

High Tunstall College of Science



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Educational Visits, Outdoor Learning and Adventurous Activities Policy

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Stakeholder Consulted	- Quality of Education Committee
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Responsibility for Review	- Assistant Headteacher (Compliance)

Contents

[Statement of intent](#)

1. [Legal Framework](#)
2. [Scope and Responsibilities](#)
3. [Establishment Policy and Procedures](#)
4. [Planning and Approval Procedures](#)
5. **[Updated]** [Visit Planning and Management System](#)
6. [Risk Management and Incident Management](#)
7. [Monitoring of visits and procedures](#)
8. [Charges for Off-site Activities and Visits](#)
9. [Inclusion and SEND](#)
10. [Safeguarding](#)
11. [Behaviour](#)
12. [Insurance](#)
13. [Transport](#)
14. [Missing person procedure](#)
15. [Evaluating trips and visits](#)
16. **[Updated]** [Monitoring and review](#)

Appendices

1. [Local Learning Area](#)

Statement of intent

This policy sets out the establishment-based procedures within which all employees must operate. Further details can be gained by referring to the college policies on the school bus.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. **[Updated]** Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'.

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy.

2. **[Updated]** Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people both in the UK and abroad. It does not apply to work-experience placements, work related learning or alternative provision.

The Headteacher has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Handbook.

[Updated] The Educational Visits Co-ordinator is: Mr. David B Pickford.

Educational Visits Administrative Support is performed by: Miss Megan Sotheran.

3. Establishment policy and procedures

This policy has been adopted by the governing body as its policy and procedures. The governing body recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, additional approval and monitoring through North Yorkshire Outdoor Learning. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the college policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a normal part of our educational provision during the college day and information regarding the nature of the types of visits will be included in our prospectus, parent planner, social media communications, website or by letter with the consent form attached.

[Updated] We will always aim to fully inform parents by either letter, text, email, School Synergy message or phone call of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice, and we will always aim to notify parents that their child will be offsite, but this may not be possible.

Non-routine consent: Written consent will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by either letter, text, email or phone call of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits, and adventurous activities. We will fully inform parents by letter and, if appropriate, by a visit parental information event, of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management System alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by High Tunstall College of Science.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by High Tunstall College of Science.

4. Planning and approval procedures

Visit leaders should follow the procedures on the Staff Internet via Synergy, college policy, establishment policy, guidance, local procedures, and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm.

At High Tunstall College of Science, we have identified a Local Learning Area which includes all the places that we visit and the activities that we undertake routinely. Details of our Local Learning Area are contained within the appendix which includes generic risk assessment. Wherever the need arises additional risks and significant findings will be recorded using event specific risk assessment.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the college policy.

5. **[Updated]** Visit Planning and Management System

Evolve is the web-based system used to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own account, which is set up by the Educational Visits Coordinator.

[Updated] Group leaders who lead any adventurous activity visit (others than where there are external deliverers) must upload a copy of their BELA to the Evolve system and include in the risk assessment. For any of the team attending who hold First Aid qualification, a copy of their certificate needs uploading to the Staff Awards section by them. Any other competence or certification for any of the team must be included - either certificate or professional statement of competency.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas

- Residential
- Adventurous (provider led)
- Adventurous (self-led).

Visits will be recorded as detailed in the summary table below.

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the college policy.

Governing Body:

The governing body has a strategic role to set the vision and direction of the college and has responsibility for its educational and financial performance. To enable this, it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained, and financial regulations are adhered to.

Additionally, as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the College policy. The governing body delegate the scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: Visits abroad, all adventurous activities, residential visits and non-local day visits.

Educational Visits Co-ordinator: Local walking visits, bike ability training, local sports fixtures and local swimming visits.

Visit planning approval summary table for High Tunstall College of Science.

Criteria	Planning/Recording Process	Risk Management	Final Approval
On-site/Local Learning Area/ Local Area Visits	Recorded on Evolve	LLA risk management supplemented by specific documentation where necessary	EVC/Head
Day Visit outside Local Learning Area	Recorded on Evolve	College risk manages journey and non-provider led activities using LLA risk management supplemented by specific	EVC/Head

		documentation where necessary	
Overseas	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Residential	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Adventure, provider led	Recorded on Evolve	Provider risk manages activities School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	Adviser
Adventure, self-led	Recorded on Evolve	Local Learning Policy/Specific Risk Management	Adviser

6. Risk Management and Incident Management

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

For the duration of all off-site visits and activities there will be a nominated suitable person providing 24/7 cover. This emergency contact will have secure access to all details of the visit including medical and next-of-kin information for all young people, accompanying staff and other adults. In addition, they will have access to Council emergency numbers.

