

Educational Visits Policy

1. Introduction

Turning Point Leeds (TPL) recognises the value of educational visits in broadening learning, building resilience, and supporting pupils' social, emotional, and mental health development. We are committed to ensuring that all visits are planned and delivered safely, inclusively, and in partnership with host schools and families.

2. Purpose

The purpose of this policy is to:

- Provide a clear framework for planning, authorising, and delivering educational visits.
- Ensure the safety and wellbeing of all pupils, staff, and volunteers.
- Ensure compliance with statutory health and safety requirements.
- Maintain clear communication with host schools, parents/carers, and external agencies.

3. Principles

- **Safety First:** Risk management is integral to all planning and delivery.
- **Safeguarding Priority:** Where a visit raises safeguarding concerns, the TPL DSL will always inform the host school DSL.
- **Inclusivity:** All pupils have the right to participate, with reasonable adjustments made for SEND/medical needs.
- **Educational Value:** Visits must contribute to the curriculum, personal development, or wellbeing.
- **Collaboration:** Host schools and parents/carers are partners in planning and supporting visits.

4. Planning Procedures

1. Proposal and Approval

- Staff proposing a visit must submit details (purpose, location, pupils involved, staffing) to a TPL Director.
- Directors authorise visits once risk assessments are complete and safeguarding checks are in place.

2. Risk Assessment

- A full risk assessment must be completed before each visit.
- Risks must be considered for the journey, venue, activities, and individual pupils.
- Directors must sign off all risk assessments before departure.

3. Parental and Host School Consent

- Parents/carers are provided with information and asked for written consent.
- Host schools are notified of all visits, with DSLs consulted for safeguarding or medical considerations.

4. Staffing and Supervision

- Appropriate staff-to-pupil ratios are maintained (considering needs and risks).
- At least one trained first aider is present on all visits.
- All staff are briefed on safeguarding, supervision, and emergency procedures.

5. Transport

- Only approved transport providers or school vehicles will be used.
- Seatbelts must be worn at all times.
- Pupils remain supervised throughout journeys.

5. During the Visit

- Staff maintain headcounts and supervision at all times.
- Pupils are briefed on behaviour expectations and safety rules before and during the visit.
- A Director or designated trip leader carries all emergency contact details, medical information, and consent forms.
- Safeguarding incidents are reported immediately to the TPL DSL, who will also inform the host school DSL.

6. Emergency Procedures

- In case of an accident or emergency:
 - First aid is given by a qualified staff member.
 - Emergency services are contacted if necessary.
 - The TPL Director and DSL are informed immediately.
 - Parents/carers and the host school are updated as soon as practicable.
- All incidents are logged and reviewed following the visit.

7. Post-Visit Review

- Staff and pupils reflect on the visit to evaluate safety and educational impact.
- Risk assessments are updated based on lessons learned.
- Feedback is shared with Directors and host schools.

8. Roles and Responsibilities

- **Directors:** Authorise visits, oversee risk management, and ensure compliance.
- **Trip Leader:** Plans and leads the visit, completes risk assessments, and ensures safeguarding procedures.
- **Staff:** Supervise pupils, follow safeguarding procedures, and support trip leader.
- **Parents/Carers:** Provide consent and relevant medical/safeguarding information.
- **Host Schools:** Provide pupil information and collaborate on safeguarding and SEND needs.

9. Monitoring and Review

- Directors review visits termly to ensure standards are maintained.
- Patterns or recurring issues are identified and addressed.
- This policy is reviewed annually, or sooner if statutory guidance changes.

10. Linked Policies

- Risk Assessment Policy
- Safeguarding & Child Protection Policy
- Medical Emergencies Policy
- Behaviour & Anti-Bullying Policy
- Health & Safety Policy

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Next Review August 2026