



SUPPORTING EDUCATION FOR THE NEXT GENERATION

U-Educate Trips & Visits Policy- September 2025

Statement of Intent

U-educate recognises the significant benefits of extracurricular activities in enhancing students' learning experiences. Engaging in outdoor learning, offsite visits, and learning outside the classroom positively impacts young people's development.

U-Educate is committed to providing students with opportunities to learn beyond the classroom, thereby enriching their knowledge, skills, and overall educational journey. U-educate prioritises the health and wellbeing of both staff and students. This policy aligns with the DfE HSE guidance and the National Guidance from the Outdoor Education Advisors Panel (OEAP), detailing the Trust's responsibilities for safeguarding all participants during educational visits and school trips.

Adhering to the DfE's 2014 guidelines on Health and Safety Advice on Legal Duties and Powers, which replaced previous guidance documents from 2001 and 1998, U-educate ensures that all staff follow the professional standards for teachers and the code of conduct for support staff. This includes adherence to The Guide to Safer Working Practice for Staff in Schools and current safeguarding guidance such as 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children', in addition to the U-educate Safeguarding Policy and individual school policies on safeguarding and educational visits.

This comprehensive approach ensures the health and safety of all participants, maintains the educational quality of visits, and supports sound financial planning. Each provision within U-educate will adapt this guidance to fit their specific context.

Legal Framework

1.1 This policy is informed by relevant legislation, including but not limited to:

- Health and Safety at Work etc. Act 1974

- DfE guidance on health and safety on educational visits, accessible at:

[<https://www.gov.uk/government/publications/health-and-safety-on-educationalvisits>]

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Although the HASPEV guidance is over 20 years old, it remains a foundational resource, now supplemented by the Outdoor Education Advisors Panel (OEAP) National Guidance, available at: [\[https://oeapng.info/\]\(https://oeapng.info/\)](https://oeapng.info/)

1.2 This policy also considers the following guidance:

- 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'
- 'Keeping Children Safe in Education 2022'
- 'A Guide to Safer Working Practice 2022'

1.3 This policy should be used in conjunction with the latest versions of the following policies:

- Complaints Procedures Policy
- Behavioural Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Minibus Policy
- SEND Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Medicines in School Policy

2. Definitions

2.1. 'In loco parentis' : This term means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent.

2.2. 'School trip': This includes any sports fixture, educational visit, foreign exchange trip, away-day, or residential holiday organised by the provision that takes students and staff members off-site. The term LOfC (Learning Outside the Classroom) is used within this document to cover such activities.

2.3. 'Residential': Any school trip that includes an overnight stay.

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2.4. 'Adventurous activities': These include, but are not limited to:

- Trekking/horse riding
- Caving/river gorge walking/scrambling
- Skiing/snowboarding, including indoor and dry slopes
- Water sports, including coasteering/coast scrambling, canoeing, sailing, rafting, paddleboarding, kayaking, snorkelling, water skiing
- Climbing/abseiling, including man-made indoor walls
- Any overseas visit
- Residential or overnight stays, home or abroad
- Fieldwork in coastal, river, or upland venues
- Multi-activities, including those delivered by an outside provider
- Hill walking and mountaineering
- Open country activities, beyond 30 minutes from the nearest refuge and above 550 meters
- Camping/kite surfing/trampoline parks
- Any form of motor sport/shooting archery, including laser tag, paintball, and airsoft/mountain biking
- Duke of Edinburgh Award Expeditions

Further details can be found in the Outdoor Education Advisors Panel (OEAP) guidance and in Appendix One, which includes reference to the OEAP Radar Diagram, useful for determining whether an activity should be classified as adventurous.

2.5. Important Note: 'Adventurous activities' require a different response in terms of scrutiny by the Outdoor Education Advisor (OEA), specific risk assessments, and the length of notice required for permission.

3. Key Roles and Responsibilities

3.1. The Directors of U-Educate are responsible for:

- Ensuring this policy complies with national legislation.
- The overall implementation of this policy.
- Ensuring the policy does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability, or sexual orientation
- Ensuring educational trips and visits positively impact students' lives by teaching new life skills and providing new experiences.

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- Promoting good safeguarding practices to ensure the safety of students and staff during extracurricular trips and activities.
- Providing information and guidance on LOtC by formally adopting OEAP national guidance.
- Delegating authorisation of all adventurous, residential, or overseas LOtC activities to the Directors of U-Educate.
- Ensuring the policy is effective and that adequate support is in place to keep staff and students safe through an annual audit report provided by the Director of Education.
- Ensuring all Educational Visit Coordinators undertake training organised by the OEA every three years.
- Ensuring all Trip Leaders undertake Trip Leaders training organised by the OEA.
- Providing staff involved in LOtC with access to professional advice, support, and training where required.
- Implementing suitable systems and processes to ensure staff training remains up to date.
- Communicating training requirements clearly to all staff, as stated in this document, with further advice and guidance available from the OEA.

