

SACRED
HEART
COLLEGE

WHERE
EVERY CHILD
MATTERS



HONESTY
LOYALTY
RESPECT
FAITH

EVERY CHILD IS KNOWN
EVERY CHILD IS CHALLENGED
EVERY CHILD ACHIEVES

Educational Visits Policy

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Educational Visits Policy

1. Purpose

At Sacred Heart College, we believe experiences outside of the classroom are fundamental in helping our pupils develop, boost their confidence to interact socially with others, extend their social networks, and provide them with new skills and abilities. Our Educational Visits are an important element of these experiences, giving context to learning within the classroom.

The purpose of this policy is to ensure all educational visits are planned and conducted safely, providing enriching learning experiences for students. Potential risks should not discourage teachers from undertaking educational visits. However, good planning and attention to safety will reduce the likelihood of accidents and lessen the seriousness of any that may occur.

This policy applies to all staff and students participating in educational visits organized by Sacred Heart College. Reference should be made to [EA Guidance on Educational Visits](#) for further clarification, including Legal Context and detailed Risk Assessment guidance.

Definitions

- **Educational Visit:** Any trip or outing organised by the school that takes place outside the regular school environment.
- **Student:** Students are registered pupils at Sacred Heart College*.

*Exceptions:

1. Student/s from other institutions are supervised by staff member/s from the same institution.
2. Student/s from other institutions are involved in a collaborative course or programme of study with students from Sacred Heart College.
3. Student/s from other institution whose parent is a staff member attending the educational visit

3. Policy Statement

Educational visits should:

- Enhance learning experiences by providing practical and real-world contexts;
- Be inclusive, making reasonable adjustments when required, to enhance learning opportunities for all;
- Be planned with consideration of safety and risk management.

4. Procedures

- **Planning:**
 - Obtain necessary approvals from senior leadership team. Decide on Category of Visit ([Appendix 1](#))
 - Conduct a thorough risk assessment for each visit, according to [Category of Visit](#)
 - Ensure proper student-to-teacher ratios ([Appendix 7](#))
 - Refer to Planning according to Category of Visit ([Appendix 1](#))
 - Inform parents/guardians and obtain written consent, if required.
 - Brief pupils and staff of itinerary and behaviour expectations
 - All staff should be familiar with the Risk Assessment.
 - Refer to checklist ([Appendix 2](#))

- **During the Visit:**
 - Follow the planned itinerary & Risk Management Plan;
 - Ensure all participants understand and follow agreed expectations;
 - Maintain regular headcounts and supervision;
 - Ensure efficient communication with pupils and staff;
 - Ensure College & parents are informed of any delays affecting return time;
 - Keep Senior Leadership Team updated with any issues.

- **After the Visit:**
 - Evaluate the purpose of the Visit;
 - Complete any documentation in relation to any accidents/incidents;
 - Inform Pastoral/SEN Teams of any concerns in relation to pupils to inform future Risk Assessments & planning.

5. Responsibilities

Group leaders are responsible for:

- Planning and organising the visit in line with school policy;
- Completing and submitting risk assessments;
- Informing parents/guardians and obtaining necessary consents;
- Supervising students and ensuring their safety and well-being during the visit;
- Reporting any incidents to Principal / Vice Principal and completing necessary forms on return;
- Evaluating the visit and reporting any incidents or issues.

Staff and volunteers are responsible for:

- Supporting the trip leader in supervising students;
- Adhering to the code of conduct and ensuring the safety and well-being of students;
- Reporting any concerns or incidents to the trip leader immediately.

Students are responsible for:

- Listening clearly to instructions before the visit;
- Understanding that managing behaviour in school is important before being able to participate in an educational visit;
- Ensuring that essential medication is accessible according to Health Care Plan e.g. EpiPen;
- Following instructions and behaving appropriately.

Parents/Carers are responsible for:

- Providing necessary consent and emergency contact information;
- Ensuring medical information is up to date;
- Ensuring essential medication is provided e.g. EpiPen;
- Ensuring documentation from medical professionals is available if particular medication is required;
- If required, liaising with airlines/travel agents to ensure appropriate arrangements for travelling with medication;
- Reading Educational Visits Policy;
- Ensuring their son/daughter understands behaviour expectations on the visit;
- Being available to collect/attend to their son/daughter, in an emergency;
- Ensuring their son/daughter is adequately prepared for the visit;
- Reading all information in relation to the visit;
- Attending any Information sessions in advance, if necessary;
- Liaising with Pastoral Teams/SEN Department if unsure regarding reasonable adjustments for their son/daughter;
- Liaising with Pastoral Teams/SEN Department if concerned regarding child's ability to take part in the visit;
- Understanding financial contributions that may be required.

6. Compliance

Compliance with this policy will be monitored through:

- Regular reviews of visit plans and risk assessments.
- Feedback from participants and staff.

7. Review

This policy will be reviewed at least every 3 years by the Senior Leadership Team and Governors to ensure its effectiveness and relevance.