In the case of an incident during a visit, all members of staff will follow the establishment's incident management plan and by contacting the nominated EVC, Headteacher or nominated suitable person providing 24/7 cover.

7. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

8. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DFE guidance document 'Charging for school activities' (2018). Reference should also be made to the Charging and Remissions Policy.

It is important to understand that there are some trips that require a deposit to be paid to secure a place on them. It is essential to clarify that this deposit is **non-refundable**. This policy is in place to ensure the smooth planning of the trip, including booking accommodations, transportation, and activities well in advance.

It is recognised that unforeseen circumstance can arise, leading to changes in plans. However, please be advised that once the deposit is paid, it cannot be refunded under any circumstance.

9. Inclusion and SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to the SEND policy.

10. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in college policies and local procedures. Reference should also be made to the Safeguarding Policy and Child Protection Policy.

For residential trips the visit leader will judge if it is not appropriate for a single student from a younger year group to be placed in a room with a group of older students. In practical terms, groupings may not fit into rooms by a student age. If students are across year groups the visit leader would seek, where possible, to group rooms by closely aged student groups or with more than one student from each year group placed together.

11. Behaviour

Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place. Young people, parents and carers will be made aware of the code of behaviour, expectations of young people and sanctions which may be invoked should the code be breached.

In addition, parents and carers will be made aware of their responsibilities for removing young people in prescribed circumstances. Reference should also be made to the High Tunstall College of Science Behaviour Policy.

12. Insurance

Young people participating in visits and activities will have either appropriate insurance arranged independently by the tour company operator or via Hartlepool Insurance. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

13. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow the specialist guidance provided by High Tunstall College of Science.

14. Missing person procedure

The college places student and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The Educational Visits Coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a student with SEND, the Educational Visits Coordinator will ensure an adult is always with them if their need requires this, and that the visit is adequately modified to suit the student's needs in accordance with this policy.

Everyone on the trip will be provided with a contact number for access to members of staff, in the event they are unable to locate their group. All staff members and students will be required to carry mobile phones with them at all times. If a student doesn't own a mobile phone, they will be paired up with a student who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where students and adults should go if they become separated from the rest of the group. Students and staff will wear college branded clothing, in order to make them easily identifiable.

Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly
- If the person cannot be contacted or located within ten (10) minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted
- If the police are called, the trip leader will contact the Headteacher, or other available person, back at the college and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to college. If this is not possible, e.g. when a trip is taking place abroad, the Educational Visits Coordinator

will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group
- Review whether more registers should be conducted throughout the day
- Assess which venues they attend to ensure they are suitable for the group
- Make recommendations to the Educational Visits Coordinator to ensure similar incidents can be avoided in the future.

15. Evaluating trips and visits

Following an educational trip and/or visit, the Educational Visit Coordinator will meet with any staff members present on the trip, if deemed relevant, to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

16. [Updated] Monitoring and review

The effectiveness of this policy will be monitored by the Headteacher. The governing board will review this policy annually. The scheduled review date for this policy is February 2027.

[Updated] Appendix 1 - Local Learning Area Boundaries

The boundaries of the locality are separate for:

- High Tunstall College of Science Elwick Road campus
- High Tunstall College of Science Wynyard Road CREATE facility.

These locations within a twenty-five (25) minute walking distance from each of the college campuses.

For the Elwick Road campus this area includes the following frequently used venues: e.g.

- Ward Jackson Park
- Elwick Village
- Summerhill
- Historic Quay (Royal Navy Museum)
- Tesco/Aldi
- West Park Primary School
- Throston Primary School.

For our CREATE centre their Local Learning Areas includes:

- Seaton
- Summerhill
- Aldi/Lidl
- Throston Primary School.

We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure.

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

- Road traffic
- Other people / members of the public / animals
- Losing a student
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Headteacher and EVC must give approval before a group leaves. Following a signed SLT Proposal Form this is the completion of the visit on the Evolve system and receipt of an approval from the EVC
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the college
- There will be a minimum of one adult for a local visit but the number of adults accompanying a visit will be dependent upon the group, student needs and the activities/venue
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques
- Students have been trained and have practiced standard techniques for road crossings in a group
- Where appropriate, students are fully briefed on what to do if they become separated from the group
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum
- 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 will deposit in the office a list of all students and staff, a proposed route, and an estimated time of return
- A College mobile is taken with each group, if appropriate, and the office have a note of the number
- Appropriate personal protective equipment is taken when needed (e.g. gloves, wellies, goggles).