

COGNITA

Educational Visits Policy

September 2025

SPAIN

Educational Visits Policy

1 Introduction

- 1.1 This policy defines the expectations and intentions for educational visits. It applies to situations where the school has responsibility for children and young people 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.

2 Policy Statement

- 2.1 All schools which are part of Cognita Schools Ltd (Cognita) in Europe are expected to follow this policy and the Guidance for Educational Visits & Offsite Extra Curricular Activities document.
- 2.2 This policy and the Guidance for Educational Visits & Offsite Extra Curricular Activities document formally adopt the website www.oeapng.info as their source of guidance about Educational Visits.
- 2.3 Educational visits are valued as an integral part of a Cognita education.
- 2.4 The Headteacher is 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.
- 2.5 Delegated duties are given to the Educational Visits Coordinator (EVC) and, **where schools have appointed a deputy**, the Deputy Educational Visits Coordinator (DEVIC) to oversee the school's educational visits.
- 2.6 Delegated duties are given to Visit Leaders to plan and run specific educational visits, as per the Job Description to be found at www.oeapng.info.
- 2.7 Headteachers for schools in Spain, Italy and Switzerland will ensure the trip provider form is used for all providers.

3 Principles

- 3.1 Cognita will provide all Headteachers and EVCs, and DEVICs where appointed, with access to relevant EVC training and information necessary for them to carry out their duties safely.
- 3.2 Headteachers will ensure their staff are trained appropriately, as per their country training matrix, including ensuring provision for any children with additional vulnerabilities.
- 3.3 Headteachers will ensure all overseas, residential and adventurous offsite visits are entered (as draft) on EVOLVE prior to any bookings or payments being made.
- 3.4 Headteachers will ensure all overseas, residential and adventurous offsite visits are submitted to Cognita no less than 4 weeks before departure (except in exceptional circumstances which have been discussed with the Educational Visits Adviser).

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- 3.5 Any off site extra-curricular activities (such as swimming, horse riding, climbing etc) must be added to the EVOLVE platform.
- 3.6 Headteachers will ensure all other (non-overseas, residential and adventurous) offsite visits entered on EVOLVE and approved at least 7 days prior to departure.
- 3.7 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. Visit Leaders must ensure they uphold the highest safeguarding standards when on trips and visits, including adhering to the school Safeguarding Policy, as well as their locality child protection procedures. All staff accompanying children on school visits have a duty to provide a safe environment in which children can learn.

Visit Leaders must be made aware by the CPC of any pupils attending who have safeguarding vulnerabilities. They must receive information about the type of need/risks posed for the child, what to do in an emergency, and any other additional support that is necessary. If any of these children have a safeguarding risk assessment, this must contain specific information related to the trip, be uploaded onto Evolve, and discussed during planning stages. Hard copies of risk assessments must be taken on the trip if electronic access is a challenge and must be securely stored during the trip for data protection and privacy reasons.

- 4.2 If a safeguarding concern arises about a child during the trip, a member of staff on the trip must contact the school's CPC/DCPC immediately and verbally (records should be made asap using normal school systems). If a child is in imminent danger, the Visit Leader must contact the Police whilst another member of staff contacts the CPC (or Regional Safeguarding Lead in their absence). There must be no delay but seek advice as needed.
- 4.3 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 CPC in their absence, as per the Safeguarding Policy. If the concern/allegation is about the Headteacher who is actually on the trip/visit, then staff must contact the Regional Safeguarding Lead, and/or the Head of HR as per the Safeguarding 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.

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

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Contact names		
Headteacher	Jake Capper	
Educational Visits Coordinator (EVC)	Judith Marín	
Deputy EVC (DEVIC) where appointed	Flor Medina	
Managing Director Continental Europe	Germà Rigau	
Child Protection and Wellbeing Coordinator	Flor Medina	
Educational Visits Adviser	Jake Wiid	Jake.Wiid@cognita.com
Regional Safeguarding Lead	Alison Barnett	alison.barnett@cognita.com
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Head of Educational Compliance Spain Italy	Justine Brown	justine.brown@cognita.com
Source of information on educational visits		
Outdoor Education Advisers' Panel: National Guidance		http://oeapng.info/

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Ownership and consultation	
Document Sponsor	Director of Education Europe
Document Author	Head of H&S –Europe and USA
Consultation & Specialist Advice	Regional Safeguarding Lead – Europe and USA Educational Visits Advisor Europe and USA Consultant Nurse – Europe and USA Head of Compliance – Spain and Italy
Document application and publication	
England	No
Wales	No
Spain	Yes
Switzerland	No
Italy	No
Version control	
Current Review Date	January 2025
Next Review date	September 2026
Related documentation	
Related documentation	Educational Visits Guidance Staff Code of Conduct Safeguarding and Child Protection Policy Pupil Supervision, Lost and Missing Children Policy Anti-Bullying Policy Behaviour Policy First Aid Policy Health and Safety Policy Health and Safety Handbook SCR and Vetting Checks Post-Trip Evaluation Form (Evolve) Risk Assessment Policy Data Protection Policy