



# Educational Visits Policy

Procedure Originator:	Senior Leadership Team
Approved By:	Headteacher
Date of Last Review:	January 2026
Next Review Date:	January 2029

# Brookhaven Statement of Provision

## Introductory statement

Brookhaven School is a provision for pupils with Autism and Speech, Language and Communication difficulties. The curriculum aims to prepare the pupils for happy and successful lives by developing their talents and raising their aspirations.

# Brookhaven School Offsite Visits Policy

## 1. Introduction

Brookhaven School recognises the immense educational value of offsite visits in enriching the learning experiences of all students. Offsite activities provide opportunities for experiential learning, social development, and engagement with the wider community. This policy outlines the framework, procedures, and responsibilities for planning, approving, and conducting offsite visits in accordance with Bury Local Authority policy, OEAP National Guidance, and statutory requirements.

## 2. Scope

This policy applies to all offsite educational visits and outdoor learning activities involving Brookhaven students, regardless of location, time, or duration. It applies to visits taking place within and outside of school hours, including residential, adventurous, and overseas visits. It does not apply to work experience or alternative provision.

## 3. Roles and Responsibilities

- **Employer (Bury LA):** Provides policy, oversight, training, and insurance arrangements.
- **Academy Council:** Ensures policy compliance and approves arrangements.
- **Headteacher:** Holds overall responsibility for visits, approves activities, ensures staff competence, and signs off all visits following EVC review.
- **Educational Visits Coordinator (EVC):** Must be trained and revalidated every 3 years. Oversees planning and approval of visits, ensures staff competence, supports visit leaders, and manages EVOLVE records.

- **Visit Leader:** Responsible for planning, risk assessment, supervision, safety, wellbeing, and learning outcomes. Ensures emergency and safeguarding procedures are followed.
- **Assistant Leaders/Volunteers:** Support under the direction of the Visit Leader.
- **Parents/Carers:** Provide relevant medical/consent information and support student participation.

#### 4. Planning and Approval

- **EVOLVE System:** All offsite visits must be fully logged on the EVOLVE system *at least two weeks before the planned date*.
- **Approval Levels:**
  - Local/day return visits – approved by Headteacher.
  - Residential, adventurous, or overseas visits – require LA approval via EVOLVE.
- **Pre-visits:** Where reasonably practicable, staff should undertake pre-visits to assess venues and providers.
- **Working with Providers:** Providers must hold an LOtC Quality Badge or complete a Provider Statement. Activities requiring AALA licensing must use licensed providers. Schools must not sign liability waivers.

#### 5. Risk Management

Each visit must include a risk assessment covering: - Learning outcomes. - Generic and specific risks. - Staffing, supervision ratios (assessed using the SAGED model: Staffing, Activity, Group, Environment, Distance). - Medical needs and behaviour management. - Transport arrangements. - Emergency procedures and contingency planning (Plan B).

Risk assessments must be proportionate, documented, and shared with all staff.

#### 6. Consent

- **Blanket consent** may be sought at enrolment or annually for routine, local visits.
- **Specific consent** must be obtained for residential, adventurous, and overseas visits.
- Verbal consent should only be used in emergencies and must be recorded with time, date, and names.

## **7. Inclusion and Safeguarding**

- All visits must comply with the Equality Act 2010 and ensure reasonable adjustments are made.
- Students cannot be excluded except where safety or learning outcomes would be significantly compromised, and the decision must be clearly documented.
- All safeguarding procedures apply, including DBS checks for unsupervised adults in regulated activity.
- The Visit Leader must liaise with the DSL to ensure safeguarding needs are addressed.

## **8. Training and Competence**

- EVC must attend LA training and revalidation every 3 years.
- Visit Leaders must be competent, with recent relevant experience.
- Staff leading adventurous activities must be LA-approved.
- Brookhaven staff will undertake LA Visit Leader training as appropriate.

## **9. Transport**

- All transport arrangements must meet LA and national requirements.
- Coaches must be hired from reputable companies.
- Staff transporting students in private cars must follow recorded school procedures.
- Minibus drivers must hold valid MIDAS certification.

## **10. Risk Management**

- Brookhaven must ensure all visits are covered by appropriate insurance, including for adventurous and overseas activities.
- LA schools are covered by Bury Council insurance arrangements; academies/free schools must ensure equivalent cover.

## **11. Emergency Procedures**

- Visit Leaders must carry group lists, emergency contact details, and a first aid kit.

- A designated emergency base contact (e.g. senior leader in school) must be available throughout the visit.
- Staff must follow the school and LA Emergency/Critical Incident Plan and be trained in emergency response.

## **12. Monitoring and Evaluation**

- The Headteacher and EVC must monitor visit planning and conduct, including spot checks and feedback collection.
- Monitoring may include field visits, review of risk assessments, and evaluation against learning objectives.
- Post-visit evaluations must be logged on EVOLVE to inform future planning.

## **13. Charges and Remissions**

- Brookhaven follows the Education Act 1996 and DfE guidance on charging and remissions.
- Parents may be asked for voluntary contributions. No student will be excluded from a visit on financial grounds.

## **14. Policy Review**

This policy will be reviewed annually to ensure compliance with Bury LA policy, OEAP National Guidance, and statutory requirements.