



Educational Visits Policy

SPAIN



September 2025

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 'Educational Visits Handbook' document.
- 2.2 This policy and the Educational Visits Handbook 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 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 (DEVCO) to oversee the school's Educational Visits, as per the Job Description in Appendix 1 of the Educational Visits Handbook document.
- 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 UK Headteachers will ensure residential and overseas trips booked are to providers who hold an LOfC Quality Badge. 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 with access to relevant EVC training and information necessary for them to carry out their duties safely.
- 3.2 Headteachers will ensure that their staff are trained appropriately to lead and accompany any trips.

3.2.1 Headteachers will ensure all overseas, residential and adventurous offsite visits are approved on EVOLVE prior to any bookings or payments being made and submitted to Cognita no less than 4 weeks before departure.

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

- 3.2.1 EVCs will ensure all Local Area Visits are added to the EVOLVE local area visit prior to departure.
- 3.3 As employer, Cognita will provide employees with access to the relevant EVC or Visit Leader training and information necessary for them to carry out their duties safely.

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- 3.4 Safeguarding is everyone's responsibility. Any member of staff who wishes to report a potential safeguarding matter during or subsequent to a visit should contact the school's Child Protection and Wellbeing Coordinator (or Headteacher, if the concern is about an adult). In cases of child protection concerns, this may also involve the member of staff directly contacting the relevant statutory agency, such as the police or social care services, particularly in the case of immediate danger or if a child is at risk of harm, in full accordance with the school's Safeguarding and Child Protection Policy.
- 3.5 Visit Leaders must ensure they uphold the highest safeguarding standards and all staff accompanying children on school visits have a duty to provide a safe environment in which children can learn.

Visit Leaders must complete and submit an evaluation form for each visit (excluding Local Area Visits) to the EVC. They must be completed on EVOLVE within 14 days of a visit and any issues arising should be reported to the EVC, Head, CPC or Regional Safeguarding Lead.

Contact names	
Headteacher	Pedro Sampedro
Educational Visits Co-ordinator (EVC)	Aurora Corta
Child Protection and Wellbeing Coordinator	Eleria Crespo
Educational Visits Adviser	Jake Wiid – Jake.Wiid@cognita.com

Source of information on educational visits	
Outdoor Education Advisers' Panel: National Guidance	http://oeapng.info/

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Related documentation	
Related documentation	Educational Visits Handbook Staff Code of Conduct Safeguarding and Child Protection Policy Anti-Bullying Policy

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	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
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