

Thomas Hall School

Policy for the Management of Outdoor Education, Visits and Off-Site Activities (Primary & Secondary)

1. Introduction

- 1.1 This policy covers all off-site visits and activities organised through the school (both through the Primary phase and the Secondary Phase). The Reach South Academy Trust Board has overall responsibility for educational visits. Operational responsibility is delegated to the Principal and Educational Visits Coordinator. The School endorses the Devon County Council /Torbay Council policy document "*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2026*" (OEVOA) as the basis for the school's policy for the management of visits and off-site activities.
- 1.2 The purpose of this policy is to explain *how* the overall OEVOA policy will be applied in practical terms at a local level, and in particular, the specific roles, responsibilities and arrangements that will apply at Thomas Hall School.
- 1.3 This policy also complements and should be read in conjunction with the school's Health & Safety and Safeguarding Policies.

2. Responsibilities of the Principal

- 2.1 The Principal will:
 - ensure all visits and off-site activities have specific and appropriate educational objectives
 - have overall responsibility for the approval of all visits and activities, based on compliance with the OEVOA document and recognised good practice, even where this task may have been delegated to another named person
 - ensure that all off-site visits, and especially residential visits, are carried out with reference to the Safeguarding Policy and Staff Code of Conduct
 - ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to the OEVOA policy and that the tasks associated with this role are clearly outlined in this policy
 - ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
 - provide relevant induction, training and other Continuous Professional Development opportunities for staff involved in the provision of visits and off-site activities
 - ensure that for all off-site visits and activities risks have been assessed, the significant findings of these assessments recorded, and any appropriate safety measures implemented accordingly.

3. Responsibilities of the Educational Visits Co-ordinator

- 3.1 Although holding the ultimate responsibility, the Principal has delegated specified tasks to a suitably experienced and competent EVC. Name of EVC: Sophie Cameron-Mitchell (attended EVC training on the 15th June 2026). The EVC and Principal will attend annual update training and briefings in line with OEVOA requirements.

- 3.2 The EVC is responsible for carrying out the following agreed tasks and attending the relevant training and update training provided by the Local Authority (LA).
- 3.3 The functions delegated to the EVC are:
- to be the principal contact with the LA over planned visits
 - to establish monitoring systems to ensure that educational visits are undertaken in accordance with OEVOSA and the college specific arrangements named in this policy
 - to ensure that the management of visits and off-site activities is informed by an appropriate risk assessment
 - to work with the Principal, Charlotte Webster, Designated Safeguarding Lead (DSL), Adam Green, and other Senior Leaders to establish Standard Operating Procedures to guide the risk assessment process for visits and non-adventurous activities
 - to manage and update the Evolve website, including updating staff lists and training records
 - to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA requirements
 - to provide staff with support, advice and information that they need to comply with OEVOSA requirements
 - to ensure that leaders and staff have any relevant qualifications and are competent to lead and support particular visits and activities as outlined in OEVOSA
 - to ensure that procedures to inform parents and to obtain their consent where necessary are in place
 - to work with each Visit Leader to ensure that appropriate emergency arrangements are in place for visits and off-site activities
 - to review accident and incident reports relating to visits and off-site activities to ensure that any lessons are learnt
 - to ensure that any third-party provider / contractor / coach has been vetted for competence in accordance with the requirements of OEVOSA.

4. Responsibilities of the Visit Leader

- 4.1 The Visit Leader will:
- have overall responsibility for the supervision and conduct of the visit or activity
 - obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and the specific arrangements of this policy prior to undertaking the activity
 - assess the risks to staff, young people and members of the public presented by the visit or activity in order to identify and implement any safety measures
 - carry out specific activities in accordance with the detail of OEVOSA
 - use the school planning checklist provided in OEVOSA to ensure all procedures have been followed
 - vet any third-party provider / contractor / coach for competence in accordance with the requirements of OEVOSA
 - brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
 - inform parents about the visit and gain their consent in accordance with arrangements described in OEVOSA
 - establish appropriate emergency and contingency arrangements for the planned visit or activity which will include the identification of sufficient First Aid cover

- continually re-assess risks dynamically during the activity and make adjustments accordingly

5. Responsibilities of Additional Members of Staff

5.1 Members of staff, volunteers and parent helpers should:

- Assist the Visit Leader to ensure the health, safety and welfare of others including young people on the visit
- Take time to understand their roles and responsibilities whilst taking part in a visit or activity.

5.2 Parent helpers and volunteers will receive a briefing on their responsibilities, safeguarding expectations, emergency procedures and supervision arrangements from the Visit Leader before the visit.

6. Responsibilities of Pupils

6.1 Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of safety concerns

7. Responsibilities of Parents

7.1 The school will obtain visit-specific parental consent for all residential, adventurous and overseas visits.

7.2 Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number which will be answered throughout the duration of the activity or visit should contact need to be made by the Visit Leader
- Provide consent in accordance with the requirements of OEVOA.

