



Vista Academy Littleport Educational Visits, Off-site Activities, Adventure Activities and Learning Outside of the Classroom Policy

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Document Control

New version number	Key changes from previous version	Date of ratification
1	1. Introduction – inserted paragraph 2 2. Definitions – Types of visits 3 categories added 5.4 Head of School – changed to Headteacher 5.6 Trip leaders expectations added – 5 points 5.6 Planning a Visit at Vista Academy Step-by-Step added – 10 points	08/07/2025
2	Policy reviewed- no changes made	09/09/2025

1. Introduction:

Every year, thousands of children and young people from Cambridgeshire schools, and Children's Services, participate in educational visits or off-site activity sometimes including an adventurous activity as part of their educational experience or personal development. These activities and opportunities are integral to a rounded educational experience which excites, challenges, motivates and stimulates learners. This policy sets out how Vista Academy Littleport will manage this aspect of learning, including health and safety requirements so that young people can discover the world beyond their classrooms and settings.

Educational visits and LOTC activities support students' character development, cultural capital, SMSC provision, and independence. As such, this policy underpins our contribution to the Personal Development judgement in accordance with Ofsted's inspection framework.

2. Definitions:

Adventure Activities: Activities that take place in challenging environments that can present technical or environmental complexity in the organisation or delivery of the activity. Many adventure activities have well established National Governing Bodies that train, assess and validate the competency of staff to lead in the activity.

Educational Visits: All visits with a group of young people that leave a school site, to journey to another location, either during the school day, or for extended periods beyond the school day. This usually does not include work experience or activity in schools on split sites. The activity is planned and organised by the school.

Off-site Activities: Activities that occur away from the base of regular work with children or young people organised by staff who work within Children's Services.

Learning Outside of the Classroom (LOtC): Activity that takes place on the school site, and further afield. Some of this work will be understood as Educational Visits.

Children and Young People: All young people under the care of Children's Services, whether from a school or setting.

Staff: In the context of this policy, Staff are defined as any employee of Vista Academy.

This policy is written for Vista Academy Littleport staff and applies to all trips, visits, and LOTC provision led or arranged by school personnel.

Types of Visits at Vista Academy:

- **Category A:** Local, low-risk (e.g. museum trip, sports match)
- **Category B:** Residential or off-site with increased risk (e.g. overnight trips)
- **Category C:** High-risk or adventure activities (e.g. climbing, kayaking) – require early EVOLVE notification

3. **Application:**

This policy applies to any of the following activities when undertaken by children and young people under the supervision or control (whether pastoral or direct) of Academy staff or which are facilitated by either council, those schools for which it is the employer or those voluntary aided schools that have opted into the policy:

- Off-site activities, visits or excursions;
- Activities that fall within the remit of Learning Outside the Classroom; and
- Adventure Activities.

This policy applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Vista Academy has adopted “*OEAP National Guidance*” as the source guidance for this policy from the website: www.oeapng.info

It is a legal expectation that employees must work within the requirements their employer’s guidance; therefore employees must follow the requirements of “*OEAP National Guidance*”(NG), as well as the requirements of this Policy Statement.

4. **Policy Statement:**

Vista Academy recognises the important role that educational visits, off-site activities, adventurous activities and Learning Outside the Classroom (LOtC) plays in providing a rich and rewarding education for children and young people whatever their age, ability or circumstances.

The Academy actively supports and encourages such activities. In so doing, they recognise that this may involve exposing participants to challenges and risks with which they may not be familiar. Vista Academy will put arrangements and procedures in place to identify and manage these risks, reducing them to an acceptable or tolerable level, ensuring a balancing of the risks against the benefits of the activity. It is the Academy’s policy, so far as is reasonably practicable, that all activities falling within the scope of this policy should:

- Comply with recognised sector best practice guidance with respect to issues falling within the scope of this policy. For the purposes of this policy, this means compliance with the guidance issued by the Outdoor Education Adviser’s Panel

(www.oeapng.info) unless this guidance is specifically over-ridden by a requirement within this or any other CCC or trust health and safety policy;

- Be allocated sufficient resources (time, planning, staff, budget) to enable activities to be undertaken safely;
- There should be a risk management process that is informed by a Risk Benefit Assessment, where the benefits of the proposed activity are balanced against the risks and detailed how the risks can be managed. There may be some background or residual risks elements remaining and these could be viewed as acceptable. Part of the curriculum and learning for young people is to learn how to identify and manage appropriate risk. Where risks to participants are viewed as unacceptable, then the activity must not be carried out until further advice has been sought from the County Council's Outdoor Education Advisor;
- Be monitored, to satisfy the Academy and Trust that the requirements of this policy are being met.