3.2. U-educate recognises that these activities can present higher risks to children and has appointed a competent and experienced Outdoor Education Advisor (OEA) approved by the OEAP to mitigate these risks.

3.3. The OEA Advisor will have an overview, of all LOtC activities, provide appropriate risk assessment and safety measure advice, and support Head of Provision/Programme Lead in assessing LOtC activities.

3.4. U-educate acknowledges its full legal responsibility as an employer and the potential consequences of proven civil negligence. The effectiveness of the OEA is crucial for U-educate to fulfil its responsibilities.

3.5. Head of Provision/Programme Lead will approve all activities that are not deemed adventurous, residential, or overseas, with overall responsibility for these visits resting with the directors.

3.6. The Head of Provision/ Programme Lead will initially approve all adventurous, residential, or overseas visits, which the OEA will review, providing guidance on all related visit forms. Provisions must follow this guidance, with the Head of Provision/ Programme Lead consulting the directors for final approval, final decision will sit with the Directors of U-educate.

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3.7. The Director of U-educate will provide final approval for such visits, with the Strategic Lead informing the Directors of U-educate of the approved trips and visits. The directors will receive an annual report confirming all statutory training requirements have been met and detailing the trips and visits undertaken.

3.8. The Directors of U-Educate are responsible for:

- Final approval of all adventurous, residential, or overseas LOtC activities and ensuring regulations and procedures outlined in this policy are in place.
- Preparing the annual audit report.

3.09. The Strategic Lead is responsible for:

- Consulting with Head of Provision/ Programme Lead regarding all LOtC activities to ensure agreement on permission for activities.
- Consulting with the Directors of U-educate on adventurous, residential, or overseas activities after OEA scrutiny, enabling the Directors of U-educate to grant final authorisation.
- Supporting the Directors of Education in preparing an annual report to the policy's effectiveness.

3.10. Head of Provision/Programme Lead is responsible for:

- Final approval of all non-adventurous, residential, or overseas LOtC activities in agreement with the Strategic Lead.
- Consulting with the Strategic Lead on adventurous, residential, or overseas LOtC activities for approval.
- Appointing an EVC or undertaking EVC duties in their absence.
- Day-to-day implementation and management of this policy, potentially delegating to the EVC.
- Ensuring the EVC is competent, trained, and that the relevant paperwork, including risk assessments, for extracurricular trips and activities is completed on time.
- Overseeing the EVC's work to ensure a whole-provision approach to planning and coordinating extracurricular trips and activities.
- Ensuring contingency plans are in place for staff absences on the day of a trip or activity and that an emergency plan is shared and reviewed.

3.11. The Educational Visit Coordinator (EVC) is responsible for:

- Liaising with the Head of Provision/Programme Lead on all matters noted above.
- Overseeing issues and controls regarding extracurricular activities and trips.

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- Coordinating with all relevant parties, including the OEA, Head of Provision/Programme Lead, HR, SENCO, and finance, during the planning and organising of activities and trips.
- Working with the OEA to help staff assess and manage risks.
- Ensuring systems and procedures for educational visits comply with policy requirements.
- Conducting risk assessments before trips and visits to ensure safety.
- Creating and distributing itineraries to parents and staff to ensure organised and safe events.
- Liaising with the designated trip leader.
- Ensuring trip leaders access Trip Leader training and brief their staff according to policy.
- Reporting any problems to the Head of Provision/Programme Lead.

3.12. The designated trip leader is 'in loco parentis' and responsible for:

- Liaising with the EVC to ensure the provision calendar is free for planning an educational visit.
- Identifying the educational/enrichment purpose and benefits of the trip or activity and presenting them to the Head of Provision/Programme Lead /EVC.
- Completing essential documentation, including risk assessments and financial documentation, with the Head of Provision/Programme Lead and EVC.
- Informing parents of the proposed trip or activity well in advance, understanding that some opportunities may arise at short notice.
- Obtaining parental permission, potentially through blanket consent.
- Operating safeguarding measures throughout planning, organisation, and delivery.
- Delegating responsibilities to other staff members on the trip.
- Completing Trip Leader training.
- Ensuring all adults on the trip understand their responsibilities and have undergone necessary checks as per the Safeguarding Policy.
- Appointing a deputy leader to take control if the leader is unwell or unable to continue.
- Consulting with SEND and HR about any additional needs of students or staff requiring extra resources or planning.