8. Risk Assessment

8.1 Thomas Hall School is committed to providing a wide variety of outdoor activities and visits designed to challenge and develop young people. These inevitably feature a degree of risk that demands management. Arrangements will be achieved by a risk assessment led by the Visit Leader for each activity/visit or series of visits undertaken. This process is guided by establishment specific Standard Operating Procedures (SOP) documents which have been created to establish minimum standards and expectations for Visit Leaders. There are currently 8 SOP documents for various categories of visit (Approved SOPs are also listed in Appendix 3). These are:

1. SOP UK RESIDENTIAL VISITS 2026 Thomas Hall School

2. SOP OVERSEAS VISITS 2026 Thomas Hall School
 3. SOP DAY VISITS WALKING FROM ESTABLISHMENT 2026 Thomas Hall School
 4. SOP DAY VISITS USING TRANSPORT PUBLIC TRANSPORT 2026 Thomas Hall School
 5. SOP DAY VISITS USING TRANSPORT PRIVATE CARS 2026 Thomas Hall School
 6. SOP DAY VISITS USING TRANSPORT MINIBUS 2026 Thomas Hall School
 7. SOP DAY VISITS USING TRANSPORT COACH 2026 Thomas Hall School
 8. SOP ALTERNATIVE PROVISION VISITS 2026 Thomas Hall School
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- 8.2 These are the control measures that will apply to all such visits and off-site activities and have been drawn up by the Principal, EVC and other Senior Leaders and will be brought to the attention of anyone undertaking the role of Visit Leader.
 - 8.3 In assessing the risks presented by a planned visit or activity, the Visit Leader must judge if the controls described in the SOP are adequate for controlling the risks. For each visit/activity, add any additional control measures needed in the enhanced risk assessment column of the SOP document.
 - 8.4 Any activities delivered by school staff falling within the definition of Category B (adventurous), will have a separate stand-alone risk assessment; Adventurous Activities Led by School Staff Risk Assessment. The advised format of this document can be found in the Trips folder and on Evolve ('Adventurous Activity Risk Assessment Template 2026 Thomas Hall School').
 - 8.5 This process will be undertaken by the Visit Leader who, whilst being supported by the EVC, will be competent and equipped to complete this task. To meet statutory requirements and to ensure sufficient communication with other staff involved, this risk assessment will be recorded using the risk assessment format on Evolve.
 - 8.6 Visit Leaders must consider participants with allergies as part of the visit-specific risk assessment process (as per Benedict's Law). Individual Healthcare Plans will be reviewed, and appropriate emergency medication must accompany pupils on visits in accordance with the school's Allergy Safety Policy.
 - 8.7 Visit Leaders must consider weather conditions, including extreme heat warnings, as part of the planning and dynamic risk assessment process.

9. Approval of Off-site Activities

- 9.1 The EVC will be responsible for approving all off-site activities subject to assurances that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit or off-site activity.
- 9.2 There are 3 categories of visit:

Category A:
 Non-adventurous visits i.e. visits to local places of worship, farms, public places etc
 Non-adventurous residential visits i.e. cultural visits to towns/cities etc

Category B:
 Adventurous visits where activities are *delivered* by school staff (i.e. Duke of Edinburgh, Ten Tors, kayaking etc)
 Adventurous day visits led by external providers (i.e. visits to climbing centres, a pony trekking centre etc)
 Adventurous residential visits to outdoor centres

Category C:

Visits of all types outside the UK

- 9.3 The required submission timescales for Category A, B and C visits are detailed in Appendix 2 and must be adhered to unless exceptional circumstances have been agreed by the EVC and Principal.
- 9.4 In-line with the requirements of OEVOSA, details of Category B and C visits will be uploaded to the Evolve on-line system to facilitate the approval by the EVC, followed by the Principal, ahead of final endorsement by the Local Authority Adviser for Outdoor Education.
- 9.5 Category C visits will include an 'Overseas Group letter for customs' that is signed by the Principal and a signed 'Overseas Individual parental consent for customs' letter for each participant under the age of 18 years old. Category C visits will also comply with the governance requirements of the country they are visiting as well as checking and following the UK Government's Foreign travel advice regarding the visit location.
- 9.6 The policy of Thomas Hall School is that Category A visits will be uploaded to the Evolve system to allow the EVC and school leaders to monitor the management of off-site visits.
- 9.7 All visits must have a clearly defined educational purpose linked to curriculum, enrichment, personal development or pastoral objectives. Additional arrangements relating to residential visits, behaviour expectations, independent time and overnight supervision are detailed in Appendix 7: Residential Visits, Independent Time and Behaviour Expectations.

