



Outings and visits policy

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Author: Maz Wilberforce

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1. Policy Statement

At Hawthorn Learning, we believe that offsite visits play a vital role in enriching students' learning, wellbeing, and personal development. We are committed to providing safe, enjoyable, and inclusive experiences for all students, ensuring that risks are managed appropriately and that all visits are planned and delivered in line with statutory guidance and best practice.

2. Scope

This policy applies to all educational visits and offsite activities organised by Hawthorn Learning for students aged 8-17.

3. Aims

- To enhance curriculum learning and personal development through well-planned offsite visits.
- To ensure all visits are safe, inclusive, and accessible.
- To comply with all relevant statutory and safeguarding requirements.

4. Approval Process

- All offsite visits must be authorised by the Headteacher (Maz).
- Risk assessments must be completed and approved before the visit.
- Parental consent must be obtained for each visit.

5. Adult-to-Child Ratio

- The minimum adult-to-child ratio for offsite visits is **1 adult to 4 students (1:4)**.
- For students requiring additional support or for higher-risk activities, the ratio may be reduced (e.g., 1:3 or 1:2) at the Headteacher's discretion.
- At least two adults must accompany any group, regardless of group size, to ensure appropriate cover in case of emergency.

6. Planning and Risk Assessment

- A detailed risk assessment must be completed for each visit, covering:
 - Supervision arrangements and adult-to-child ratio
 - Transport arrangements
 - Medical needs and first aid provision
 - Safeguarding considerations
 - Environmental and activity-specific risks
 - Emergency procedures
- Team members will refer to [DfE guidance on health and safety for school visits](#) and adapt templates as necessary.
- The Headteacher will review and approve all risk assessments.

7. Safeguarding

- All team members and volunteers accompanying visits must have appropriate DBS checks.
- Team members must follow Hawthorn Learning's safeguarding policies at all times.
- Students' individual needs, including SEND and medical needs, will be identified and planned for in advance.

8. Preparation and Communication

- Parents/carers will receive information about the purpose, destination, timings, transport, costs, and required clothing/equipment for each visit.
- Written consent will be obtained from parents/carers for each offsite visit.
- Team members and students will be briefed on safety expectations, groupings, and emergency procedures.

9. During the Visit

- Team members will maintain the agreed 1:6 adult-to-child ratio at all times.
- Regular headcounts will be conducted.
- A first aid kit and at least one trained first aider will be present.
- At least one team member will carry a mobile phone and a list of emergency contacts.
- Any incidents or accidents will be reported to the Headteacher as soon as practicable.

10. Inclusion

- All visits will be planned to be inclusive and accessible to all students, with reasonable adjustments made as required.
- Additional adult support will be provided for students with higher needs.

11. Evaluation

- After each visit, team members will review the visit to identify successes and areas for improvement.
- Feedback will be sought from students, parents/carers, and team members.

Appendix: Example Offsite Visit Risk Assessment Template

Visit Details	Example Entry
Visit name/destination	Museum of Local History
Date(s) of visit	12th May 2024
Lead team member	[Name]
Other adults	[List all accompanying team members/volunteers]
Number of students	12
Ratio (adults:students)	1:6 (2 adults, 12 students)

Key risks identified:

- Road crossings during walk to minibus
- Medical needs (e.g., allergies)
- Lost child
- Behaviour challenges
- Emergency (accident, illness)

Control measures:

- Minimum 1:6 ratio, at least 2 adults
- Full medical/parental info carried by lead team members
- Regular headcounts
- High-visibility vests for students
- Emergency contact list and mobile phone carried
- All team members briefed on safeguarding and behaviour expectations

Emergency procedures:

- Contact Headteacher and emergency services if required
- Remain with pupil(s) until situation is resolved
- Complete incident form on return