

EDUCATIONAL VISITS & OFF-SITE ACTIVITIES

January2026
Colegios RC



EL ENCINAR

SIXTH  FORM

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SIXTH FORM VISITS & OFF-SITE ACTIVITIES POLICY

Educational visits and off-site activities form an integral part of the Sixth Form curriculum, enriching students' learning experiences and supporting their personal development beyond the classroom. When carefully planned and safely delivered, visits provide opportunities to strengthen academic learning, deepen cultural awareness, develop leadership and teamwork skills, and cultivate independence and responsibility in line with the values of Highlands School El Encinar and the wider Regnum Christi ethos.

This policy sets out the expectations, procedures and safeguarding measures required for all Sixth Form visits to ensure that every activity is **educationally purposeful, well-supervised, and fully compliant** with relevant UK guidance and best practice frameworks. These include:

- **Department for Education (DfE) guidance** on health and safety for school activities and off-site visits
- **Keeping Children Safe in Education (KCSIE)** statutory safeguarding requirements
- **Outdoor Education Advisors' Panel (OEAP) National Guidance** for planning, approval, leadership, and risk assessment of educational visits
- Internal **Regnum Christi Schools Safe Environment** principles of duty of care, supervision, and pastoral responsibility:

Process Summary

1. Teachers must complete an application form and a full risk assessment
2. Head of School and Safeguarding Lead review, approve or request amendments.
3. Consent and health forms are collected, emergency contacts updated.
4. Teachers must agree to a specific code of conduct with students before visit.

The purpose of this policy is threefold:

1. To safeguard students and staff

Visits must never place young people or adults at unacceptable levels of risk. This policy ensures that hazards are identified, risks are reduced to an acceptable level, and all staff understand their duty of care. The combined use of OEAP guidance and the Scouts UK 5-step model strengthens our ability to anticipate, mitigate and communicate risks clearly.

Recommendations: providers public liability insurance (transport company, organisers, guides...) make a mock trip to ensure risk assessment reflects reality of journey and activity.

Comply with [RC Code of Conduct](#) at all times.

2. To ensure high educational value

Every visit must have a clearly articulated educational purpose, linked either to curriculum objectives or to the broader formation aims of the Sixth Form. A visit should enrich learning, build character, and reflect the school's mission to educate the whole person.

3. To provide a consistent, transparent approval process

A standardised workflow promotes accountability, clarity and quality assurance. This includes:

- completion of the visit application form (appendix 1)
- submission of a formal risk assessment (appendix 2)
- safeguarding review and approval from the Head of School and Safeguarding Lead;
- collection of all consent, medical and contact information (appendix 3 & 4)
- clear communication of expectations and agreements with students (appendix 5)

Following this process ensures that visits are planned with sufficient time, scrutiny and reflection, and that all participants—including staff, students, and parents—understand their roles and responsibilities.

Ultimately, the aim of this policy is to ensure that all Sixth Form visits are **safe, educationally meaningful, and aligned with the values and safeguarding obligations** of Highlands School El Encinar. Through careful planning and adherence to these procedures, school visits become powerful experiences that support students' growth, wellbeing and readiness for life beyond Sixth Form.

Appendix 1: Visit Application Form

Teacher Name & Subject/Responsibilities	
Visit Title	
Educational purpose & Objectives	
Location Date & Time	
Description	
Transport	
Staff Attending	
Cost Details	
Safeguarding Considerations	
Checked & Approved	

Appendix 2: Risk Assessment



Hazard	Likelihood (1-5)	Severity (1-5)	Controls

Sourced from: [Scouts.org.uk](https://www.scouts.org.uk)

Appendix 3: Parental Consent Form

Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for *<name of the student>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
 - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for most off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of student>* suffers from and any medication my child should take during off-site visits:

Signed.....

Date.....

Appendix 4: Health & Emergency Form

[illegible]

*Emergency contact for adults in charge of visit:

Appendix 5: Student Behaviour Contract

Students must follow instructions, stay with group, behave respectfully, and follow safety and device rules.

(Please adapt & add according to visit-plan)

Signature: _____ Date: _____