10. Safeguarding

- 10.1 The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the school's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place.
- 10.2 Arrangements should be in place to enable contact with the school's Designated Safeguarding Officer (DSL or Principal) outside normal college hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.
- 10.3 Ratios of Staff to Child (Staff:Child) during visits should follow the OEVOSA document. In addition, Staff:Child ratios for children under the age of 8 on trips and visits are as follows – 1 Staff : 6 Children (as per the 'Early years foundation stage statutory framework' set out by the Department for Education).
- 10.4 Residential accommodation will be assessed by Visit Leaders to ensure appropriate supervision, rooming arrangements, security and safeguarding measures are in place. The EVC and Principal will check through the arrangements via the SOP before any trip is approved.
- 10.5 Arrangements for supporting pupils with medical conditions and allergies on educational visits are detailed in Appendix 8 of this policy. Additional requirements for primary-aged pupils and parent helpers are contained in Appendix 6.

11. The Provision of Training and Information

- 11.1 A copy of this policy, along with the overall OEVOSA document, will be made available to all staff within the school who may be responsible for participating in off-site visits and activities and to any parent requesting a copy. Access will also be made available to the overarching OEVOSA policy, and additional guidance via the Evolve system.

- 11.2 The Principal will ensure that staff leading or participating in visits are competent for the activities involved. When required, specific training will be undertaken, and competencies maintained in accordance with the requirements of OEVOSA. This process will be overseen by the EVC, and records of qualifications will be uploaded to the Evolve system. Staff training and competency requirements are detailed in Appendix 5.

12. Action in the Case of Emergency

- 12.1 The EVC, further checked by the DSL and Principal, will ensure that emergency arrangements are in place before approving visits. The Visit Leader will identify these arrangements via a process of risk assessment. Where necessary, this assessment must include the identification of contingency plans.
- 12.2 It will also include the identification of sufficient First Aiders, as well as emergency contact details which must include a school contact for outside normal hours if necessary.
- 12.3 Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will subsequently be reviewed within the school to identify any learning points. Detailed emergency and critical incident procedures are contained within Appendix 4 and must be followed by all staff involved in educational visits.

13. Monitoring and Review

- 13.1 School leaders, including the Educational Visits Coordinator (EVC), will monitor the implementation of this policy through the review of Evolve submissions, risk assessments, visit evaluations, accident and near-miss reports, staff training records and periodic audits of educational visits. Findings will be used to inform future planning, staff development and policy review. Monitoring may include use of the OEVOSA Planning Checklist and periodic sampling of visits undertaken by school staff. An annual report on educational visits will be provided to school leaders and governors/trustees.
- 13.2 This policy will be reviewed:
- Every two years
 - After any significant changes to the management of outdoor education locally
 - After any significant changes to the OEVOSA document
 - After an incident.

14. Submission of Visit Form Timescales

- 14.1 Visit forms must be submitted by the Visit Leader to the EVC in accordance with the following timescales. Failure to meet these timescales may result in the planned visit being postponed or cancelled.

Category A Day Visits – Visit ***proposals must be made 2 weeks in advance*** and a complete visit form must be submitted through Evolve to the ***Principal with at least 1 weeks' notice*** (that is following the necessary checks and approvals by the EVC).

Category A Residentials – Visit **proposals must be made 1 month (4weeks) in advance** and a complete visit form must be submitted through Evolve to the **Principal with at least 2 weeks’ notice** (that is following the necessary checks and approvals by the EVC).

Category B Adventurous Day visits – Visit **proposals must be made 1 month (4weeks) in advance** and a complete visit form must be submitted through Evolve to the **LA with at least 2 weeks’ notice** (that is following the necessary checks and approvals by the EVC and Principal).

Category B Adventurous Residential visits – Visit **proposals must be made 3 months in advance** and a complete visit form must be submitted through Evolve to the **LA with at least 2 months’ notice** (that is following the necessary checks and approvals by the EVC and Principal).

Category B Overnight camping visits as part of Ten Tors or Duke of Edinburgh Award activities - Visit **proposals must be made 1 month (4weeks) in advance** and a complete visit form must be submitted through Evolve to the **LA with at least 2 weeks’ notice** (that is following the necessary checks and approvals by the EVC and Principal).

Category C Overseas visits – Visit **proposals must be made 4 months in advance** and a complete visit form must be submitted through Evolve to the **LA with at least 3 months’ notice** (that is following the necessary checks and approvals by the EVC and Principal).

Sophie Cameron-Mitchell.....
EVC

Digitally signed 20.09.2026
Date

.....
Designated Safeguarding Lead (DSL)

.....
Date

.....
Principal

.....
Date

This policy is to be reviewed in **September 2028 following the LA policy update**

Appendix 1: Educational Visits Approval Process

Purpose

This appendix outlines the process for planning, approving and evaluating all educational visits and off-site activities undertaken by Thomas Hall School.

Step 1: Initial Planning

The Visit Leader must:

- Identify the educational purpose of the visit.
- Consider suitability for the age and needs of participants.
- Identify staffing requirements.
- Consider safeguarding, medical and behavioural needs.

- Obtain initial approval from the Principal and Senior Leadership Team before making bookings.

