

EDUCATIONAL VISITS, OFFSITE ACTIVITIES AND LEARNING OUTSIDE THE CLASSROOM (LOtC) POLICY

Availability of the Policy

This policy applies to the whole College, including boarding provision, and to all educational visits, off-site activities and learning outside the classroom (LOtC).

The policy is publicly available on the College website. A copy may be obtained on request from the College Office and can be provided in large print or other accessible formats where required.

Safeguarding Commitment

The College adopts a whole-College approach to safeguarding, which underpins all educational visits, off-site activities and learning outside the classroom.

The College is committed to safeguarding and promoting the welfare of children and young people. The health, safety and wellbeing of students is paramount and takes precedence over all other considerations.

Scope

This policy applies to all teaching and non-teaching staff, boarding staff (including night and weekend staff), volunteers and accompanying adults, external providers and instructors, and governors and advisory board members.

It applies during and outside normal College hours, including weekends, evenings and holidays, and to day visits, residential visits and overseas visits.

All new staff and volunteers must confirm that they have read, understood and will comply with this policy by signing the Policies Register.

Reviewed: January 2026
Next Review Date: January 2027

Signed:

David Game

John Dalton

CEO and Founder

Principal

Legal Status and Guidance

This policy complies with and has regard to the Education (Independent School Standards) Regulations (England), Keeping Children Safe in Education, Health and Safety on Educational Visits (DfE, 2018), OEAP National Guidance, the Adventure Activities Licensing Regulations (AALA), the National Minimum Standards for Boarding Schools, and the Health and Safety at Work etc. Act 1974.

Monitoring and Review

This policy is subject to continuous monitoring and audit. It is reviewed annually by the Principal and the Governance Advisory Board and will be updated immediately where changes in safeguarding, legislation or best practice require. Any identified weaknesses will be remedied without delay.

Aims of Educational Visits and Learning Outside the Classroom

David Game College is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential

Educational visits and learning outside the classroom enhance curriculum delivery and develop independence, confidence and resilience. They promote students' social, cultural, moral and emotional development and enable students to learn about risk in a managed and educational way.

Types of Visits

The College categorises visits as routine local visits, visits requiring additional planning, and residential or overseas visits. The level of planning, staffing and approval required increases proportionately with the level of risk.

Parental Information, Communication and Consent

Parents and carers will be provided with appropriate information in advance of educational visits. This will normally include details of the itinerary, staffing, supervision arrangements, identified risks, medical provision and emergency contact arrangements.

Written parental consent will be obtained for all residential and overseas visits and for any other visits where consent is required. Emergency contact details for the College and visit staff will be made available to parents for the duration of the visit.

Educational Visits Co-ordinator (EVC)

The College appoints an Educational Visits Co-ordinator (EVC) with appropriate experience and authority. The EVC is Angela Williams.

The EVC advises on planning and risk assessment, scrutinises external providers, assesses staff competence and advises the Principal on visit approval.

Roles and Responsibilities

Principal

The Principal has overall responsibility for approving visits, ensuring safeguarding and health and safety compliance, and ensuring appropriate staffing and training.

Group Leader

The Group Leader is responsible for planning the visit, completing and implementing risk assessments, supervising students and staff, maintaining discipline and welfare, and undertaking dynamic risk assessment during the visit.

Staff, Volunteers and Suitability

All staff and volunteers accompanying educational visits will be subject to appropriate safeguarding checks in line with College policy. Volunteers will be supervised at all times and will not be left in sole charge of students unless they have been appropriately vetted and authorised.

External providers and instructors will be subject to appropriate checks and supervision, unless they are verified as suitably qualified, insured and licensed to take responsibility for specific activities.

Risk Assessment

Pre-Visit Risk Assessment (Mandatory)

A detailed, written College risk assessment must be completed for all visits other than routine local activities. The risk assessment must identify hazards and evaluate risks, specify control measures, be proportionate to the nature of the visit, and be reviewed by the EVC and approved by the Principal. Generic or provider risk assessments may inform planning but do not replace the College's own assessment. Staff are taught and required to engage in dynamic risk assessment once the activity event is actually taking place.

Medical and Health Checks

Before the visit takes place, a full list of participating students must be provided to the College Nursing Team. The nurses will review medical records to identify allergies, medication requirements, physical or mental health risks, and any conditions that may be exacerbated by the visit.

