Educational Visits Policy

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Version	v1.0
Effective from	1 September 2026
Applies to	All team members across all Pinc College
Policy owner	Chief Student Experience Officer
Next review	Summer 2027

Introduction

Pinc College is committed to providing holistic education of the highest quality and this policy is underpinned by Pinc College values, culture and methodology.

Our college Values

Individual - 'We celebrate everyone'

Inclusive - 'We value and support everyone'

Innovative 'We believe in the power to change'

We foster a culture that is **Respectful, Responsible, Safe and Kind**

The principles of the Pinc Method applies equally to our students and team members in everything we do. Our method holds the individual, their wellbeing and their specific needs in every aspect of our approach.

Policy intent and scope

The College has several campuses that provide appropriate, challenging, and meaningful study programmes to increase employability skills. This policy should be read in conjunction with our health and safety policy and support to learning policy.

This policy relates to activity that takes place off- site

Any reference to the College 'team' in this policy means all staff and volunteers working at each of its campuses.

This policy applies to all members of our college community (including the College team, students, parents/carers, and visitors.

Our College study program puts real world experiences for our students at the forefront of the learning in order to motivate and challenge in addition to studio based learning. Our students will work alongside practicing artists in their own studio spaces, museum and gallery teams within the building we are based in and other creative industries in or around our campuses with well-planned off-site visits. With the benefits for our students preparation for adulthood and progression to higher education or employment opportunities.

Legal Framework

For the purpose of this policy Pinc College formally adopts OEAP National Guidance for offsite visits. oeapng.info

Sections 2 and 3 of the Health and Safety at Work etc. Act 1974 (HSWA) require employers to ensure, "so far as is reasonably practicable", the health, safety and welfare at work of their employees and that others who may be affected (e.g., visit or activity participants) are not exposed to risks to their health and safety. Reducing risks "so far as is reasonably practicable" does not mean that an employer must reduce them as far as physically possible. It means that they must be able to show that the sacrifice

involved in reducing the risks further would be grossly disproportionate to the benefits of risk

reduction that would be achieved.

The following acts of parliament and regulations are relevant to the management of outdoor learning and off-site visits.

OEAP National Guidance identifies relevant legislations as:

The following apply to Wales and our Welsh campus.

The list is not exhaustive – there are other laws which may apply to outdoor learning and off-site visits in certain circumstances.

- Health and Safety at Work etc. Act (1974)
- Unfair Contract Terms Act (1977)
- Limitation Act (1980)
- Health & Safety (First Aid) Regulations (1981)
- Transport Act (1985)
- Children's Act (1989)
- Activity Centres (Young Person's Safety) Act (1995)
- Education Act (1996)
- School Standards and Framework Act (1998)
- Management of Health and Safety at Work Regulations (1999)
- Care Standards Act (2000)
- Education Act (2002)
- Adventure Activities Licensing Regulations (2004)
- Children Act (2004) • Vulnerable Groups Act (2006)
- Motor Vehicles (Wearing of Seat Belts) (Amendment) Regulations (2006)
- Corporate Manslaughter and Corporate Homicide Act (2007)
- Local Transport Act (2008)
- Equality Act (2010)
- Protection of Freedoms Act (2012)
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (2013)
- Children and Families Act (2014)
- Education Workforce Council (Main Functions) (Wales) Regulations (2015)
- General Data Protection Regulation (2016)
- Childcare (Disqualification) Regulations (2018)
- Data Protection Act (2018)
- Package Travel and Linked Travel Arrangements Regulations (2018)
- Coronavirus Act (2020) and associated Health Protection Regulations

The Welsh Government also publishes statutory guidance, and this is available at https://gov.wales/education-skills and https://gov.wales/health-social-care

Responsibilities and Communication

Board of Governors

The overall accountability for ensuring that health and safety and off site visits procedures within the College are adequate rests with the Board of Governors of the College. The Board of Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with relevant legislation. They will: -

- plan to ensure that the College complies with all relevant legislation, statutory requirements.
- have in place procedures to identify hazards and evaluate risk control measures
- create a management structure and periodically monitor its effectiveness, ensuring the Head of Programmes (as Key Manager for health and safety and educational visits co Ordinator) carries out the assigned responsibilities
- discuss health and safety and off-site visits at Board Meetings
- well-planned off-site visits for students, the College team.
- provide safe arrangements for transportation.
- ensure adequate information, instruction, training and supervision
- provide all necessary safety and protective equipment.

The Head of College, is responsible for ensuring the educational visits and trips policy is implemented. They have delegated the co-ordination of the day-to-day operation of educational visits to each Head of Programmes named as educational visits Co-Ordinator throughout this policy.

