



Name of policy	Reviewed by	Signed	Date reviewed	Date for next review
Educational Visits	Jade Sloan		5/5/26	May 2027

Educational Visits Policy

Blackbird Creative Arts Ltd

1. Introduction

Blackbird Creative Arts Ltd is committed to providing high-quality educational experiences for all students. Educational visits may be a part of our alternative provision, offering opportunities for experiential learning, engagement with the wider community, and personal development through exposure to the performance arts in different settings. This policy ensures that such visits are organised in a safe, efficient, and educationally valuable manner.

2. Purpose

The purpose of this policy is to outline the guidelines and procedures for organising educational visits for students engaged in performance arts-based learning. This includes visits to theatres, art galleries, cultural institutions and other locations relevant to the arts curriculum. The policy aims to:

- Ensure the safety and well-being of all students during visits.
- Maximise the educational benefits of each visit.
- Foster personal and artistic growth through exposure to professional arts experiences.

3. Scope

This policy applies to all staff members and students involved in any educational visit organised by Blackbird Creative Arts Ltd. It covers all visits within the local area and beyond.

4. Planning and Preparation

Before any educational visit is undertaken, the following steps must be taken:

- **Risk Assessment:** A detailed risk assessment must be carried out for every visit, identifying potential risks and ensuring mitigation strategies are in place. This should include both the journey and the venue itself.

Before finalising the risk assessment, Blackbird Creative Arts will verify with the referring school that we have the most up-to-date medical information, Education, Health and Care Plans (EHCPs), and SEND requirements for the participating students.

- **Approval:** All visits must be approved by the Company Director and the referring/host school prior to being finalised.
- **Parental Consent:** Written consent must be obtained from the parent/carers of all students involved in the visit. Consent forms must outline the purpose of the visit, travel arrangements, and any associated risks.
- **Itinerary and Learning Objectives:** An itinerary of the visit, including times, locations, and planned activities, must be provided to staff, students, parents/guardians and the referring school. Additionally, clear learning objectives aligned with the performance arts curriculum must be established.

5. Supervision and Staffing

- **Staffing Ratios:** The ratio of staff to students must be appropriate for the number of participants and the nature of the visit. There will be two members of staff for every 8 students.
- **Experience and Competence:** All staff accompanying the students should be adequately trained, with particular attention to first aid, safeguarding, and risk management procedures. Staff should have expertise relevant to the visit's activities (e.g., performing arts knowledge).
- **Student Behaviour:** Students are expected to adhere to the same behaviour expectations as in the classroom. Any disruptive behaviour or breaches of safety may result in the student being removed from the visit.

6. Transportation

- **Travel Arrangements:** Transportation for educational visits should be pre-arranged with safe and reliable providers. All travel details must be communicated to parents/carers and the referring school in advance, including departure and arrival times.
- **Seat Belts:** If the visit involves travel by vehicle, students must be seated and wear seat belts at all times.

7. Health and Safety

- **First Aid:** A qualified first aider must be present on all educational visits, and an appropriate first aid kit should be available. Staff should be aware

of any student medical conditions and carry necessary medication (e.g., asthma inhalers, epinephrine pens).

- **Emergency Procedures:** Staff must be familiar with emergency procedures, including the location of exits, assembly points, and communication systems at the visit's location.
- **Insurance:** The organisation must ensure that appropriate insurance cover is in place for both students and staff, including coverage for cancellation, transport, and emergency medical needs.
- **Emergency Contacts:** The lead staff member on the visit will carry up-to-date emergency contact details not only for the parents/carers but also for the Designated Safeguarding Lead (DSL) or emergency contact at the student's referring school, in case an incident occurs during the school day.

8. Post-Visit Review

After each visit, a debriefing session should be conducted with staff members to review the success of the visit and identify any issues or improvements for future visits. Feedback from students should also be collected to evaluate their learning experience.

9. Safeguarding

Blackbird Creative Arts Ltd is committed to ensuring the safety and welfare of students at all times. Safeguarding procedures must be followed in all contexts, including:

- Ensuring appropriate adult-student ratios.
- Maintaining clear lines of communication with parents/guardians.
- Monitoring student behaviour and interactions during the visit.
- Contextual Safeguarding. Risk assessments for educational visits will specifically consider contextual safeguarding risks, meaning we will assess the specific public locations, transport routes, and environments we are visiting for wider environmental threats to the students' welfare (e.g., exposure to the public, busy areas, or transport hubs).

10. Conclusion

Educational visits may be a part of the learning experience at Blackbird Creative Arts Ltd. Through careful planning, risk management, and attention to educational goals, any visits will enrich students' artistic and personal development. The health, safety, and well-being of all participants are paramount, and this policy ensures that every visit is conducted in accordance with best practices and organisational standards.