

EDUCATIONAL VISITS

POLICY

CRUMLIN
INTEGRATED
COLLEGE



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1. Executive Summary

Crumlin Integrated College is committed to providing enriching, inclusive and well-planned educational visits that extend learning beyond the classroom. Educational visits play a key role in enabling pupils to **connect, include and champion one another**, reflecting our core values.

This policy establishes clear procedures for planning, approval, delivery and evaluation of educational visits, ensuring:

- High-quality learning experiences
- Strong safeguarding and child protection
- Effective risk management
- Inclusive access for all learners

Educational visits include academic, cultural, sporting and adventurous experiences and are conducted in accordance with **EA Educational Visits Guidance (2018), DENI requirements and ETI frameworks**.

The school recognises that **careful planning reduces risk while enabling valuable experiences**.

2. Aims of the Policy

The Educational Visits Policy aims to:

Learning & Development

- Enhance curriculum learning and real-world engagement
- Promote personal, social and emotional development
- Build confidence, resilience and leadership

Safety & Wellbeing

- Ensure all visits are conducted safely with robust risk assessments
- Prioritise safeguarding and child protection at all times

Inclusion & Equality

- Provide equitable access to all pupils
- Remove barriers to participation

Ethos & Values

- Promote the college mantra: **Connect, Include, Champion**
- Foster respect, responsibility and positive behaviour

Compliance

- Ensure all visits align with EA, DENI and ETI guidance

These aims reflect best practice in ensuring visits support both **learning and wellbeing outcomes**.

3. Legislative and Guidance Framework

This policy operates within:

- **Education Authority (EA) Educational Visits Guidance (2018)**
- **Department of Education (NI) (DENI) policies and circulars**
- **Education and Libraries (NI) Order 2003**
- **Health and Safety at Work (NI) Order 1978**
- **Children (NI) Order 1995**
- **SEN and Disability Order (2005)**
- **Safeguarding and Child Protection Guidance (updated 2023)**
- **ETI Inspection and Self-Evaluation Framework**

Linked school policies include:

- Safeguarding and Child Protection
- Health and Safety
- Positive Behaviour Policy
- Special Educational Needs
- First Aid and Administration of Medication
- Equality and Inclusion
- E-Safety

4. Definition and Categories of Educational Visits

Educational visits are defined as:

Activities that take place away from school and make a significant contribution to learning and development.

Categories

1. **Category 1 – Routine Local Visits**
Regular activities (e.g. sports fixtures)
2. **Category 2 – Day Visits (Non-hazardous)**
(e.g. theatre, fieldwork)
3. **Category 3 – Residential (UK/ROI)**
4. **Category 4 – Residential (International)**
5. **Category 5 – Hazardous Activities**
(e.g. climbing, kayaking, skiing)

5. Planning and Approval Procedures

General Principles

All visits must:

- Be educationally justified
- Be planned in advance
- Follow established approval processes
- Include appropriate risk management (See Template in Appendices pages 14-15)

Approval Process

Categories 1 & 2

- Submission of Educational Visit Approval (EVA) form
- Principal and Board of Governors approval
- Full planning and risk assessment
- Parent consent required
- Records retained for 3 years

Categories 3–5

- Initial approval by Principal and Board of Governors
- Full planning and risk assessment
- Parental briefing and written consent
- Final approval before departure
- Post-visit evaluation required

These staged procedures reflect established EA guidance on safe planning.

6. Risk Management

Risk management is central to all educational visits.

Principles

- Risks cannot be eliminated, but must be controlled
- Visits proceed only where risks are manageable
- Risk assessment is **dynamic and ongoing**

Risk Assessment Includes

- Identifying hazards
- Assessing likelihood and impact
- Implementing control measures
- Sharing information with staff and pupils

If risks are deemed unacceptable, the visit must be modified or cancelled.