They assist in the development and maintenance of safe conditions for the College team and students on off site visits.

Our college team are made aware of communication channels for offsite visits, within the College and within the local authority and updates of national guidance. The Head of Programmes will ensure that all off-site visits guidance and advice is kept together in our central recording area. All such advice is communicated to the College team where relevant and incorporated into the College's procedures.

The Board of Governors and Executive Team recognise the valuable contribution to health and safety and off site visits that can be made from the entire College team. Consultation and feedback are carried out on a termly basis. All of the College team are encouraged to contribute to the evolving management of Health and Safety and Off site visits through team briefings, meetings and the termly consultation and feedback processes.

The Executive College Team and Head of College will review Health and safety and off site visits themes presented by the Heads of Programme.

The Head of College and Head of Programme (educational visits co Ordinator) will also ensure the implementation of on-going training for all its team on being:

- recruited or promoted
- exposed to new or increased risks
- introduced to new equipment

- introduced to a new work system.

College Team

Appropriate security checks are made on all team members when they are appointed. For example, ensuring team members hold a current Enhanced DBS checks if working with vulnerable adults (19+).

All of our College team are responsible for monitoring Health and Safety in their own areas or work and for implementing control measures, within their operational remit, including risk assessments for off-site activities.

Our Head of Programmes will take the role of 'Educational visits Co Ordinator' for offsite visits purposes.

Our Head of Programmes will attend training for the above role as advised by OEAP national guidance.

The key functions of an EVC are to:

• Be a champion for all aspects of visits and outdoor learning;

• Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for our young people and contribute towards establishment effectiveness;

• Support/oversee planning so that well considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable and memorable visits and outdoor learning;

• Support the Head of College in ensuring that the establishment fulfils its duty of care and complies with legal requirements regarding outdoor learning and offsite visits –

• Ensure good practice in the provision of visits and outdoor

• Mentor campus team/leaders and aspirant leaders, supporting their ongoing development and training;

• Ensure that leaders are competent to lead the activities and visits to which they are assigned

• Ensure that Disclosure and Barring Service (DBS) disclosures are in place as necessary

• Support leaders to ensure that parents are fully informed about visits, and to obtain parental consent as necessary

• Ensure that emergency arrangements are sufficient, and that there is an emergency contact for each visit

• Monitor provision in the establishment to ensure good practice and compliance with employer and establishment requirements, and to identify any training needs

• Ensure that planning complies with the employer's requirements and that, where required, the arrangements are submitted for approval within agreed timescales.

• Support the Head of College/DSP and governors/trustees in approval decisions so that all those with responsibility have the competence to fulfil their roles;

• Ensure that all activity is reviewed and evaluated, that good practice is shared, and that any issues are followed up –

• Keep records of individual visits including reports of accidents and near-misses;

• Keep the Head of College/DSP and governors/trustees informed about the visits and outdoor learning taking place and their contribution to establishment effectiveness.

All EVCs will undertake EVC Training, followed by revalidation training at least every three years, delivered by a trained OEAP EVC trainer. The EVC will have access to expert advice provided by the employer, such as from a competent Outdoor Education Adviser relevant advisors can be found : OEAP Advisers | (oeapng.info)

Campus team/Visit leaders/assistant visit leaders.

Our campus team will become the Visit leaders for offsite visits.

Visit Leader is the person who has overall responsibility for managing a visit, including for the health and safety of participants and staff, and the supervision, welfare, learning and development of the participants. They should work closely within Legal frameworks and employer systems folder with the EVC when planning a visit and are responsible for deploying the Activity Leaders during a visit.

An Activity Leader is responsible for the management of a group (or subgroup) taking part in a specific activity within a visit, including for their supervision, health, safety, welfare, learning and development. They are responsible to the Visit Leader. An Assistant Leader supports the Visit Leader or an Activity Leader and may be required to take over from them if necessary.

Team Ratios and Planning Decisions about the number of leaders required, and team ratios, should be informed by risk assessment and should take into account the mix of competence needed to fill various roles and the SAGE variables (Staffing, Activity, Group and Environment) see - https://oeapng.info/downloads/download-info/1b-foundations

In the instance that the Visit Leader becomes incapacitated. This might be caused by illness, injury, personal issues or being required elsewhere (such as to look after a sick child).

An appropriate assistant leader will be named and take over the visit.

Visit leader should not carry out any off site visits without approval from their designated EVC - see guidance 3.4k-Visit-or-Activity-Leader.pdf

Procedure

All offsite visits should be approved by the educational visits Co-Ordinator with support from their Head of College.

