Heath and safety for Educational Visits and Outdoor Learning Policy

Approved by:	**Full Governing Body**
Date:	**February 2026**
Next review due by:	**February 2029**

Christian Values

St. Leonard's is a Church of England School. All policies implemented across the school support the creation of a learning culture which celebrates our Christian vision of preparing children for "Life in all its fullness" and our core values of Love, Respect and Responsibility.

This school believes that outdoor education and offsite activities have a positive impact on pupils' personal development, their awareness of the world around them and on ~~raising standards~~ improving outcomes; they are a valuable and important part of the learning process for all ages.

All visits must have an identifiable benefit for the participants and must be led by a competent group leader and accompanying adults.

All those involved in the organisation and running of educational visits comply with National, Local Authority, and the school's guidelines on the health and safety of participants on educational visits.

The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.

It is the responsibility of all staff to ensure that the risk and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

St. Leonard's C.E. Primary School will:

• Appoint at least two trained Educational Visits Coordinators who will ensure that visits follow National, Local Authority, and the school's guidelines and that the group leader and accompanying adults are suitably competent to run the visit. The following members of staff have up to date EVC training – Caroline Debus (Head Teacher), Rachel Lacey (Assistant Head Teacher and Educational Visits Co-ordinator) and Hannah Mansfield (SENDCo).

• Ensure that the above (or their replacements) have refresher training every three years.

• Develop and implement procedures to monitor all educational visits

• Comply with Oxfordshire's system for approving Category A and B visits (using the eVisit online programme)

• Regularly review rolling programme for educational visits

• Develop and implement a procedure for dealing with emergency situations, including having a named home contact for each visit and a home-based emergency plan.

• Develop and implement a procedure for the investigation of and reporting on accidents, incidents and near misses.

• Ensure there is suitable insurance for all residential visits

• **During the planning of a visit, the Group Leader will:**

• Ensure Emergency Procedures are read and a copy taken by all staff involved with the visit

• Ensure that the visit complies with the Equality Act 2010 and that reasonable practicable measures are taken to include all young people, reasonable effort is made to find a venue and activities that are suitable and accessible and to enable the whole group to participate fully and be actively involved – OCC Guidance: https://schools.oxfordshire.gov.uk/oxfordshire-outdoor-learning-service/visits-adviceand-guidance

• Ensure the visit is planned and risk assessed, including an exploratory visit whenever possible

• Ensure that a risk assessment is completed for any pupil participating who has significant additional needs (this may include but is not limited to SEMH needs, medical needs, a physical or learning disability, a behaviour support plan).

• Ensure medicines are administered on residential visits providing that the medicine is in its named original container, has not passed the expiry date, and clear instructions have been provided by the parents/carers.

• Any medicines that are administered will be witnessed, recorded, signed and dated. This responsibility may be delegated to another named member of staff by the visit leader.

• Ensure the visit complies with all necessary bodies

• Ensure that parents/carers are fully aware of the nature, purpose and detail of the visit and that permission (where applicable), including all relevant information is obtained for any offsite activity. (Visits to the church, local area etc do not need the above)

• Ensure that appropriate enquiries are made of any establishment or company being used for residential or outdoor learning to ensure they have appropriate risk assessments

• Ensure that there is provision for any incidents, including first aid, and that there is a procedure to follow in the event of an emergency or serious incident.

• Ensure that all necessary forms are completed for an educational visit and the appropriate consents and approvals obtained where applicable

• Ensure that all accompanying adults are selected on the basis of their competence and suitability to undertake the tasks they are allocated and ensure those adults understand their role

• Ensure that all accompanying adults understand that there is a no alcohol policy throughout the duration of the visit.

During the visit the Group leader will:

• Ensure that the activities are safe and practical as can reasonably be expected

• Curtail the visit or stop the activity if there is any risk to an individual's health and safety (this includes any behaviour by a group or individual which could pose a risk)

• Ensure that all accompanying adults are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.

• Retain ultimate responsibility for participants at all times.

• Ensure, in liaison with the Head Teacher and SENDCO, there is adequate, trained personnel for children with specific special needs

During the visit the accompanying adults will:

• Ensure they undertake the role and tasks given them so as to not put themselves or others at unacceptable risks

• Report any concerns about the activities or pupils to the group's leader immediately

• Abide by the no alcohol policy

During the visit all participants will:

• Follow school expectations for behaviour and learning

• Demonstrate our school values of Love, Respect and Responsibility

• Listen to and act upon safety instructions from group leaders

• Have fun, experience the world beyond the classroom and develop age-appropriate independence

After the visit, the group leader will:

• Evaluate, with other adults involved, the visit so that improvements can be made for the future.

• Inform the EVC of any areas of concern, near misses or incidents; these will be investigated using our normal procedures

Pupils with Special Educational Needs and Disabilities (SEND)

St. Leonards C.E. Primary School prides itself on being inclusive. Every effort will be made to include all children in both residential and other visits out of school. We will liaise with parents/carers and explore how reasonable adjustments can be made to meet the needs of the pupils and enable them to participate.