3.13. Staff are responsible for:

- Adhering to this policy and applying its principles during extracurricular trips and activities.
- Maximising student safety during trips and activities.
- Liaising with the trip leader to understand responsibilities and ensure smooth trip operation.
- Being aware of students requiring additional support.
- Being prepared with equipment and knowledge of the planned itinerary.
- Keeping spaces visited clean and free from litter.

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3.14. Students are responsible for:

- Following staff instructions and adhering to the trip's Code of Conduct and the provision's Behavioural Policy.
- Bringing necessary equipment or clothing to remain safe.
- Representing the provision well and maintaining personal presentation.
- Keeping visited outdoor spaces and vehicles tidy and litter-free.
- Behaving in accordance with the provisions ethos and Behavioural Policy.

4. Staff Training

4.1 Staff designated as trip leaders will undergo training provided by the OEA.

4.2 Trip leaders must ensure that all supporting staff are thoroughly briefed on their responsibilities during the trip.

4.3 Staff can access professional advice and support from the OEA.

5. Planning School Trips

5.1 Organisers must review and adhere to the following guidelines before planning a trip:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

5.2 Staff planning a visit must follow the procedure outlined in Appendix Two.

5.3 The provision MIS system is used for recording and managing trip details.

5.4 Approval timescales, detailed in Appendix Two, generally require approximately 12 months for international trips, six months for residential trips, three months for adventurous activities, and at least six weeks for other trips. Last-minute opportunities will be considered with safety as the priority.

5.5 Each trip requires appropriate planning, preparation, and approval, varying in complexity and distance. Appendix One provides a risk assessment guide, and staff should seek support from the EVC.

5.6 The trip leader, in coordination with the EVC and OEA, will conduct a comprehensive risk assessment during the planning stage to ensure safety for all participants.

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5.7 The risk assessment must be uploaded to the MIS system as a separate document.

5.8 A risk assessment template is available on MIS system.

5.9 Adventurous activities must be identified and planned in advance and should not be added during the trip.

5.10 When planning water sports or activities near water, the need for instructors and lifeguards will be considered, especially if the facility lacks a trained lifeguard. This includes the use of hotel swimming pools, which require a separate risk assessment.

5.11 The Provision will strive to include all students in trips, potentially by organising multiple smaller trips or selecting venues that accommodate all students.

5.12 If a trip has a maximum capacity, places will be allocated based on a predetermined method, such as a ballot, first-come-first-served, or application process, which will be clearly communicated to parents.

5.13 Consideration must be given to the use of external providers.

5.14 It is advisable to utilise nationally accredited provider assurance schemes such as:

- Learning Outside the Classroom (LOtC) Quality Badge
- Adventure Activities Licensing Service (AALS)
- Adventure Mark
- National Governing Body (NGB) Centre Approval Schemes
- Association of Heads of Outdoor Education Centres (AHOEC) Gold Standard

5.15 Non-accredited providers may be used for certain adventurous activities not covered by the above schemes. Providers must have an AALS license if the activities fall within the scope of AALS licensing.

5.16 If activities are outside the AALS scope, an EVC1 form must be completed on the MIS by the provider.

5.17 For residential accommodations, including campsites, an EVC2 form must be completed on MIS system.

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6. Risk Assessment Process

6.1 U-educate risk assessment process is designed to manage risks while maximising learning opportunities during trips.

6.2 The person conducting the risk assessment must be skilled, competent, understand the risks, and be familiar with the activity.

The process includes:

- Identifying hazards
- Determining who might be harmed and how
- Evaluating risks and deciding on precautions
- Recording findings and implementing them
- Reviewing and updating the assessment as necessary

6.3 Depending on the trip's potential risks, a trip-specific risk assessment may be required. This assessment will be completed using the provided proforma.

7. Preliminary Visits and Vetting Providers

7.1 When considering external providers for activities, the EVC will verify if they hold the 'Learning Outside the Classroom Quality Badge' (LOtC) to ensure they meet nationally recognised standards.

7.2 If a provider lacks the LOtC badge, the EVC will review the following to ensure their suitability:

- Insurance arrangements
- Compliance with legal requirements
- Control measures
- Vehicle use
- Staff competency levels
- Safeguarding policies
- Accommodation suitability
- Subcontracting arrangements
- Necessary licenses

7.3 If an external provider is deemed appropriate, a written agreement will be established outlining each party's responsibilities.

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7.4 Providers not meeting the provision's standards will not be considered.

7.5 The EVC should review the provider's risk assessments. Generally, a public venue does not require a risk assessment and LOfC registered providers have been vetted during accreditation.

