

# 11. Oakmoor AP Educational Visits and Outings Policy

## OAKMOOR AP CENTRES ALTERNATIVE EDUCATION

### Educational Visits and Outings Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	01/10/2025	Christian Lang	01/10/2026

Role	Name	Date
Director	Christian Lang	01/10/2025

Website: [OakmoorAP.co.uk](http://OakmoorAP.co.uk)

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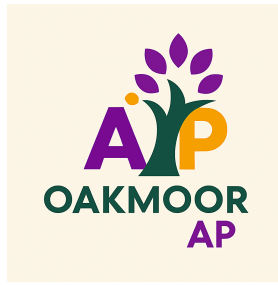
**Oakmoor AP** values the importance of learning outside the classroom and is committed to ensuring that all educational visits are safe, inclusive, and enriching.

#### Policy Statement:

We follow the DfE guidance 'Health and Safety on Educational Visits' (2018) and ensure all visits are appropriately planned and risk assessed.

#### Procedures and Arrangements:

- 1. Planning** - Staff must complete a written risk assessment for each visit, considering travel, venue, supervision ratios, and student needs. The Head of Centre must approve all trips before letters are issued to parents/carers.
- 2. Consent** - Written parental/carers consent must be obtained for each trip. Emergency contact details will be carried by staff throughout the visit.



**3. Supervision** - Ratios are set based on the needs of students (e.g., SEN/SEMH learners may require 1:1 or higher support). A designated trip leader is responsible for all decisions during the visit.

**4. Safety** - A first aider and first aid kit must be available on all trips. Staff will brief students on behaviour expectations, boundaries, and safety rules before departure.

**5. Post-Visit** - Any accidents, near-misses, or safeguarding concerns must be reported to the DSL/Head of Centre and recorded. Feedback is used to improve future visits.

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