Step 2: Establish Visit Category

Category	Description	Approval Required
Category A	Local routine visits covered by an approved SOP	EVC and Principal
Category B	One-off day visits and activities	Principal, EVC and LA
Category C	Residential, overseas or higher-risk activities	Principal, EVC and LA

Step 3: Evolve Submission

The Visit Leader must complete all required documentation on Evolve within the following timescales:

Visit Type	Minimum Submission Time to Principal/LA
Category A	Day Visits – Principal (1week notice) Residential – Principal (2weeks notice)
Category B	Adventurous Day – LA (2weeks notice) Adventurous Residential – LA (2 months' notice) D of E / Ten Tors – LA (2weeks notice)
Category C	LA (3 months notice)

The submission should include:

- Visit details and itinerary
- Staffing arrangements
- Emergency contact details
- Relevant risk assessments
- Medical and SEND considerations
- Travel arrangements
- Safeguarding arrangements

Step 4: Risk Management

The Visit Leader must:

- Review available generic risk assessments.
- Complete any required visit-specific risk assessments.
- Consider dynamic risk assessment throughout the visit.
- Ensure all control measures are communicated to accompanying staff.

Particular consideration should be given to:

- Medical conditions and allergies
- SEND requirements

- Behaviour management
- Transport arrangements
- Weather conditions, including extreme heat and severe weather
- Emergency procedures

Step 5: Approval Process

Educational Visits Coordinator (EVC)

The EVC will:

- Check visit planning documentation.
- Review staffing and supervision arrangements.
- Ensure risk management measures are appropriate.
- Confirm compliance with the Off-Site Visits Policy.

Principal

The Principal will:

- Consider educational value.
- Review risk management arrangements.
- Confirm sufficient resources and staffing are available.
- Grant final approval from the LA where appropriate.

External Adviser Approval

Where required by OEVOA guidance, Category C visits will be submitted to the appropriate adviser for approval through Evolve.

Step 6: Pre-Visit Briefing

Before departure the Visit Leader will ensure:

- Staff understand their roles and responsibilities.
- Emergency procedures are understood.
- Safeguarding arrangements are clear.
- Pupils receive an appropriate briefing.
- Parents receive required information.

Step 7: During the Visit

The Visit Leader will:

- Maintain appropriate supervision.
- Monitor changing circumstances and risks.
- Implement dynamic risk assessments where necessary.
- Record and report any significant incidents.

Step 8: Post-Visit Review

Following the visit:

- Any accidents, incidents or near misses will be reported in accordance with school procedures.
- Visit Leaders will complete a brief evaluation on Evolve where appropriate.
- Learning points will be shared with the EVC.
- Significant findings will inform future visit planning.

Roles and Responsibilities

Visit Leader

Responsible for the planning, management and safe delivery of the visit.

Educational Visits Coordinator (EVC)

Responsible for monitoring compliance with policy requirements and advising staff on educational visits.

Principal

Responsible for ensuring suitable oversight and approval of educational visits.

Appendix 2: Educational Visit Submission Timescales

Purpose

These timescales ensure that educational visits are planned effectively, appropriately risk assessed and approved in accordance with the school's Off-Site Visits Policy and OEVOSA guidance.

Submission Requirements

Visit Category	Examples	Evolve Submission Deadline
Category A	Local walks, local curriculum visits, sports fixtures, regular local visits covered by an approved SOP	Minimum 1 week before the visit. Minimum 2 weeks before a residential visit.
Category B	Day visits outside the local area, non-adventurous visits, theatre visits, museums, fieldwork, theme parks	Minimum 2 weeks before the visit date for day activities and DofE/Ten Tors. Minimum 8 weeks before a residential.
Category C	Residential visits, overseas visits, adventurous activities, water-based activities, expeditions and any visit requiring Local Authority approval	Minimum 12 weeks before the visit date.

Additional Requirements

- Visit Leaders must discuss proposed visits with the Educational Visits Coordinator (EVC) at the earliest opportunity.

- Visits must not be advertised to pupils or parents until the relevant approval has been obtained.
- Late submissions may be declined where insufficient time exists for review and approval.
- Residential, overseas and adventurous activity visits may require additional planning meetings and documentation.
- Where external providers are used, evidence of appropriate accreditation, insurance and safeguarding arrangements must be obtained before approval is granted.
- Visit Leaders are responsible for ensuring risk assessments, participant information, medical information and emergency contact details are completed before departure.

Approval Process

Stage	Responsibility
Initial planning and risk assessment	Visit Leader
Review of documentation	Educational Visits Coordinator (EVC)
Final school approval	EVC → Principal
Local Authority approval (where required)	EVC → Principal → LA via Evolve

Exceptional Circumstances

In exceptional circumstances, shorter submission times may be considered by the EVC and Principal where:

- The visit is low risk.
- Adequate planning can be demonstrated.
- All required documentation is complete.
- Appropriate approvals can be obtained before departure.

