timescales.

Appendix 2 - Extended Learning Locality Boundaries

General	These involve no more than an everyday level of risk, such as slips and trips and are covered by a college's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. Visits/activities within the 'Local Learning Area' that are part of the normal curriculum, take place during the normal college day and are routine, regular and familiar follow the Operating Procedure below. These visits/activities: • Must be recorded on EVOLVE via the 'Local Area Visit' module for visits within a 2.5 mile radius. And must be recorded on a 'Signing-out' /in sheet on reception • Do not require parental consent. • Do not normally need additional risk assessments / notes (other than following the Operating Procedure below) unless they are local high risk or classed as adventurous activities, activities such as Canal Walk or walks off main road which may require a more dynamic risk assessment.
Boundaries	The boundaries of the Local Learning Area are shown on the attached map. This includes frequently used venues. However, it is the responsibility of the trip leader to check that their intended visit location is within the 2.5 mile radius. 

'No-go' areas within the Boundaries	• Earlestown on market days • Pubs including those with restaurants
Operating Procedure for Local Learning Area	The below is simply a generic risk assessment for these routine activities
The following are potentially significant issues/hazards within our Local Learning Area: • Road traffic. • Other people ◦ social distancing ◦ members of the public ◦ Animals etc... • Losing a student. • Uneven surfaces and slips, trips, and falls. • Weather conditions. • Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc.). These are managed by a combination of the following: • The EVCS /Head of Adult Services must have EVOLVE approval before a group leaves. • Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVCS and office. • The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the college, and a synopsis is in the Admissions Pack. • Regular handwashing or regular hand sanitising is in place • Students are briefed on safety in the community • The selected route takes the least busy option • Use antibacterial wipes to clean any equipment before use • All ratios are to be in line with student need. • Staff are familiar with the area, including any 'no-go' areas, and have staff trained in positive behaviour support. • Students are supported in all aspects of road safety. • Students' clothing and footwear is checked for appropriateness prior to leaving college. • Staff are aware of any relevant student medical information and ensure that any required medication is available. • Staff to ensure first aid kit is available and on more high risk walks a first aider where possible. • Staff will record the activity on EVOLVE (Local Area Visit module) and complete 'Signing out/in' sheet with the office (Form 5/9) • A mobile is taken with each group and the office have a note of the number. • Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks bag for waste, tissues etc.) • Where a crossing is available use this to support positive road safety skills.	

Appendix 3: Risk Assessment Template

Risk Assessment

https://evolve.edufocus.co.uk/evco10/attachment_download_library.asp?fileid=258&estabid=3336 (Risk Assessment Template)

https://evolve.edufocus.co.uk/EVCso10/attachment_download_library.asp?fileid=259&estabid=3336 (Form 5/9 Activity Form)

Appendix 4 – Emergency Procedure Visit Leader

Visit Leader Emergency Action Card

This card should remain with the Visit Leader at all times on a visit.

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is **not** likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member of Senior Management of the establishment.

In the event of an incident that **does** involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

- Assess the situation.
- Safeguard uninjured members of the group (including self).
- Attend to any casualties.
- Call emergency services, if appropriate (Europe including UK **112 or 999**, North America **911**).
- Contact your Head/manager and home contact/s

Be prepared to give:

- Your name and college/group name
- Phone number & back up phone numbers
- Exact location
- Nature of incident
- Number in the group

Then:

- Follow advice received.
- If practicable, delegate group leadership to a deputy in order that you can be contactable at all times and to enable you to coordinate all necessary actions.
- Wherever possible, prevent group members from using telephones or mobiles, or going online until such time as this has been agreed.
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage.
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale. It may be easier to ask someone else to do this, and it may be appropriate to take photos.
- Contact the British Consulate/Embassy if abroad.
- Make arrangements for next steps- onward travel, accompanying to the hospital etc. and consider the emotional support students and staff will need, monitor they are coping.

Emergency Contact Details

	Name	Contact Number
College	Ascent College	01925 224899
Head of Adult Services	Julliet Doherty	019285 224899
Educational Visits Co-ordinators	Phil Adams	01925 224899
	Tara Thomas	01925 224899
CEO	Robin Bush	01925 224899