



LONGWILL SCHOOL FOR THE DEAF

EDUCATIONAL VISITS POLICY

Safe, inclusive and accessible learning beyond the classroom

JUNE 2026

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School	Longwill School for the Deaf, Bell Hill, Birmingham B31 1LD
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Our visits promise

Longwill will take all reasonable steps to ensure that educational visits are accessible, inclusive, safe and enjoyable, with communication support and appropriate adjustments built into planning.

Policy Statement

Educational visits and learning outside the classroom are an important part of the curriculum and provide valuable opportunities for pupils to develop knowledge, skills, independence, confidence and social understanding.

At Longwill School for Deaf children, we are committed to ensuring that all educational visits are accessible, inclusive, safe and enjoyable. We will take all reasonable steps to remove barriers to participation and provide appropriate communication support so that every pupil can benefit from learning beyond the classroom.

This policy applies to all off-site visits, residential visits, sporting activities, curriculum visits and any learning activity taking place away from the school site.

This policy is based on current Department for Education guidance and the Outdoor Education Advisers Panel (OEAP) National Guidance.

Aims

Educational visits will:

- Enhance and enrich the curriculum.
- Support pupils' personal, social and emotional development.
- Develop independence, resilience and confidence.
- Provide opportunities for real-life learning experiences.
- Promote inclusion and participation for all pupils.
- Enable pupils to develop awareness of different environments and communities.

At Longwill, we believe that all children have the right to experience rich and meaningful learning beyond the classroom. As a Gold Rights Respecting School and a Trauma Informed Attachment Aware School, we are committed to ensuring that educational visits are safe, inclusive, accessible and empowering for every child. Through carefully planned learning experiences, we support pupils to develop confidence, independence, communication skills, resilience and a greater understanding of the world around them.

Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure appropriate policies and procedures are in place.
- Monitor the effectiveness of educational visits arrangements.

Headteacher

The Headteacher will:

- Ensure visits are appropriately planned and approved.
- Ensure staff are suitably trained and competent.

- Ensure adequate resources and support are available.

Educational Visits Coordinator (EVC)

The EVC will:

- Support staff in planning visits.
- Check risk assessments and visit documentation.
- Ensure visits meet legal and school requirements.
- Maintain appropriate records.

Visit Leader

The Visit Leader will:

- Plan and lead the visit safely.
- Complete risk assessments.
- Ensure appropriate supervision.
- Brief staff, volunteers and pupils.
- Manage any incidents or emergencies.

Inclusion and Accessibility

At Longwill School for Deaf Children, we believe that all pupils should have access to educational visits wherever reasonably possible.

When planning visits, staff will consider:

- Communication needs of our pupils.
- BSL support requirements.
- Accessibility of venues and activities.
- Medical and personal care needs.
- Mobility and sensory requirements.
- Individual risk assessments where necessary.

Reasonable adjustments will be made to enable participation and ensure pupils are fully included.

Planning and Risk Assessment

All visits must be carefully planned.

Planning will include:

- Educational purpose and learning outcomes.
- Suitability of the venue.
- Staffing and supervision arrangements.
- Medical and safeguarding considerations.
- Transport arrangements.
- Emergency procedures.
- Communication arrangements for pupils.

A written risk assessment will be completed where appropriate and proportionate to the activity. Risk assessments will focus on significant hazards and the measures needed to reduce risks to an acceptable level.

Supervision

The level of supervision will depend on:

- Age and maturity of pupils.
- Nature of the activity.
- Communication needs.
- Behaviour and medical needs.
- Environment and location.

Staffing ratios will be determined through risk assessment and will ensure effective supervision at all times.

Communication Support

At Longwill, communication access is central to all educational visits.

Visit leaders will ensure:

- Pupils can access safety instructions and briefings.
- Emergency information is communicated effectively.
- Visual information is available where possible.
- External providers understand pupils' communication needs.

Transport

All transport arrangements must be safe, suitable and appropriately insured.

When using coaches, minibuses or taxis, the school will use reputable providers and ensure that all legal requirements are met. Staff using private vehicles for school purposes must have appropriate insurance cover.

Safeguarding

All educational visits will be conducted in line with the school's safeguarding and child protection policies.

Volunteers will be appropriately supervised and DBS checks undertaken where required. Staff and volunteers must understand their safeguarding responsibilities throughout the visit.

Medical Needs

Visit leaders will:

- Obtain relevant medical information before the visit.
- Ensure required medication is available.
- Make arrangements for pupils with health care plans.
- Ensure staff understand emergency medical procedures.

Parental Information and Consent

Parents and carers will receive information about visits, including:

- Purpose of the visit.
- Dates and times.
- Travel arrangements.
- Cost (where applicable).
- Clothing and equipment requirements.
- Emergency contact arrangements.

Parental consent will be obtained in accordance with school procedures. Blanket consent may be used for routine local visits where appropriate.

Residential Visits

Residential visits require enhanced planning and risk assessment.

Additional consideration will be given to:

- Accommodation suitability.
- Communication support.
- Medical and personal care arrangements.
- Safeguarding and supervision.
- Emergency procedures.

Emergency Procedures

All visits will have clear emergency procedures.

Visit leaders will:

- Carry emergency contact information.
- Have access to school emergency contact numbers.
- Report serious incidents immediately.
- Follow the school's Critical Incident Procedures.

Monitoring and Review

The Headteacher and EVC will monitor educational visits to ensure:

- Compliance with this policy.
- Effective risk management.
- High-quality learning experiences.
- Continuous improvement in practice.

This policy will be reviewed annually.

Approval record

Approval field	Record
Approved by	Jessica Rosser, Headteacher
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