Where activities that fall within the scope of this policy are being provided by a third party, then the Academy will require that:

- Reasonable checks of any external organisations that are contracted to provide any activities, regardless of whether these activities are being carried out on or off-site, are carried out to ensure that they are competent to provide such activities;
- Checks would normally be via an external validation process using an Inspection and Accrediting Body, which may include: The Adventure Activities Licensing Service, The Learning Outside the Classroom Quality Badge (LoTCQB), Adventuremark or sector approval schemes. CCC confirms and endorses the LoTC QB scheme as acceptable without further checks required. Confirmation about an individual Awarding Body schemes should be via the Outdoor Education Adviser.
- The performance of external organisations is adequately monitored to ensure that agreed practices are being met ; and
- The significant findings of monitoring are acted upon and are reported to the appropriate Cambridge County Council Officer (OEA) and/or Governing body.

Where activities involve either travel abroad, or the provision of “adventure activities”, whether led by a member or Academy staff or by a third party provider, then the Academy requires that these be notified via EVOLVE for outline approval early in the planning stages

To secure these policy objectives, the Academy will put arrangements in place to:

- Establish and maintain systems and procedures to enable the setting to comply with the requirements of this policy. Specifically, the Academy will be required to record and manage activities falling within the scope of this policy using the “Evolve” system; with regular local visits being maintained via a local system;
- Provide competent advice to enable staff with responsibilities for any aspect of this policy to meet any requirements placed on them;
- Provide written guidance and procedures for staff to enable them to fulfil their responsibilities within the scope of this policy;
- Provide access to suitable and sufficient information, instruction and training for all staff organising, facilitating, leading and advising on such activities;
- Comply with reasonable directions and instructions issued by external organisations providing such activities where these are issued in order to secure the health and safety of other persons; and

- Establish structures to enable the reporting of any significant findings of monitoring activity (e.g. incident reports).

5. Organisational Responsibilities and Arrangements:

In addition to the overall responsibilities for managing health & safety matters that are described in the Trust Health and Safety Policies, some specific responsibilities apply in relation to the activities covered by this policy.

5.1 Executive Director: People and Communities

The Executive Director; Children, Education and Families at Cambridge County Council is responsible for:

- Allocating sufficient resources to ensure that adequate competent advice is available to provide advice, guidance and support to settings providing activities falling within the scope of this policy. CCC achieves this requirement by formally appointing an Outdoor Education Adviser;
- Ensure that the requirements of this policy are adequately monitored and that corrective actions are taken, as necessary, to obtain compliance with the requirements of this policy; and
- Report significant failings in this policy to the Chair of Strategic Health and Safety Group so that they can maintain effective oversight of day to day health and safety compliance.

5.2 Outdoor Education Advisor (OEA)

The OEA is appointed by the County Council to provide advice and guidance to duty holders named within this policy so that they can discharge their duties under this policy and any relevant statutory instrument effectively. The OEA is responsible for:

- Maintaining their competence and keeping abreast of legal requirements and sector and industry best practice with regards to activities covered by this policy;
- Report significant changes to legislation, sector and industry best practice to appropriate committees and ensure that employee representatives/ recognised trades unions are consulted on matters of health and safety relating to this policy and any associated procedures (CCC School's Health and Safety Committee – "HASCAM");
- Providing advice and guidance to schools and settings to enable activities to be carried out safely; and
- Monitoring schools and settings to ensure that they are complying with all relevant legislation and the conditions set out within this policy; and
- Reporting the significant findings of monitoring, including any recommended corrective actions, to duty holders so that they can discharge their duties in accordance with this policy.