Appendix 3: Approved Standard Operating Procedures (SOPs)

Purpose

The school has adopted a number of Standard Operating Procedures (SOPs) to support the safe management of routine and recurring educational visits and off-site activities. Where an approved SOP exists and the visit falls fully within its scope, additional visit-specific risk assessments may not be required unless significant additional risks are identified.

The following SOPs are approved for use within Thomas Hall School:

1. SOP UK RESIDENTIAL VISITS 2026 Thomas Hall School
2. SOP OVERSEAS VISITS 2026 Thomas Hall School
3. SOP DAY VISITS WALKING FROM ESTABLISHMENT 2026 Thomas Hall School

4. SOP DAY VISITS USING TRANSPORT PUBLIC TRANSPORT 2026 Thomas Hall School
5. SOP DAY VISITS USING TRANSPORT PRIVATE CARS 2026 Thomas Hall School
6. SOP DAY VISITS USING TRANSPORT MINIBUS 2026 Thomas Hall School
7. SOP DAY VISITS USING TRANSPORT COACH 2026 Thomas Hall School
8. SOP ALTERNATIVE PROVISION VISITS 2026 Thomas Hall School

Use of SOPs

Visit Leaders must:

- Ensure the proposed visit falls fully within the scope of the relevant SOP.
- Read and follow the SOP before the visit takes place.
- Consider any participant-specific needs, including SEND, medical conditions and allergies.
- Complete an additional visit-specific risk assessment where activities or circumstances fall outside the SOP.
- Ensure all accompanying staff are familiar with the relevant SOP.

Review of SOPs

All SOPs will be reviewed:

- Every two years.
- Following a significant incident or near miss.
- Following changes to OEVOA guidance.
- Where school procedures or visit types change significantly.

Appendix 4: Emergency and Critical Incident Procedures

Purpose

This appendix outlines the procedures to be followed in the event of an emergency, serious incident, accident, illness, safeguarding concern, missing participant or other unforeseen circumstance during an educational visit.

Definition of a Critical Incident

A critical incident may include, but is not limited to:

- Serious injury or illness.
- Fatality.
- Missing or unaccounted-for participant.

- Significant safeguarding concern.
- Serious behavioural incident.
- Major travel disruption.
- Severe weather event.
- Emergency service involvement.
- Any situation likely to attract media attention.

Immediate Actions for Visit Leaders

In the event of an emergency, the Visit Leader should:

1. Assess the situation and ensure the safety of all participants.
2. Contact the emergency services where necessary (999).
3. Administer first aid or arrange medical treatment as required.
4. Account for all participants and staff.
5. Implement any relevant emergency procedures.
6. Contact the School Emergency Contact as soon as practicable.
7. Keep a written record of:
 - Time of incident
 - Location
 - Individuals involved
 - Actions taken
 - Names of emergency services personnel

School Emergency Contact Responsibilities

The School Emergency Contact will:

- Maintain communication with the Visit Leader.
- Coordinate support from the school.
- Inform the Principal and DSL as appropriate.
- Liaise with parents/carers where necessary.
- Seek advice from Reach South Academy Trust and relevant agencies.

- Maintain records of decisions and actions taken.

Missing Student Procedure

If a student is unaccounted for:

1. Conduct an immediate search of the surrounding area.
2. Check registers and participant lists.
3. Inform venue staff where applicable.
4. Contact the School Emergency Contact.
5. Contact the police if the student cannot be located promptly.
6. Continue supervision of the remaining group.
7. Record all actions taken.

Safeguarding Concerns

Any safeguarding concern arising during a visit must be:

- Managed in accordance with the school's Safeguarding and Child Protection Policy.
- Reported immediately to the Designated Safeguarding Lead (DSL) or deputy DSL.
- Recorded using the school's safeguarding procedures.

Medical Emergencies

Where a participant requires urgent medical assistance:

- Contact emergency services.
- Ensure any required medication is available and administered by trained staff where appropriate.
- Notify parents/carers as soon as possible through agreed school procedures.
- Ensure appropriate supervision of the remaining group.

Serious Accident or Fatality

In the event of a serious accident or fatality:

- Contact emergency services immediately.
- Preserve the scene where safe and appropriate to do so.
- Contact the School Emergency Contact immediately.
- Do not make statements to the media.

- Do not post information on social media.
- Follow guidance provided by the Principal, Trust and relevant authorities.

Media Enquiries

All media enquiries must be referred to:

- The Principal
- Reach South Academy Trust

Staff, volunteers and students must not provide statements, photographs or comments to the media.

Post-Incident Review

Following any significant incident:

- A review will be undertaken by the Visit Leader and EVC.
- Risk assessments and procedures will be reviewed.
- Lessons learned will be shared with relevant staff.
- The visit record on Evolve will be updated where appropriate.