7. Safeguarding, Supervision and Ratios

Safeguarding

- All staff and volunteers must be appropriately vetted (Access NI)
- Safeguarding procedures apply throughout

Supervision

- Ratios determined by risk assessment
- Typical guideline: **1:20 (minimum baseline)**
- Higher supervision required for residential/hazardous visits

Considerations

- Age and needs of pupils
- SEN or medical requirements
- Nature of activities
- Experience of staff

8. Inclusion and Equality

Crumlin Integrated College is committed to ensuring all pupils can access educational visits.

We will:

- Make reasonable adjustments for SEN and disabilities
- Provide financial support where possible
- Promote participation across all backgrounds

Educational visits reflect our core value:

👉 **Each learner, each journey, every success**

9. Responsibilities

Board of Governors

- Approve and review policy
- Monitor effectiveness

Principal

- Overall responsibility
- Approves visits
- Ensures compliance with guidance

Assistant Principal

- Oversees planning and compliance
- Ensures risk assessment and safeguarding

Group Leader

- Leads planning and delivery
- Ensures safety and supervision
- Conducts risk assessment

Staff and Volunteers

- Support supervision
- Act in loco parentis

Parents

- Provide consent and relevant information
- Ensure any medication required (with prior consent for administration provided) is available and present at time of educational visit

Pupils

- Follow code of conduct (See Appendices pages 11-13)
- Represent the school positively

10. Transport and Insurance

- All transport must meet legal requirements
- Drivers must hold appropriate licenses
- Insurance must be confirmed in advance
- Additional cover required for international visits

No indemnity agreements may be signed without approval as per EA guidelines.

11. Behaviour and Code of Conduct

All pupils must adhere to the school's behaviour expectations.

Expectations

- Follow staff instructions
- Show respect to others
- Act safely and responsibly

The school reserves the right to:

- Refuse participation based on risk
- Send pupils home early if necessary

12. Communication with Parents

Parents will receive:

- Full visit details
- Risk information
- Emergency contact arrangements
- Behaviour expectations

Clear communication ensures parents can make informed decisions.

13. Mobile Phone and Digital Technology Usage on Educational Visits

13.1 Rationale and Compliance

The use of mobile phones and digital technology during educational visits plays a role in student safety, communication, and learning. However, it must be balanced with safeguarding, child protection, and the minimisation of distraction or disruption.

In line with the **Education Authority (EA) Northern Ireland** guidance on Educational Visits and the school's Safeguarding and Child Protection Policy, the rules governing digital devices vary depending on the nature and duration of the trip.

13.2 Single-Day Educational Visits (1-Day Trips)

For all educational visits lasting one day or less, the guidelines for mobile phones and digital technology strictly align with the school's **E-Safety Policy**.

- **General Rule:** Pupils are generally expected to keep mobile phones switched off and securely stored in their bags during travel and activities, unless explicitly permitted by the Group Leader for educational purposes (e.g., taking photos of exhibits, utilising a specific learning app).
- **Compliance:** Any misuse of devices during a day trip will be handled in accordance with the school's Positive Behaviour Policy and E-Safety Policy.

13.3 Residential Trips and 'Free Time' Allocations

The school recognises that during overnight stays or periods of designated 'free time' (e.g., during a foreign exchange, sports tour, or field trip), mobile phones are vital for pupil autonomy, reassurance, and safety.

- **Permitted Use:** Pupils are permitted to bring and use their personal mobile phones during residential trips and designated 'free time' periods to communicate with parents/carers and peers.
- **Emergency Communication Protocols:** * Prior to the departure or at the start of a free-time allocation, all pupils and parents will be furnished with a dedicated **College mobile phone number**.
 - Pupils must save this number into their contacts immediately.
 - This number connects directly to the Lead Member of Staff/Group Leader and must be used strictly if a pupil requires assistance, becomes separated from the group, or encounters an emergency.
- **Appropriate Use and Safeguarding:** * Pupils remain strictly bound by GDPR and safeguarding regulations.

- Capturing, uploading, or sharing images/videos of other pupils, staff, or members of the public without express permission is strictly prohibited.
- The use of social media must remain responsible and reflect the values of the school at all times.

