DULWICH COLLEGE
FOUNDED 1619

**EDUCATIONAL VISITS (OUTINGS AND EXPEDITIONS) POLICY (YEARS 3 – 13)**

Dulwich College believes that learning beyond the classroom is an essential part of a balanced and holistic education and accordingly offer a wide range of educational visits – outings and expeditions – to pupils across the age range.

Some are directly related to the curriculum or co-curriculum, whilst others are designed to promote cultural awareness, to enhance communication or physical skills, or to develop self-reliance, leadership potential and teamwork. The College believes that all outings and expeditions can extend pupils' knowledge and understanding of the world and make a valuable contribution to their personal development. Given the important role that outings and expeditions play in the co-curricular life of the College, it is envisaged that this policy will assist and not constrain them.

It is a regulatory requirement that schools have an Educational Visits Co-ordinator (or 'EVC'). At Dulwich College, the EVC role is carried out by the Director of Educational Operations (who is also the Head of Outings and Expeditions). The Deputy Master Co-Curricular, Operations & Partnerships and the Head of DUCKS have also completed EVC training.

**Practice**

In the delivery of an extensive outings and expeditions programme, the College seeks:

- To ensure that staff, governors, parents, children and adults involved in the programme have access to the information and guidance which are required to keep all members of the party safe, informed and cared for during College outings and expeditions, and that the responsibilities of College staff are made clear.

- To follow any Department for Education advice on health and safety pertaining to outings and expeditions (particularly Health and Safety on Educational Visits (DfE November 2018)), along with other advice and guidance as appropriate (for example from the Foreign, Commonwealth and Development Office).

- To comply with good practice in relation to the organisation of outings and expeditions including:

    - identifying responsibilities for the planning of outings and expeditions, including: risk assessment, appropriate checking of suitability of venues, supervisors, and staff/pupil ratios;

    - identifying responsibilities for the management of outings and expeditions, including pupil behaviour;

    - appropriate preparation of pupils for the outing or expedition, including those with particular needs;

- appropriate preparation of accompanying staff;
- efficient and appropriate budgeting, and arrangements for transport, meals, insurance and, in the case of expeditions, accommodation;
- appropriate communication with parents and staff; and
- emergency procedures.

The College will make every effort to ensure that outings and expeditions are accessible to all, irrespective of disability, special educational or medical needs. If, despite making reasonable adjustments, there remains an unacceptable risk to the health and safety of a pupil for any of these reasons, or anyone else on the outing or expedition, a decision may be made that it is not appropriate for the pupil to join the trip.

This policy applies to all those involved in the organisation of outings and expeditions. It should be read in conjunction with other College policies including the College's Safeguarding (Child Protection) Policy, Staff Code of Conduct and Health and Safety Policy.

The policy (and handbook – see below) are reviewed regularly and will be updated as necessary to take into account experience gained from outings and expeditions that have taken place and changes to guidance and good practice.

The Director of Educational Operations and members of the College's Senior Management Team lead and accompany educational visits throughout the academic year to monitor the effective implementation of this policy.

**Application**

This policy applies to the Junior, Lower, Middle and Upper Schools. A separate policy is in place for educational visits (outings) organised at DUCKS.

**'Outings' and 'expeditions'**

*Outing:* Means a visit or day trip:

- outside of the College;
- within the United Kingdom; and
- which does not involve a night (or more) away.

Examples of outings include group visits to theatres, concerts, museums, galleries, lectures, or institutions of higher education, one-day fieldwork, coursework or survey visits.

Non-residential sports fixtures (which are listed on SOCS), Community Action placements, timetabled curriculum visits (such as Liberal Studies lessons held at James Allen's Girls' School), Chapel Assemblies, and

authorised university visits organised by Upper School pupils themselves are not treated as 'outings' for the purposes of this policy.

*Expedition:* Means a visit or trip which:

- takes place abroad; and/or
- involves one or more nights away.

Examples of activities which require expedition approval are Combined Cadet Force (CCF) training weekends; Duke of Edinburgh expeditions; language/academic trips to foreign countries; sports trips.

References to a "visit" or a "trip" in this policy are to both outings and expeditions.

**Outing / expedition leaders and outing / expedition supervisors**

The person with overall responsibility for ensuring that that the trip is planned, organised and managed in accordance with this policy is referred to as the 'outing leader' or 'expedition leader', as appropriate.

An 'outing supervisor' or 'expedition supervisor' is any appropriate adult who assists the outing or expedition leader in the supervision of pupils.

Staffing for all outings and expeditions should be discussed with the Director of Educational Operations before being signed off by the Deputy Master Co-curricular, Operations & Partnerships.

**Roles and responsibilities**

*Governing body*: The College's Governing Body has overall responsibility for health and safety within the College, which includes the health and safety of staff, volunteers and pupils participating in outings and expeditions. The Governors have delegated operational responsibility for outings and expeditions to the Master.

