COGNITA

# Educational Visits Policy

# Alleyn's Hampstead Nursery & Junior School

## September 2026
## Europe

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

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THRIVE IN A RAPIDLY EVOLVING WORLD

# 1. Introduction

1.1. This policy defines the expectations and intentions for educational visits. It applies to situations where the school has responsibility for pupils who are taking part in learning activities in an environment that is outside of the classroom. It supports the principle of inclusion.

1.2. This policy applies to all pupils, including those in the early years (where applicable).

# 2. Policy Statement

2.1. All schools which are part of Cognita Schools Ltd (Cognita) in Europe and USA are expected to follow this policy and the Beyond the Gates: A Guide for Educational Visits (author (s):EVOLVE Advice) which formally adopts the website www.oeapng.info as their source of guidance about Educational Visits.

2.2. Educational visits are valued as an integral part of a Cognita education.

2.3. The Headteacher/Principal is ultimately responsible for the purposeful and safe provision of educational visits and other offsite activities. This includes ensuring that all adults accompanying a visit have appropriate background checks, the staff team are competent, and appropriate risk management has been undertaken.

2.4. Delegated duties are given to the Educational Visits Coordinator (EVC) and, **where schools have appointed a deputy**, in addition the Deputy Educational Visits Coordinator (DEVC) to oversee the school's educational visits.

2.5. Delegated duties are also given to Visit Leaders to plan and run specific educational visits, as per the Job Description to be found at www.oeapng.info.

2.6. Headteachers/Principals for schools will ensure the trip provider form is used for all providers and is returned in a timely manner.

2.7. **UK Headteachers** will ensure residential and overseas trips are booked only with providers who hold either the LOtC Quality Badge, are ALC, or using an unmodified provider form.

# 3. Principles

3.1. Cognita will provide all Headteachers/Principals and EVCs (and DEVCs where appointed), with access to relevant EVC training and information necessary for them to carry out their duties safely.

3.2. Headteachers/Principals will ensure their staff are trained appropriately, as per their country Training Matrix, including ensuring provision for any pupils with additional vulnerabilities.

3.3. Headteachers/Principals will ensure all overseas, and/or residential and/or adventurous offsite visits are entered (as draft) on EVOLVE prior to any bookings or payments being made.

3.4. Headteachers/Principals will ensure all overseas, and/or residential and/or adventurous offsite visits are submitted to Cognita no less than **4 weeks** (28 calendar days) before the trip departure date (except in Exceptional Circumstances- see below).

3.5. Exceptional Circumstances may include the following:

- sporting/other fixtures/competitions where a school qualifies for a next round at short notice
- last minute opportunities, e.g cultural visits, theatre performances, and/or reduced cost residentials
- where third party provider information is delayed, despite evidenced best efforts to obtain it

3.6. Schools must communicate their reasons for their Exceptional Circumstances to the EVOLVE Advice Educational Visits Adviser by emailing advice@evolveadvice.co.uk as soon as possible, indicating 'Cognita Exceptional Circumstance' in the subject line of the email.

3.7. Any off site extra-curricular activities (such as swimming, horse riding, climbing etc) must be added to the EVOLVE platform.

3.8. Headteachers/Principals will ensure all other (non-overseas, non-residential and non-adventurous) offsite visits entered on EVOLVE and approved at least 7 days prior to departure.

3.9. EVCs will ensure all Local Area Visits are added to the EVOLVE local area visit section prior to departure, and the Local Area Policy is amended and uploaded to the EVOLVE documents section.

# 4. Safeguarding

4.1. Safeguarding is everyone's responsibility. All staff accompanying pupils on school visits have a duty to provide a safe environment in which children can learn.

4.2. Visit Leaders must ensure that they, and all accompanying visit staff, uphold the highest safeguarding standards when on trips and visits, including adhering to the school Safeguarding and Child Protection Policy and Staff Code of Conduct, as well as complying with their locality child protection procedures.