Any medical risks identified must be incorporated into the visit risk assessment, communicated to relevant staff, and supported with appropriate control measures such as medication management, supervision and access to care.

Behaviour, Maturity and Suitability of Students

Risk assessment will include consideration of students' behaviour history, emotional regulation, maturity, ability to follow instructions, and capacity to manage less structured environments safely.

Where a student's behaviour is assessed as presenting an unacceptable risk to themselves, other students, staff or the safe management of the visit, the College reserves the right to exclude that student from the visit. Such decisions will be based on risk assessment rather than punishment, will prioritise safety and welfare, will be communicated clearly to parents or carers, and will include alternative educational provision where appropriate.

Equality, Inclusion and Reasonable Adjustments

The College is committed to ensuring that educational visits are inclusive wherever practicable. Reasonable adjustments will be made to support participation by students with SEND, medical or other additional needs, provided this does not compromise the safety or welfare of the student or others.

Dynamic Risk Assessment

Risk assessment is a continuous process and does not end once the visit begins. Staff must continually monitor changing circumstances, adapt control measures as required and respond immediately to emerging risks. This includes changes in weather, crowd density, student behaviour, fatigue and environmental hazards.

Supervision of Moving Groups

When students are moving as a group, staff will be positioned at the front and rear of the group, with additional staff placed within the group where numbers or risk require. Students will be briefed on expected conduct and boundaries.

Regular headcounts must be undertaken at departure and arrival points, at regular intervals during movement, whenever the group stops or changes direction, and immediately if a concern arises.

Supervision and Ratios

Supervision ratios are determined by risk assessment and take account of students' age and maturity, SEND, medical and mental health needs, behaviour and the level of activity risk. Where 1:1 supervision is required, that adult is not included in the overall ratio.

Transport and Travel Arrangements

All transport arrangements will be risk assessed. The College will use appropriately licensed and insured transport providers, and supervision will be maintained at all times during travel. Seat belts must be worn where provided, and staff will ensure safe embarkation and disembarkation procedures.

External Providers, Licensing, Insurance and First Aid

The College will verify AALA licensing where required, review provider risk assessments, confirm public liability insurance and ensure appropriate first aid provision, either by College staff or external providers. No activity will proceed without these assurances.

Safeguarding on Visits

Safeguarding procedures apply fully off-site. Any disclosure, safeguarding concern or allegation must be acted upon immediately, must not be delayed until return to College, must be reported to the Designated Safeguarding Lead by phone, and must be recorded accurately.

Boarding and Out-of-Hours Arrangements

For residential and boarding-related visits, on-call safeguarding leadership will be available. Overnight supervision and welfare checks will be risk assessed, and missing student procedures will be activated immediately if required.

Missing or Lost Student Procedures

If a student is believed to be missing during a visit, staff will immediately conduct a headcount, initiate local searches where appropriate, and escalate concerns without delay. The Principal and Designated Safeguarding Lead will be informed immediately, and emergency services contacted where required.

Overseas Visits

For overseas visits, additional planning will include confirmation of passport and visa requirements, comprehensive travel insurance, awareness of local laws and customs, and briefing students on expected standards of behaviour and safeguarding risks abroad.

Emergency and Critical Incident Procedures

Group Leaders must be familiar with the College Emergency Response Plan. In an emergency, staff must safeguard students, contact emergency services where required, and inform the Principal immediately.

Staff will carry charged mobile phones and emergency contact details at all times during visits to ensure effective communication.

Complaints and Concerns During Visits

Any concerns or complaints arising during a visit should be raised with the Group Leader in the first instance and escalated to the Principal or Designated Safeguarding Lead as appropriate. All concerns will be managed in line with College procedures.

Evaluation and Record Keeping

All visits are evaluated on completion in order to review the effectiveness of planning, identify learning points and record any incidents or near misses. Documentation is retained in line with College policy.

Conclusion

Educational visits and learning outside the classroom are a valued part of College life. Through detailed pre-visit risk assessment, medical review, behavioural suitability checks, inclusive planning, dynamic supervision and robust safeguarding arrangements, the College ensures that students benefit from enriching experiences while remaining safe.