13.4 Nighttime Protocol (Residential Trips)

To ensure all pupils receive adequate rest and to mitigate the risks of unmonitored overnight device usage (such as cyberbullying, sleep deprivation, or access to inappropriate content), a strict nighttime protocol will be enforced:

'Lights Out' Collection: At the designated 'lights out' time specified by the Group Leader each evening, all mobile phones and internet-enabled digital devices will be collected/removed from pupils by lead staff members.

- **Storage:** Devices will be stored securely by staff overnight.
- **Return of Devices:** Phones will be returned to pupils the following morning at a time determined by the Group Leader (usually around breakfast).
- **Overnight Emergencies:** Parents needing to contact their child urgently overnight must call the designated College mobile number provided prior to the trip. Staff will ensure the pupil is reached immediately.

13.5. Summary of Responsibilities

Stakeholder	Responsibility
Pupils	Ensure their phone is fully charged, keep the College emergency number saved, hand over devices at 'lights out', and use technology responsibly in line with the E-Safety Policy.
Lead Staff / Group Leader	Provide the College mobile number to all participants, monitor appropriate usage, securely collect and store phones overnight, and act as the 24/7 emergency contact.
Parents / Carers	Ensure their child understands these guidelines, reinforce the 'lights out' policy, and use the official College mobile number for any urgent overnight contact.

The school accepts no liability for the loss, theft, or damage of personal digital devices brought on any educational visit. Pupils bring these items entirely at their own risk.

14. Emergency and Critical Incident Planning

All visits must include:

- Emergency procedures
- Named school contact
- Communication protocols

In the event of a critical incident, the school's **Critical Incident Plan** will be implemented.

15. Monitoring and Evaluation

The policy will be:

- Reviewed every **2 years** or after significant change
- Updated in line with DENI/EA guidance
- Evaluated through post-visit reviews and stakeholder feedback

16. Conclusion

Educational visits at Crumlin Integrated College provide invaluable opportunities for pupils to:

- **Connect** with new experiences
- **Include** others in shared learning
- **Champion** their own success and that of others

Through careful planning and a strong commitment to safety and inclusion, every visit will reflect our vision:

Crumlin Integrated College champions every learner to flourish on their unique journey.

Appendices

Crumlin Integrated College

Student Code of Conduct for Educational Visits



At Crumlin Integrated College, we believe that learning extends far beyond the classroom. Educational visits provide invaluable opportunities to enrich your curriculum learning, build resilience, and develop leadership skills. Whether you are participating in a routine local sports fixture (Category 1) or a hazardous international residential trip (Categories 4 & 5), this Code of Conduct ensures that every journey is safe, inclusive, and successful.

Our college tagline guides everything we do: "**Each Learner, Each Journey, Every Success**". While on any off-site visit, you are an ambassador for our school and are expected to uphold our values: **Community, Respect, Unity, Motivation, Leadership, Inclusion, and Nurture**.

1. General Behaviour and Expectations¹

To ensure high-quality learning experiences and robust safety, all pupils must strictly adhere to the school's behaviour expectations.

- **Follow Instructions:** You must follow all instructions given by the Group Leader, school staff, and adult volunteers immediately and without argument. Staff act *in loco parentis* (in place of a parent) during trips and their guidance is paramount for your safety.
- **Represent the College Positively:** Act courteously and responsibly at all times, showing respect to members of the public, transport operators, and venue staff.
- **Uphold Our Core Values:** Actively practice our college mantra to **Connect, Include, and Champion** one another, ensuring no peer is left out or excluded during activities.

2. Safety, Health, and Medication Requirements

Your health and safety are our primary priorities. You and your parents/guardians have direct responsibilities to ensure the trip runs safely:

¹ Where a pupil's ability to adhere to this conduct based on medical or special educational need, this will be identified in the risk assessment and appropriate support put in place to allow the pupil to have fair access to the educational visit.