Risk management

Risk management, in the context of outdoor learning and off-site visits, is a two stage process:

1. Identify the potential benefits to be gained from an activity, and any significant risks to the health and safety of those involved.

2. Plan and implement measures to reduce these risks as low as reasonably practicable without losing the benefits, and use professional judgement to decide whether, in order to gain the benefits, the remaining risks are acceptable.

Pinc college will adopt the Stager framework for the purpose of off site visits risk assessments.

• The 'STAGER' framework described in document 1b Foundations

(Staffing, Timing, Activities, Group, Environment and Remoteness);

https://oeapng.info/downloads/download-info/1b-foundations

The EVC or appointed visit lead will use our central recording system to complete the educational visits Risk assessment log 2 weeks before the visits takes place. Once they have approval for the visit from the regional college lead. The Visit lead must visit the trip location at least 48 hours before the visit takes place to ensure all appropriate risk have been reviewed.

The use of dynamic risk assessments will be present during the visit in the instance of changes to the venue or trip.

A generic risk assessment for campus buildings we are based in and used regularly for educational visits will be stored in our central storing systems.

All risk assessments will be reviewed half termly or soon after an off-site visit takes place.

They will be dated with a time stamp of who reviewed the document too.

Consent and informing parents.

Schools, colleges and other establishments that a child attends as part of their day to-day education or training do not need consent for the child to participate in off site visits that take place during the establishment's normal hours, and which are a part of its secular curriculum (Education Act 2002 section 29).

Consent for visits outside of normal hours will be required and sort for those students under 18.

Consent for Other Matters

• Consent for a child to receive emergency medical treatment, including administration of an anaesthetic or blood transfusion, in the event of an emergency when parents cannot be contacted;

• Consent for the establishment to share personal data such as contact details, medical and behavioural information with third-party providers (under the terms of the establishment's privacy policy);

• Consent for the use of photographs of a child by the establishment or by any provider; • Agreement to any financial or other terms and conditions.

Will all be gathered during the enrolment process for Pinc college.

Pinc College blanket consents take place at the beginning of each academic year and parents will be informed prior to each activity of the full details via the Head of Programme at each individual campus. Further guidance can be found here.

https://oeapng.info/downloads/download-info/4-3d-consent

Emergency procedures during an offsite visit

In the case of an emergency taking place during a Visit the visit lead should follow the

The Emergency Plan

• The EVC should appoint who is calling the emergency services in the case of an emergency prior to the visit in the planning document with a plan B clearly identified.

• Informing parents EVC to identify appointed person to inform parents in the event of an emergency in the planning document.

• EVC to Inform Regional college lead and Head of College in case of emergencies via telephone.

• EVC to identify if extra team are needed at the scene of the incident to support the group;

• EVC to arranging food/drink/shelter/accommodation/transport as necessary.

• EVC will making emergency funds available contact operations where funds are required on campus card – for example, for repatriating a group or for staff and/or parents to travel to the scene of an incident.

• EVC to report any safeguarding issues and alerting social services if necessary.

• EVC to appoint a member of staff to act as a contact point and liaison person for parents etc.

• EVC to make whole college well-being lead aware and arrange counselling and practical support for those affected directly or indirectly – there may be a need for this both immediately and in the long term;

•COO to Informing insurers.

• EVC to arrange practical arrangements for the group travelling back to base and being reunited with parents etc.;

• Head of College and CEO to deal with the media where required.

Inclusion

The Equality Act 2010 defines several protected characteristics: disability; gender reassignment; pregnancy and being on maternity leave; race; religion or belief; sex; sexual orientation. It is illegal to discriminate against someone because of these characteristics, and an employer or establishment must make reasonable adjustments to its facilities or services to include them. Outdoor learning and off-site visits should be available and accessible to all, irrespective of any special educational or medical needs or protected characteristics.

Pinc College will ensure that our students needs can be met within all offsite visits

And have an:

• an entitlement to participate;

• accessibility through adaptation or modification, including the provision of auxiliary aids and services;

• integration through participation with peers.

The EVC will ensure all off site visits are appropriate and relevant for all students attending Pinc College and are relevant to our creative cultural curriculum.

Insurance

Pinc college will ensure all relevant insurance is in place for all college activity including off site visits.

Current and up to date public and employer liability insurance is in place to cover all onsite and offsite activities.

Insurance is displayed on each campus site.

Finance

Where possible all visits and trip costs will be covered by Pinc college as part of the students program of study where small additional charges may apply student and parents will be informed and provision of affordability will be considered.