5.3 Governing Bodies

Governing bodies play a key role in providing oversight of all activities undertaken by the school. They should satisfy themselves that the school has suitable policies and procedures in place to adequately manage and monitor all activities falling within the scope of this policy. The results of monitoring should be discussed at governing body meetings.

5.4 Headteacher

The Headteacher is responsible for ensuring that any activities falling within the scope of this policy and over which they have, to any extent, control are:

- Adequately resourced (in terms of planning, time, staff and budget) to secure compliance with the requirements of this policy and any associated procedures;
- Notified to the County's OEA where required under the terms of this policy;
- Only lead by competent people.
- Risk management systems are in place, using a risk benefit assessment tool to ensure that adequate risk management measures are implemented. For activities provided and delivered by third parties, reasonable checks of the provider, via the above systems should be used. The Headteacher is not responsible for provider's risk assessments and should not undertake any further risk assessments of a providers activities;
- Monitored and any significant findings to the County's OEA and also to the school's Governing Body so that they can maintain effective oversight of these activities.

Headteachers / Managers may appoint a member (or members) of their staff to carry out these duties on their behalf. Where such appointments are made, the Headteachers remains responsible for the standard to be achieved and, as such, they must monitor the performance of these appointed persons (Educational Visits Coordinators - EVC) to ensure that the required tasks are being carried out correctly and competently. Appointment of EVC's should be in writing and should set out clearly what tasks have been delegated to them. EVC's should have sufficient authority (i.e. they should normally be a senior member of staff) to enable them to undertake their role and should be provided with the necessary information, instruction, training and supervision to enable them to discharge their duties effectively.

5.5 Educational Visits Coordinators (EVC)

EVC's are responsible for delivering any tasks devolved to them by their Headteachers. Once appointed, EVC's have an additional responsibility to ensure that they bring any significant failings relating to compliance with this policy and its associated procedures to the attention of their Headteacher.

5.6 Staff

Staff are responsible for taking care of themselves and for others affected by their actions or their omissions. In the context of this policy this means:

- Cooperating with line managers and supervisors by implementing the agreed actions of any risk management process and planning, observing agreed wherever and whenever they undertake or are involved in activities falling within the scope of this policy; and
- Bringing to the attention of management any failings in the risk management process relating to activities falling within the scope of this policy.
- It is an expectation of this Policy that all Academy staff have been formally assessed as competent to undertake such responsibilities as they have been assigned.

Trip Leaders are expected to:

- Complete EVOLVE submission or local form
- Conduct a pre-visit for unfamiliar sites
- Liaise with EVC regarding SEND, medical, or safeguarding needs

- Prepare a trip briefing and parent letter using approved templates
- Debrief with EVC and report any incidents post-visit

Planning a Visit at Vista Academy: Step-by-Step”

1. Idea proposed → check date clashes
2. Gain initial SLT financial approval
3. Log on EVOLVE or local tracker
4. Gather quotes / book transport
5. Parent comms and consent via Evolve
6. All students will receive a pre-visit briefing outlining behaviour expectations, health and safety protocols, and any key safeguarding information.
7. Final checks with EVC → Head approval
8. Briefing packs, medicals, risk assessment
9. Run visit
10. Debrief and report

7. Emergency Planning, Critical Incident Support and Incident Reporting

A critical incident may include an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As an employer, Vista Academy are committed to providing emergency planning procedures to support establishments in the event of a critical incident, facilitated by Cambridge Country Council.

The service work within the Visit Emergency Support Network (VESN).

All health and safety related incidents, including any “near-misses”, arising from activities covered by this policy must be reported to the Council systems.

8. Monitoring and Review

The effectiveness of this policy will be monitored and reviewed in accordance with the Academy’s Health and Safety Policies.

9. Further Advice

All policies and procedures form part of Academy’s employees’ terms and conditions of employment and therefore care should be taken with their application.

Information on how to apply this specific policy is available from Stephen Brown, the County’s OEA. Please contact [Stephen Brown](#) to provide any feedback on this policy.