Appendix 5: Staff Competency, Training and Visit Leadership Requirements

Purpose

Thomas Hall School recognises that the safety and success of educational visits depends upon the competence of those leading and supervising activities. Staff involved in educational visits must have the appropriate experience, knowledge, skills and training for their role.

Educational Visits Coordinator (EVC)

The Educational Visits Coordinator (EVC) will:

- Hold current EVC training in accordance with OEVOSA requirements.
- Attend relevant update training and briefings.
- Support staff with visit planning and risk management.
- Monitor compliance with the school's Off-Site Visits Policy.
- Review and approve visits in line with delegated responsibilities.

Visit Leaders

Visit Leaders must:

- Be approved by the Principal and/or EVC.
- Be familiar with the school's Off-Site Visits Policy and relevant SOPs.
- Understand their responsibility for risk management.
- Be competent to lead the planned activity.
- Seek advice where activities fall outside their previous experience.
- Ensure all accompanying staff are appropriately briefed.

The EVC and Principal will consider the following when determining competence:

- Relevant experience.
- Knowledge of the group.
- Familiarity with the venue or activity.
- Understanding of safeguarding requirements.
- Previous visit leadership experience.
- Relevant qualifications where required.

Accompanying Staff

All accompanying staff must:

- Understand their roles and responsibilities.
- Follow instructions provided by the Visit Leader.
- Participate in pre-visit briefings.
- Be aware of emergency procedures.
- Follow safeguarding procedures at all times.

Volunteers and Parent Helpers

Volunteers and parent helpers:

- Must work under the direction of school staff.
- Must receive a briefing before the visit.
- Must understand arrangements for supervision, safeguarding and emergency procedures.
- Must not be left in sole charge of pupils unless specifically authorised and appropriately vetted.

First Aid

The Visit Leader must ensure suitable first aid provision for every visit.

When determining first aid requirements, consideration should be given to:

- Number of participants.
- Nature of the activity.
- Location of the visit.
- Medical needs of participants.
- Travel arrangements.
- Access to emergency services.

Where necessary, at least one member of staff will hold an appropriate and current first aid qualification.

Medical Needs and Allergies

Staff accompanying visits must be aware of:

- Relevant medical conditions.
- Individual Healthcare Plans.
- Allergies and anaphylaxis risks.
- Location and use of emergency medication.
- Emergency contact arrangements.

Adventurous Activities

For adventurous activities, Visit Leaders must ensure:

- Activities are delivered by appropriately qualified persons or licensed providers where required.
- Staff understand their supervisory responsibilities.
- Any additional training requirements identified by OEVOA guidance are met.

Staff Training Record

The EVC will maintain records of:

- EVC training.
- First aid qualifications.
- Relevant outdoor learning qualifications.
- Adventurous activity qualifications.
- Other educational visits training as appropriate.

Monitoring

The Principal and EVC will periodically review staff competence and training needs as part of the school's monitoring arrangements for educational visits.

Appendix 6: Supervision of Primary-Aged Pupils and Parent Helpers

Purpose

This appendix provides additional guidance for educational visits involving primary-aged pupils and the use of parent helpers and volunteers.

Supervision Ratios

There is no prescribed legal ratio for educational visits. The Visit Leader will determine appropriate staffing levels based on:

- Age and maturity of pupils.
- Nature of the activity.
- Needs of the group.
- Medical and SEND requirements.
- Location and environment.
- Transport arrangements.
- Previous experience of participants.

As a guide, Thomas Hall School would normally expect:

Year Group	Suggested Minimum Ratio
Reception	1:4 to 1:6
Year 1-3	1:6 to 1:8
Year 4-6	1:8 to 1:15

These ratios may be increased where circumstances require additional supervision.

High-Risk Activities

For visits involving:

- Water environments
- Residential experiences
- Adventurous activities
- Busy public locations
- Pupils with significant additional needs

The Visit Leader and EVC will consider whether additional staff are required.

Head Counts and Group Management

The Visit Leader will ensure that:

- Pupils are regularly counted throughout the visit.
- Staff know which pupils they are supervising.
- Appropriate meeting points are established.
- Procedures are in place for dealing with separated pupils.

Lost Child Procedure

If a pupil becomes separated from the group:

1. The Visit Leader must be informed immediately.
2. Remaining pupils must be supervised safely.
3. A search of the immediate area should take place.
4. Venue staff and emergency contacts should be informed as appropriate.
5. Parents and school leaders should be informed in line with the school's emergency procedures.

All incidents must be reported to the EVC following the visit.

Parent Helpers and Volunteers

Parent helpers and volunteers can provide valuable support during educational visits but remain under the direction of school staff at all times.

Parent helpers will:

- Receive a briefing before the visit.
- Be informed of supervision expectations.
- Be aware of safeguarding procedures.
- Understand emergency arrangements.
- Follow directions given by the Visit Leader.

Responsibilities of Parent Helpers

Parent helpers may:

- Accompany designated groups of pupils.
- Support supervision during activities.
- Assist with transitions and movement between locations.

