Cardiff Academy

POLICY /// STUDENT WELFARE AND SAFEGUARDING

Educational Visits and Off-Site Activities Policy

How educational visits, social activities and off-site events are planned, risk-assessed, approved, staffed and supervised, with additional requirements for students under 18, so that students can enjoy enriching activities safely.

REFERENCE	**CA-WEL-09**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Head of Operations (Educational Visits Coordinator)**	APPROVED BY	**Senior Leadership Team (reported to the Board)**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All staff organising or leading activities; students and parents (summary)**	PUBLISHED	**Staff portal; summary in Student Handbook**

RELATED POLICIES CA-HSE-01 Health and Safety; CA-HSE-03 First Aid and Medical Needs; CA-WEL-01 Safeguarding; CA-WEL-07 Missing Student; CA-GOV-04 Business Continuity and Critical Incident

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Purpose

Visits and activities in Cardiff, Wales and the UK enrich learning, support language development, and help students settle. This policy makes sure they are well planned, appropriately supervised and safe.

2 Scope

All activities organised by the Academy that take place away from the Academy premises, including local visits, day trips, residential trips, sports, university visits and social events, and on-site activities outside normal lessons.

3 Roles

Role	Responsibility
Educational Visits Coordinator (EVC) – Head of Operations	Approves low-risk visits; checks planning; keeps records; trains leaders
Principal	Approves residential, overseas and higher-risk activities (for example adventurous activities, water-based activities)
Visit leader	Plans the visit; completes the risk assessment; briefs staff and students; leads on the day
Accompanying staff	Supervise students; follow the visit leader's instructions
DSL	Approves arrangements for under-18s; on call during visits

4 Planning and approval

Category	Examples	Approval	Notice
A – Routine local	Walks to Cardiff Bay, library, museum visits within Cardiff	EVC (covered by a generic risk assessment)	2 working days
B – Day visits	Visits to other cities, castles, universities, coastal areas (not water activities)	EVC	10 working days
C – Higher risk	Residential trips; adventurous activities; water-based activities; overseas trips	Principal	6 weeks

For every Category B and C activity, the visit leader completes the **Visit Plan and Risk Assessment**, covering: the venue and travel; hazards and controls; staffing and ratios; supervision arrangements, including any free time; medical and dietary needs; emergency procedures; communication; and weather and cancellation plans. Licensed providers (AALA licence for adventure activities) and providers holding the LOtC Quality Badge are used where relevant.

5 Staffing and supervision

Group	Minimum ratio
Adults only (Category A/B)	1 member of staff to 20 students, minimum 2 staff for Category B
Groups including under-18s	1 member of staff to 12 students; minimum 2 staff, at least one DSL-trained
Summer School (ages 12–15)	1 to 8
Summer School (ages 16–17)	1 to 12
Higher-risk activities	As set by the risk assessment and provider, never less than the above

- At least one member of staff on every visit is a trained first aider and carries a first aid kit.
- Staff supervising under-18s have enhanced DBS checks.

- Free time for under-18s is allowed only if the risk assessment and parental consent permit, with students in groups of at least three, a fixed meeting point and time, and staff available by phone.

6 Students under 18

- Parental consent to participate is obtained (through the Under-18 Consent Form for routine activities, and specifically for Category C activities).
- Under-18s are not taken to venues where alcohol is the main activity and must not consume alcohol.
- The DSL approves the arrangements for any visit involving under-18s.

7 Before the visit

- Students receive written information: itinerary, meeting point and time, what to bring, cost, the leader's phone number, and expected conduct.
- The visit leader has a list of participants with emergency contacts and medical information, and leaves a copy at the Academy.
- Students who are unwell, or whose behaviour presents a risk, may be excluded from the visit.

8 During the visit

- Head counts at every departure and arrival point.
- Students carry the visit leader's phone number and the Academy's 24-hour emergency number.
- Any incident is dealt with under the emergency procedures in the Visit Plan; serious incidents are reported immediately to the Academy's duty manager, who may activate CA-GOV-04. Missing students: CA-WEL-07.

9 Cancellation and changes

Activities may be cancelled or changed for safety reasons (for example severe weather, transport disruption or security alerts). Students are informed as early as possible and refunds for paid activities are made as published.

10 After the visit

The visit leader completes a short evaluation, including any incidents or near misses. The EVC reviews evaluations termly and updates generic risk assessments.

11 Insurance

The Academy's insurance covers educational visits. Students are advised to have personal travel insurance for residential and overseas trips.

12 Review

This policy is reviewed annually by the EVC.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 20 (proper regard for health and safety, including off-site activities); Standard 38 (social programme)
British Council Accreditation UK criteria	W20 (content of leisure programme and cancellation); W21 (leisure programmes well resourced); W22 (health and safety on all on-site and off-site activities, risk assessments); W23 (staff supervising activities are suitably experienced); S5–S6 (supervision of under-18s)
University partner due diligence	Evidence of risk management for activities involving students
Legislation and statutory guidance	Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Activity Centres (Young Persons' Safety) Regulations 2004 (adventure activities providers); Outdoor Education Advisers' Panel (OEAP) National Guidance (good practice)

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	CA Education Visits Policy (2025); Off-Site Activities Policy; Visits and Trips Policy 2018; Safety on Trips Policy 2017
1.0	October 2026	Head of Operations (Educational Visits Coordinator)	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		