*The Master*: The Master has further delegated operational responsibility for outings and expeditions to the Deputy Master Co-curricular, Operations & Partnerships. The College has also appointed the Director of Educational Operations as Educational Visits Coordinator (the 'EVC') to assist the Deputy Master Co-curricular, Operations & Partnerships and members of staff accompanying outings and expeditions with the practical and detailed aspects of planning and approval.

*Director of Educational Operations*: The detailed control of trips and visits and their planning and final approval is conducted by the Director of Educational Operations who is responsible for ensuring that:

- each proposed outing / expedition has a clear, stated objective and benefit to the pupils participating and any unusual risk factors are considered at the outset;
- the date of the proposed visit accords with the College's timetable generally;

- there is a single member of staff responsible for planning and leading each visit (the outing / expedition leader), who is considered by the Deputy Master Co-curricular, Operations & Partnerships, Director of Educational Operations and by the relevant Head of Department to be competent to act as outing / expedition leader;

- the Outing / Expedition Leader is advised on the College's policy and procedures for outings and expeditions and allowed sufficient time to organise them properly;

- training is provided to staff on the organisational aspects of running outings / expeditions at the College;

- adequate safeguarding (child protection) procedures are in place for all outings and expeditions;

- the College's insurance is checked to ensure that it is adequate for the activities notified by the Outing / Expedition Leader;

- all adults accompanying the visit, as notified by the Outing / Expedition Leader, have been properly vetted;

- the ratio of supervisors to pupils is appropriate;

- a first aider attends all outings and expeditions where there is a more significant risk to pupils e.g. DofE expeditions and sports tours etc.;

- risk assessments carried out by the Outing / Expedition Leader are completed and approved;

- details of the trip documentation (date, venue, names of pupils, contact list) and the Outing / Expedition Leader are recorded in advance of any outing / expedition, and that the relevant approval form(s) have been reviewed and signed;

- with the Deputy Master Co-curricular, Operations & Partnerships, Outing / Expedition Leaders have an emergency point of contact, should they experience any issues whilst on an educational visit;

- feedback is gathered from staff and pupils after educational visits, so that this can be used to inform the organisation and running of future outings and expeditions; and

- any non-compliance with this policy is addressed promptly.

*Outing / Expedition Leader*: The outing / expedition leader is responsible for:

- ensuring a list of medical information and contact details are taken on the outing or expedition;

- the outing / expedition has been planned in accordance with the requirements of this policy and in consultation with the Director of Educational Operations as necessary;

- leading the visit, including management of staff, supervision of pupils and on-going risk assessment to ensure the health and safety of the whole group on the outing / expedition; and

- the conduct of pupils on the outing or expedition in accordance with the Behaviour Policy (Years 7-13) and the Junior School Behaviour Policy (as applicable).

*Outing / Expedition Supervisor and other staff*: Other staff and adults accompanying an outing / expedition must:

- do their best to ensure the health and safety of everyone in the group and, in so far as they are responsible for pupils, act as any reasonably prudent parent would do in the same circumstances;

- ensure that they read, understand and comply at all times with the terms of this policy and the Educational Visits (Outings and Expeditions) Handbook;

- follow the instructions of the outing / expedition leader at all times, regardless of their own seniority within the College.

**Regulations and guidelines**

The safety and welfare of pupils is paramount; the College monitors relevant guidance and aims to follow regulations and best practice in force from time to time. This policy has been written with regard to various legislation, guidelines and advice produced by government and by other organisations (as updated from time to time) including the following:

- Health and Safety on Educational Visits (DfE November 2018);

- Health and Safety: responsibilities and duties for schools (DfE April 2022);

- The Outdoor Education Advisers' Panel (OEAP) National Guidance; and

- Adventure Activities Licensing Regulations 2004, which require certain providers of facilities for adventure activities to be licensed.

**Educational visits (outings and expeditions) handbook**

Members of staff leading and supervising outings and expeditions should read this policy in conjunction with the College's "Educational Visits (Outings and Expeditions) Handbook". The Handbook includes detailed guidelines for outings and expeditions regarding matters such as:

- Outing / expedition approvals
- Staffing and ratios
- Budget and costs
- Travel and transport
- Pupil Mobile Phones
- Passports and visas
- College mobiles for staff and emergency contacts
- Expeditions booklet
- Recruiting pupils
- Expedition pack on Microsoft 'Teams'
- Responsibilities of outing / expedition supervisors
- Safeguarding
- Supervision

- Meals (including packed lunches)
- Accommodation
- Insurance (including Global Health Insurance Cards for expeditions)
- Medical (including allergies)
- Risk assessments
- Briefing parents for outings and expeditions
- Briefing pupils for expeditions
- Dealing with delays
- Accidents, emergencies and communication plans
- Reporting
- Data Protection

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| **Policy Owner:** | Deputy Master Co-curricular, Operations & Partnerships |
| **Last Reviewed:** | August 2026 |
| **Date of Next Review:** | Michaelmas Term 2027 |