7.6 For accommodation providers lacking accreditation, the OEAP website's checklist can be used.

7.7 All visits should be thoroughly researched to ensure the venue's suitability and that facilities and third-party provisions meet the group's requirements, a critical part of risk assessment.

7.8 Conducting a preliminary visit is good practice when feasible. If not possible, gather information from other sources such as websites, brochures or other users.

8. Equal Opportunities

8.1 The Provision promotes equality and does not discriminate against any individual or group of students when organising a trip.

8.2 Extracurricular trips and activities aim to provide new experiences and develop life skills.

8.3 These trips and activities are organised, managed, and conducted in line with the UEducate Equal Opportunities Policy, ensuring that all students are not disadvantaged.

8.4 Any individual showing preferential treatment will face formal disciplinary action.

8.5 Students will be given the opportunity to contribute to the planning and organisation of trips and activities when possible.

8.6 For trips requiring additional payment, fees will be reasonable and assistance will be provided for students who cannot afford the initial fee.



9. Parental Consent

9.1 Parental consent is generally not required for every off-site activity during provision hours. An annual or blanket consent form may be used, but it is good practice to inform parents of these activities to ensure emergency contact numbers are current and to check for any changes in the child's circumstances.

9.2 Written consent is required for:

- Adventurous activities
- Residential trips
- Foreign trips
- Trips outside school hours

9.3 Parents may complete an annual consent form at the start of the academic year for their child to participate in all activities, both on and off-site.

9.4 Separate consent will be sought for trips requiring payment.

9.5 Parents will be informed of activities by letter or email and will have the opportunity to withdraw their child from participation

10. Staffing Ratios/Effective Supervision

10.1 The provision must ensure staffing enables effective supervision of students. Decisions about staffing and supervision should consider:

- Nature and duration of the visit and activities
- Age and development of the group, including special needs
- Gender considerations
- Location and environment of the activity
- Group size, age, development, ability, and needs
- Staff experience and competence
- Impact of staff illness, particularly if they are the sole leader
- Emergency situations and additional demands on staff

10.2 Staffing ratios should be determined through risk assessment. Definitive ratios for specific age groups or activities cannot be set.

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10.3 The EVC must ensure sufficient competent staff to effectively supervise the group during all aspects of the visit.

10.4 Staff from external providers should not be included in supervision ratios. Providers are responsible for delivering and ensuring the safe delivery of the activity. If provision staff have concerns, the activity must stop until safety is assured.

10.5 provision staff are responsible for pastoral supervision during periods such as downtime, transport, and other times when students are not directly instructed by the provider. Clear and effective supervision plans must be in place.

10.6 Staff must maintain effective supervision at all times.

10.7 Consumption of alcohol by supervising staff is not allowed. Further information is available in OEAP guidance.

10.8 For planning purposes, ATLP, in line with OEAP, recommends ratios of 1 to 10 for Key Stage Two and 1 to 15 for Key Stage Three, with smaller ratios for Key Stage One children. These are guidelines and depend on the factors discussed above.

11. Insurance and Licensing

11.1 When planning adventurous activities in the UK or abroad, the EVC will verify that the provider holds a current license.

11.2 U-educate will ensure overall insurance coverage for educational visits. Trip leaders should coordinate with the EVC, who will contact the insurance company regarding additional costs for high-risk activities or locations as specified in provisions procedures.

11.3 Crimes committed against a party member will be reported to local police promptly.

11.4 Medical expenses will be recorded and stored by the EVC.

11.5 Fire Certificates should be checked when possible, and a fire alarm practice should be conducted upon arrival at a residential setting. If this is not feasible, students must be briefed on the process, and staff should ensure clear fire exits and familiarisation with evacuation procedures.

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11.6 Special attention should be given to evacuation procedures when using ferries. Staff should keep students together and inform them of potential risks.

12. Accidents and Incidents: Emergency Procedures/ First Aid

12.1 Risk assessments for each activity and visit will identify risk mitigation measures, including provisions for unstructured or unsupervised time and details on how children can report incidents.

12.2 All trip members should carry photo ID with an 'In Case of Emergency' (ICE) number. For extended visits, designated home contact information (EVC/DSL or another designated person) will be provided for emergency communication.

12.3 Although not legally required, it is good practice for all visits to include a fully trained first aider. First aid training should suit the environment and group, and appropriate first aid kits should be available.

12.4 Trip planning must consider students with specific medical conditions like allergies, asthma, or epilepsy, and ideally, a trained staff member should accompany these students. Lack of a specifically trained person should not prevent a child from attending.