- **The Critical Asthma Policy:** If you are logged on the school SIMS system as having asthma, **you are strictly responsible for ensuring you have a working inhaler on your person before leaving the school building.** Staff will check this prior to departure. **If you do not have your inhaler, you will not be permitted to attend the trip.**
- **Medication Management:** Your parents must provide prior written consent and relevant medical information for any short-term or long-term medication requirements.
- **Labelling and Storage:** Any medication brought on a trip must be given to the designated staff member and must be clearly labelled with your name, required dosage, and administration details.
- **Reporting Injuries & Concussion Protocol:** You must immediately report any accident, injury, or "near miss" to a member of staff, no matter how minor it seems.
- **"If in Doubt, Sit Them Out":** In line with national concussion guidelines, if you sustain a head injury or show any signs of concussion, you will be immediately removed from all physical activity, sport, or play. You will not be allowed to return to activities that day and must be monitored closely until you can be assessed by a healthcare professional.

3. Transport and Environmental Safety

- **Safe Travel:** While travelling on buses, coaches, or public transport, you must remain seated, wear seatbelts where provided and keep noise to an acceptable level so as not to distract the driver.²
- **Risk Management:** Understand that risk assessments are dynamic and ongoing. If a member of staff modifies an activity due to safety controls or weather conditions, you must cooperate fully and accept the changes cheerfully.
- **Door Safety:** Be mindful of hazards such as finger entrapment on heavy internal, external, or fire doors, particularly at entrances or high-traffic circulation routes where groups congregate.

² Where a pupil's ability to adhere to this conduct based on medical or special educational need, this will be identified in the risk assessment and appropriate support put in place to allow the pupil to have fair access to the educational visit.

4. Mobile Phone and Digital Technology – Educational Visits

Pupils may bring mobile phones on educational visits, but their use must support safety, learning, and respect for others. On single-day trips, phones should be switched off and kept in bags unless a teacher gives permission for educational use. Any misuse will be dealt with under school behaviour and e-safety policies.

On residential trips, pupils may use phones during agreed free time to stay in contact with parents/carers. All pupils must save and use the school's emergency contact number if they need help. Phones must be used responsibly at all times: taking or sharing images without permission, or inappropriate use of social media, is strictly prohibited.

At 'lights out', all devices must be handed to staff and will be returned the following morning. Pupils are responsible for following these rules; the school accepts no liability for loss or damage to personal devices.

5. Enforcement and Sanctions

Compliance with this Code of Conduct is non-negotiable. To protect the safety and wellbeing of the group, the school reserves the following rights:

⚠ Refusal of Participation: The school reserves the right to refuse a pupil's participation in an educational visit before departure if their previous behaviour or an outstanding risk assessment indicates they may pose a risk to themselves or others.

⚠ Sent Home Early: If a pupil seriously breaches this Code of Conduct, acts irresponsibly, or compromises the safety of the group during an educational visit, the school reserves the right to terminate their participation and send them home early at their parents'/guardians' expense.

By participating in educational visits at Crumlin Integrated College, you agree to connect with new experiences safely, include your peers respectfully, and champion every unique journey toward success.

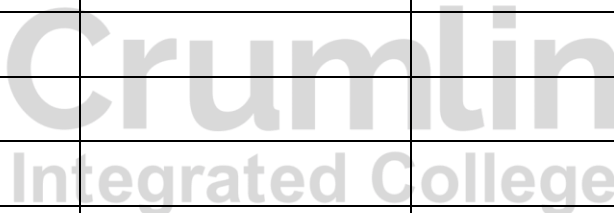
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Crumlin Integrated College

RISK ASSESSMENT FOR:

Identified Hazard	To Whom	Severity	Likelihood	Risk

Existing Precautions	Additional Precautions	Who	When
	<i>Please add any additional precautions you believe are required to mitigate the risk further here.</i>	<i>If additional precautions are required, please identify who is responsible for implementing them.</i>	<i>If additional precautions are required, please identify by when. e.g. date or ASAP.</i>



Additional control measures particular to school should be added here when implemented or in operation.