4.3. During the trip planning stage, Visit Leaders must liaise with the school's Designated Safeguarding Lead (DSL) and be made aware of any pupils due to attend who have safeguarding vulnerabilities. They must receive information from the DSL about the type of need/risks posed for the pupil, what to do in an emergency, and any other additional support that is necessary during the trip. If any of these pupils have a Safeguarding Risk Assessment, this must contain information related to the specific trip and be uploaded onto EVOLVE. Hard copies of such risk assessments must be taken on the trip by the Visit Leader only if electronic access to them may be a challenge; the documents must be securely stored during the trip for data protection and privacy reasons.

4.4. If a safeguarding concern arises about a pupil during the trip, a member of staff on the trip must contact the school's DSL or Deputy immediately and verbally (or the Head of Safeguarding in their absence). Records must be made about the concerns and the actions that were taken on the trip as soon as possible using normal school recording systems). If a pupil is in imminent danger, the Visit Leader must contact the Police whilst another member of staff contacts the DSL (or Head of Safeguarding (HOS) in their absence). There must be no delay.

4.5. If a safeguarding concern/allegation arises about an adult (staff member/provider/other) during the trip i.e. their behaviour, conduct or attitude, the Headteacher must be notified, or the DSL in their absence (or HOS), as per the Safeguarding and Child Protection Policy; any actions needed will be in line with the latter policy.

4.6. If the concern/allegation is about the Headteacher who is present on the trip/visit, then staff must contact the HOS, and/or the Head of HR and/or the Managing Director as per the Safeguarding and Child Protection Policy. There must be no delay.

# 5. Post Trip Evaluation

5.1. Visit Leaders must complete and submit one Post-Trip Evaluation form (Part 1 and Part 2) for each visit (excluding Local Area Visits) to the EVC including elements around

safeguarding i.e. what went well and what lessons can be learned for future planning. These must be uploaded to EVOLVE within 14 days of a visit.

5.2 The EVC must read and action, where appropriate, any findings from the Post Trip Evaluation Form.

5.3 The Headteacher/Principal is ultimately responsible for ensuring Post Trip Evaluations are completed in a timely manner, and that the EVC has actioned any findings.

| **Contact names** | | |
|---|---|---|
| Headteacher | Sarah Cartwright-Styles | |
| Educational Visits Coordinator (EVC) | Patricia Abreu | |
| Deputy EVC (DEVC) where appointed | N/A | |
| Designated Safeguarding Lead | Marina Hobden | |
| Managing Director | James Caroll | |
| EVOLVE Advice Educational Visits Adviser | Jake Wiid | jake.wiid@cognita.com |
| Head of Safeguarding<br>- Europe and USA | Alison Barnett | alison.barnett@cognita.com |
| Head of HR<br>- Spain and Italy | Claudia Ortiz | claudia.ortiz@cognita.com |
| Head of Health and Safety<br>- Europe and USA | Melissa Jones | melissa.jones@cognita.com |
| Head of Educational Compliance<br>- Spain and Italy | Justine Brown | justine.brown@cognita.com |
| **Source of information on educational visits** | | |
| Outdoor Education Advisers' Panel: National Guidance | | http://oeapng.info/ |

S J Cartwright - Styles.

**Mrs Sarah Cartwright-Styles**
**Headteacher**

## Version control:

| Ownership and consultation | |
|---|---|
| Document Sponsor | Director of Education Europe and USA |
| Document Author | Head of H&S - Europe and USA |
| Document Reviewers | Head of H&S- Europe and USA<br>Head of Safeguarding (HOS) – Europe and USA<br>Consultant Nurse – Europe and USA<br>Head of Compliance – Spain and Italy |
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| USA | Yes |
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| **Related documentation** | |
| Related documentation | Staff Code of Conduct<br>Safeguarding and Child Protection Policy<br>Pupil Supervision, Lost and Missing Children Policy<br>Anti-Bullying Policy<br>Behaviour Policy<br>First Aid Policy<br>Health and Safety Policy & Handbook<br>SCR and Vetting Checks<br>Post-Trip Evaluation Form (EVOLVE)<br>Risk Assessment Policy<br>Data Protection Policy<br>Beyond the Gates: A Guide for Educational Visits |