Parent helpers must not:

- Administer medication unless specifically authorised.
- Undertake activities requiring specialist qualifications.

- Make independent decisions regarding pupil welfare without consulting school staff.
- Be left in sole charge of pupils unless specifically approved and appropriate safeguarding checks have been completed.

Toileting and Intimate Care

Where visits involve younger pupils:

- Appropriate arrangements for toileting support will be considered during planning.
- Intimate care procedures will follow the school's Intimate Care Policy.
- Staff will maintain pupils' privacy and dignity at all times.

Medical Needs

Visit Leaders will ensure that:

- Relevant medical information is available.
- Healthcare plans are reviewed before departure.
- Necessary medication accompanies pupils.
- Staff understand arrangements for allergies, asthma and anaphylaxis.

Communication with Parents

Parents will receive:

- Information about the visit.
- Timings and arrangements.
- Emergency contact information where appropriate.
- Details of any specific requirements for pupils.

Review

The EVC and Principal will review supervision arrangements following any significant incident, concern or change in guidance.

Appendix 7: Residential Visits, Independent Time and Behaviour Expectations

Purpose

This appendix provides additional guidance for residential visits and the management of independent time for secondary-aged students. All arrangements must prioritise the safety, wellbeing and safeguarding of participants.

Residential Visits

All residential visits will:

- Have a clearly defined educational purpose.
- Be appropriately planned and approved through Evolve.
- Include suitable staffing and supervision arrangements.
- Take account of the age, maturity and needs of participants.
- Include arrangements for first aid, medical needs and emergency procedures.
- Ensure that accommodation is suitable, secure and appropriate for the group.

The Visit Leader will undertake a review of accommodation arrangements, including:

- Staff and student room allocation.
- Where possible, separate toilet facilities for males and females (gender assigned at birth) in accordance with the government 'Advice on Standards for School Premises'.
- Security of the accommodation.
- Access to emergency assistance.
- Fire evacuation procedures.
- Safeguarding considerations.

Behaviour Expectations

Students are ambassadors of Thomas Hall School and are expected to:

- Follow staff instructions at all times.
- Behave respectfully towards others.
- Comply with visit rules and safety instructions.
- Respect accommodation, transport and venue facilities.
- Use technology and social media responsibly.

The school's Behaviour Policy remains in force throughout the visit.

Serious breaches of behaviour expectations may result in:

- Removal from an activity.
- Contact with parents/carers.
- Early collection from the visit at parental expense where appropriate.
- Further sanctions in line with school policy.

Independent Time

For secondary-aged students, limited periods of independent time may be permitted where it is considered appropriate by the Visit Leader.

Before independent time is authorised, the Visit Leader must consider:

- Age and maturity of students.
- Nature of the location.
- Safeguarding risks.
- Local hazards.
- Group size.
- Means of communication.
- Availability of staff supervision.

Students permitted independent time will:

- Remain in groups of no fewer than three students unless otherwise agreed.
- Carry a charged mobile phone where possible.
- Know the agreed meeting point and return time.
- Have clear instructions regarding boundaries and permitted areas.
- Know how to contact staff in an emergency.

Students must not leave designated areas without permission.

Curfews and Overnight Supervision

For residential visits:

- Clear curfew times will be established.
- Students must remain in their allocated rooms after curfew unless there is an emergency.
- Staff will undertake appropriate monitoring and supervision arrangements.
- Staff accommodation will allow for effective supervision and emergency response.

Mobile Phones and Electronic Devices

The use of mobile phones and electronic devices during visits will be determined by the Visit Leader.

Students must:

- Use devices responsibly.
- Respect the privacy of others.
- Not take or share images without consent.
- Comply with school expectations regarding online conduct.

Any misuse may result in devices being confiscated in accordance with school policies.

Parents and Carers

Prior to residential visits, parents/carers will receive information relating to:

- Itinerary and activities.
- Accommodation arrangements.
- Supervision arrangements.
- Emergency contact procedures.
- Behaviour expectations.
- Medical and dietary arrangements.

Review Following Residential Visits

The Visit Leader will evaluate the visit following its completion and identify any lessons learned relating to:

- Supervision arrangements.
- Independent time arrangements.
- Behaviour management.
- Safeguarding considerations.
- Risk management.

Appendix 8: Management of Medical Needs and Allergies on Educational Visits

Purpose

Thomas Hall School is committed to ensuring that all pupils, including those with medical conditions, allergies and special healthcare needs, can participate safely in educational visits and off-site activities.

This appendix should be read alongside the school's Medical Needs Policy, Supporting Pupils with Medical Conditions Policy and relevant Individual Healthcare Plans.

Planning for Medical Needs

When planning a visit, the Visit Leader must:

- Review relevant medical information for all participants.
- Consider the implications of medical conditions, allergies and disabilities.
- Consult with parents/carers where appropriate.
- Ensure medical information is shared with accompanying staff on a need-to-know basis.
- Incorporate necessary control measures into the visit planning process.

