EDUCATIONAL VISITS & LEARNING OUTSIDE THE CLASSROOM

2026/2027

Written by:	Dayna Suppiah
Date of last review:	September 2026
Date of next review	September 2027

CURRICULUM ACTIVITIES	ENRICHMENT ACTIVITIES
Dayna Suppiah	**Sarah Orchard**
Educational Visits Coordinator	**Educational Visits Coordinator**

1. Introduction

Unified Academy recognises educational visits and learning outside the classroom (LOtC) as an important part of curriculum delivery, enrichment and students' wider personal development. This school-specific policy should be read alongside the current OHC&AT Educational Visits and Learning Outside the Classroom Policy and associated risk assessment, safeguarding, health and safety and risk management procedures.

2. Aims

- Provide safe, purposeful and inclusive opportunities for students to learn beyond the classroom.
- Ensure curriculum activities and enrichment activities are planned, approved and evaluated appropriately.
- Support access and participation through suitable reasonable adjustments and individualised risk management.
- Ensure clear accountability for educational visits through Unified Academy's two-EVC model.

3. Unified Academy EVC Arrangements

Dayna Suppiah - Educational Visits Coordinator (EVC) for Curriculum Activities

Dayna oversees educational visits and LOtC activities arising directly from curriculum delivery. This includes subject-specific visits, curriculum projects, vocational and careers-linked curriculum experiences, off-site learning used to meet curriculum outcomes and other activities that form part of planned teaching and learning.

Sarah Orchard - Educational Visits Coordinator (EVC) for Enrichment Activities

Sarah oversees enrichment visits and activities that sit outside direct curriculum delivery. This includes wider enrichment opportunities, rewards and celebration trips, personal-development experiences and other enrichment activities organised as part of the academy's wider offer. Where an activity contains both a significant curriculum and enrichment element, Dayna and Sarah will agree which EVC will act as the lead. Staff should seek clarification before making bookings or financial commitments where the appropriate route is unclear.

4. Planning and Approval

The appropriate EVC must be involved at an early stage of planning. Routine and local visits must still be planned in advance. No financial commitment should be made until the relevant approvals have been secured.

- Local visits are reviewed and approved through the appropriate Unified Academy EVC.
- Residential, adventurous and overseas visits must be referred through the required OHC&AT approval route, including the external Outdoor Educational Advisor.
- Residential visit risk assessments must also follow the Trust's required safeguarding approval arrangements.
- The Principal must be informed of upcoming educational visit activity and the Local Governing Body informed where required by the Trust policy.

5. Risk Assessment, Safeguarding and Inclusion

All educational visits and LOtC activities must be appropriately risk assessed. Planning must consider the specific students attending, supervision, staffing, transport, first aid, safeguarding, accessibility, behaviour, medical needs where relevant, emergency arrangements and any reasonable adjustments required to enable participation.
Risk assessment is an ongoing process. Visit leaders and accompanying staff must remain alert to changing circumstances and take proportionate action where risks change during an activity.

6. Responsibilities of the EVCs

Within their respective areas, Dayna Suppiah and Sarah Orchard will:

- Liaise with the external Outdoor Educational Advisor where required and ensure visits comply with relevant guidance and Trust procedures.
- Give due consideration to equality, inclusion and students' individual needs.
- Review and approve local educational visits within their designated area of responsibility.
- Seek the required higher-level approval for residential, adventurous or overseas visits.
- Ensure appropriate risk assessments, safeguarding arrangements and academy procedures are in place.
- Ensure relevant parental/carer consent is obtained where required.
- Ensure staff understand the arrangements before, during and after the visit.
- Review visits following completion, including incidents, accidents, concerns and lessons learned.
- Maintain appropriate records and contribute to reporting to the Principal.
- Keep EVC training up to date.

7. Responsibilities of Visit Leaders and Staff

- Identify whether the proposed activity is curriculum-led or enrichment-led and approach the appropriate EVC.
- Provide sufficient planning time and complete all required documentation accurately.
- Ensure they understand the risk assessment, safeguarding arrangements, student-specific needs and emergency procedures.
- Follow agreed staffing and supervision arrangements throughout the activity.
- Report incidents, near misses, safeguarding concerns or significant changes promptly through the correct academy procedures.
- Participate in post-visit evaluation where requested.

8. Emergency Procedures

Each visit must have clear emergency arrangements. For visits extending beyond the academy day, an appropriate home contact must be identified. Significant delays, incidents or circumstances affecting the safety or welfare of students or staff must be communicated to the academy in accordance with Trust and academy procedures.

9. Policy Monitoring and Review

The Principals, Dayna Suppiah and Sarah Orchard will monitor the effectiveness of these school-specific arrangements. They should be reviewed whenever Trust requirements change, following a significant incident, or as part of the academy policy review cycle.

Quick Reference for Staff

TYPE OF ACTIVITY	LEAD EVC
Curriculum / subject visit	Dayna Suppiah
Curriculum project or off-site learning	Dayna Suppiah
Vocational / careers-linked curriculum activity	Dayna Suppiah
Enrichment / wider personal-development activity	Sarah Orchard
Reward / celebration trip	Sarah Orchard
Mixed curriculum and enrichment activity	Dayna and Sarah to agree lead EVC

Trust framework: This academy-specific document sits alongside the current OHC&AT Educational Visits and Learning Outside the Classroom Policy and associated Trust procedures.