12.5 First aid provision should be verified when using providers. For remote visits, leaders must be aware of how to access additional first aid assistance.

12.6 All accidents must be recorded in the Provisions Accident Book.

12.7 Group text (or equivalent) will be the primary communication method with parents, with a backup plan recommended.

12.8 Trip leaders must maintain regular contact with EVC(s) or a designated person for sending Group Call messages on behalf of the trip.

12.09 For significant delays or incidents resulting in harm, the EVC(s) will be informed to determine appropriate actions:

- For less serious incidents, the trip leader may notify next of kin or parents using Group Call.
- For serious incidents, the EVC will inform the Directors of U-educate

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12.10 Fatal incidents will involve investigation by the Health and Safety Executive and police, focusing on underlying management failures.

12.11 Injuries or deaths outside Great Britain are subject to local laws.

12.12 UK-based trip accidents will follow the school's accident reporting process as per the Health and Safety Policy.

12.13 Written records of incidents, accidents, and near-misses will be reported to the, Programme/Provision Lead for inclusion in the U-educates Directors report.

12.14 Media inquiries will be directed to the Directors of U-educate.

12.15 Staff will be briefed on emergency response protocols.

12.16 Relevant risk assessments will be conducted for trip venues, including evacuation plans.

12.17

Students and staff will be informed of evacuation procedures before entering trip venues, including a rendezvous point.

12.18 Where possible students should wear provision uniforms or provision-branded clothing where appropriate for easy identification.

13. Missing Person Procedure

13.1 Student and staff safety is the top priority on provision trips.

13.2 Extensive risk assessments will be conducted before trips as outlined in section six of this policy.

13.3 The visit leader and EVC will communicate with venues to plan appropriate group sizes.

13.4 For students with SEND, the visit leader and EVC will ensure adequate supervision and modifications as needed.

13.5 Contact details for staff members will be provided to all trip participants

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13.6 Staff will carry mobile phones or be provided with a phone whilst on the trip.

13.7 Upon arrival at each venue, the trip leader will identify a rendezvous point.

13.8 Provision-branded clothing should be worn for easy identification; a buddy system may be implemented.

13.9 Regular headcounts will be conducted throughout the trip.

13.10 If someone goes missing:

- Ensure the safety of remaining participants.
- Assign adults to search for the missing person and maintain phone contact.
- Notify the venue to assist in the search.
- Contact local authorities if the person is not found within 15 minutes.
- Inform the programme/Provision Lead or designated person at the provision.

13.11 Local authorities will oversee the search and provide guidance on notifying next of kin.

13.12 If the missing person is not found, the group will return to the provision or ensure safety if abroad.

13.13 If the missing person is found:

- Review group sizes and staffing ratios.
- Increase register checks if needed.
- Assess venue suitability.
- Report findings to the Programme/Provision Lead and include lessons learned in the report to the Directors.

14. Students with SEND

14.1 Activities and visits will be adapted to include students with SEND whenever possible.

14.2 If adaptation is not feasible, an alternative activity of equal educational value will be provided.

14.3 Students with SEND will be accompanied by a responsible adult during extracurricular trips or visits.

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15. Finance

15.1 The provision adheres to the DfE's 'Charging for School Activities' guidance (2018), charging only for 'optional extras' outside school hours that are not part of the national curriculum, exam syllabus or religious education.

15.2 School trip payments must be made directly to the provision and not through personal accounts.

15.3 Parent letters regarding trips will include cancellation and refund clauses.

15.4 Refunds for cancelled trips due to unforeseeable circumstances are at the CEO's discretion.

15.5 Refunds for student cancellations are at the Programme/Provision Leads discretion and should be detailed in initial trip communications.

15.6 Refund and cancellation policies will be applied equitably to all students.

15.7 Charges will not exceed the actual cost divided by the number of participants.

15.8 Staff must be aware of current travel restrictions due to Covid-19 and follow DfE guidance on deposits, cancellations and payments.

16. International Trips

16.1 International trips will not be considered.

17. Evaluating Trips and Visits

17.1 After a trip, the visit leader will meet with staff to assess the trip's educational value and safeguarding effectiveness.

17.2 Recommendations will be made to improve future trips and visits based on this assessment.



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18. Monitoring and Review

18.1 The Programme/Provision Lead and Directors will monitor the effectiveness of this policy.

18.2 The Directors will review this policy annually and receive an annual report from the EVC.

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Completed by: Adam Gray

Signature:

A handwritten signature in black ink, appearing to read 'Adam Gray', is positioned below the 'Signature:' label.

Role/Position: Director

Date Completed: 02/09/2025

Review Date: 31/08/2026