Individual Healthcare Plans

Where a pupil has an Individual Healthcare Plan, the Visit Leader must:

- Review the plan before the visit.
- Ensure all required support can be provided during the activity.
- Confirm that any necessary medication accompanies the pupil.
- Ensure relevant staff understand their responsibilities.

Allergies and Anaphylaxis

Particular consideration must be given to pupils with severe allergies.

Visit Leaders must:

- Identify pupils with known allergies before the visit.
- Consider potential allergen exposure at venues, accommodation or during catering arrangements.
- Ensure emergency medication is readily available.
- Brief relevant staff on symptoms of an allergic reaction and emergency procedures.
- Take reasonable steps to reduce the risk of exposure to known allergens.

Medication

The Visit Leader will ensure that:

- Required medication is taken on the visit.
- Medication remains accessible when needed.
- Staff know who is responsible for carrying medication.
- Arrangements are in place for the storage of medication where necessary.
- Medication administration follows school procedures.

Examples may include:

- Adrenaline auto-injectors (EpiPens)
- Asthma inhalers
- Diabetes medication
- Emergency seizure medication

First Aid Provision

The level of first aid provision will be determined according to:

- The nature of the activity.

- The number and age of participants.
- Medical needs within the group.
- Remoteness of the venue.
- Availability of emergency services.

Emergency Response

In the event of a medical emergency:

1. Immediate action will be taken to safeguard the pupil.
2. Emergency medication will be administered where appropriate and authorised.
3. Emergency services will be contacted where required.
4. The Visit Leader will inform the school emergency contact.
5. Parents/carers will be informed as soon as reasonably practicable.

All incidents must be recorded and reported in accordance with school procedures.

Residential Visits

For residential visits, Visit Leaders must additionally consider:

- Catering arrangements.
- Access to emergency medical support.
- Secure storage of medication.
- Overnight supervision arrangements.
- Medical information sharing with accommodation providers where appropriate.

Responsibilities

Visit Leader

Responsible for ensuring medical needs and allergy risks are considered during planning and throughout the visit.

Accompanying Staff

Responsible for following agreed medical and emergency procedures and reporting concerns immediately.

Parents/Carers

Responsible for providing accurate and up-to-date medical information and supplying necessary medication before the visit.

Review

Following any medical incident, near miss or significant change in guidance, procedures will be reviewed by the Educational Visits Coordinator and Principal. This appendix should be read alongside the school's Alternative Provision Policy.

Appendix 9: Alternative Provision, Work Experience and External Provider Visits

Purpose

This appendix outlines the arrangements for visits involving Alternative Provision (AP), work experience, employer engagement, college link courses, vocational programmes and other external education providers.

Scope

This appendix applies to:

- Alternative Provision placements
- College link courses
- Vocational training courses
- Work experience placements
- Employer visits
- Careers-related learning activities
- Regular off-site educational provision

Approval Process

All placements and visits must:

- Have a clear educational purpose.
- Be approved through the school's educational visits procedures.
- Be appropriately risk assessed.
- Meet safeguarding requirements.
- Be recorded through the school's approved systems where required.

Provider Checks

Before pupils attend an external provider, the school will consider:

- Safeguarding arrangements.
- Health and safety arrangements.
- Insurance arrangements.

- Staff qualifications where relevant.
- Emergency procedures.
- Suitability of the environment.

The school may request copies of relevant policies, risk assessments or safeguarding information where appropriate.

Supervision

The school will determine appropriate supervision arrangements based on:

- Age and maturity of pupils.
- Nature of the activity.
- Duration of the placement.
- Level of risk.
- Experience of the provider.

Clear arrangements must be established regarding responsibility for pupils during the activity.

Safeguarding

The Visit Leader or designated member of staff must ensure:

- Safeguarding responsibilities are clearly understood.
- Pupils know how to report concerns.
- Emergency contact details are available.
- Attendance arrangements are clear.
- Procedures are in place for managing concerns or incidents.

Work Experience

For work experience activities:

- Appropriate placement checks will be undertaken by SWEP (paid independent checking organisation).
- Risk assessments will be reviewed where required.
- Pupils and parents will be provided with relevant guidance before the placement begins.
- Contact arrangements during the placement will be clearly established.

Alternative Provision

Where pupils attend Alternative Provision:

- Attendance will be monitored.

- Communication arrangements between the school and provider will be established.
- Safeguarding concerns will be reported in line with agreed procedures.
- Progress and engagement will be reviewed regularly.

Emergency Procedures

In the event of an emergency:

- The provider should follow their emergency procedures.
- The school must be informed as soon as reasonably practicable.
- Parents/carers will be contacted in accordance with school procedures.
- Any serious incidents must be reported to the Principal and EVC.

Review

Alternative Provision and external provider arrangements will be reviewed periodically by the Principal and EVC to ensure ongoing suitability and compliance with safeguarding and health and safety requirements.