8. Links to other policies, including, but not limited to:

- Pastoral Care;

- Child Protection And Safeguarding;
- Health And Safety;
- Positive Behaviour;
- Special Educational Needs;
- Reasonable Force And Safe Handling;
- Acceptable Use of the Internet;
- Photographic Images Of Children;
- Mobile Phones;
- Anti-Bullying Policy;
- Medical Needs Policy;
- Staff Code of Conduct.

Signed: _____ Chair of Governors

Appendix 1 – Categories of Educational Visit

Categories of Educational Visits

CATEGORY 1

Basic (non-hazardous)

Visits which take place on a regular basis and occur largely within establishment hours e.g. sporting fixtures, swimming pool visits and outings.

CATEGORY 2

One-off day / evening excursions (non-hazardous, outside of typical hours)

e.g. field study trips, theatre visits, business/education visits, regional sporting fixtures

CATEGORY 3

Residential visits of one or more nights within Ireland (non-hazardous)

e.g. visits to residential centres, field centres and school exchanges

CATEGORY 4

Residential visits outside Ireland, including the UK (non-hazardous)

e.g. international exchange visits, sporting events, cultural activities and international community work

CATEGORY 5

Hazardous activities – residential and non-residential as exemplified below: (may include risks associated with Categories 3 & 4)

Hill walking	Windsurfing
Fieldwork	Dingy sailing
Cycling/mountain biking	Sub-aqua
Orienteering	Skiing/snowboarding
Rock climbing/abseiling	Horse riding
Caving and potholing	Angling
Kayaking	Water-skiing
Open canoeing	Rafting rowing
Swimming in open water	Surfing
Coasteering	Bouldering/gorge walking
Stand-up paddle boarding	

Appendix 2 – Planning according to Category

Planning according to Category

Category 1 – Planning

Approval from SLT & LOA submitted. Added to College Calendar	
Risk Assessment completed and left with office. Consider Parent/Carer/Volunteer requirements	
Check Medical Needs & plan accordingly – ensure pupils bring medication, if required	
Check consent for Category 1 Visits has been obtained	
Check SEN Needs – inform SENCo if CA assistance is required	
Liaise with SENCo if pupil has a Risk Reduction Action Plan	
Parents informed, with option to update consent/circumstances and relevant information	
Details shared with staff, as appropriate	
Inform canteen in relation to FSM requirements and total number of pupils on the visit	
Inform pupils to bring snack/lunch/drink, if required	
Inform pupils of uniform/dress/equipment requirements & expectations	
Book transport arrangements, if required	
If college mobile phone is required, let the office know 5 days in advance	
If staff vehicle is being used, ensure appropriate insurance is in place	
First Aid kit & arrangements planned	
Group Organiser has read policy and relevant Appendices – Transport, Volunteers, Finance, Insurance, Use of Independent Providers, Supervision & Ratios, etc.	

Category 2 – Planning

Approval from SLT & LOA submitted. Added to School Calendar	
Risk Assessment completed and left with the office. Consider Parent/Carer/Volunteer requirements	
Check Medical Needs & plan accordingly – ensure pupils bring medication, if required	
Check SEN Needs – inform SENCo if CA assistance is required	
Liaise with SENCo if pupil has a Risk Reduction Action Plan	
Parents informed of relevant information, consent required – hard copy/electronically	
Details shared with staff, as appropriate	
Inform canteen in relation to FSM requirements and total number of pupils on the visit	
Inform pupils to bring snack/lunch/drink, if required	
Inform pupils of uniform/dress/equipment requirements & expectations	
Book transport arrangements with the office, if required.	
If staff vehicle is being used, ensure appropriate insurance is in place	
If college mobile phone is required, let the office know 5 days in advance	
First Aid kit & arrangements planned	
Group Organiser has read policy and relevant Appendices – Transport, Volunteers, Finance, Insurance, Use of Independent Providers, Supervision & Ratios, etc.	

Category 3 – Planning

Approval from SLT & LOA submitted. Added to School Calendar	
Risk Assessment completed and left with the office. Consider Parent/Carer/Volunteer requirements	
Check Medical Needs & plan accordingly – ensure pupils bring medication, if required	
Check SEN Needs – inform SENCo if CA assistance is required	
Liaise with SENCo if pupil has a Risk Reduction Action Plan	
Parents informed of relevant information, consent required – hard copy/electronically	
Details shared with staff, as appropriate	
Inform canteen in relation to FSM requirements and total number of pupils on the visit	
Inform pupils to bring snack/lunch/drink, if required	
Inform pupils of uniform/dress/equipment requirements & expectations	
Book transport arrangements with the office, if required.	
If staff vehicle is being used, ensure appropriate insurance is in place	
If college mobile phone is required, let the office know 5 days in advance	
First Aid kit & arrangements planned	
Parent/Carer contact details available. Parent/Carer should be able to join the group, if required in an emergency	
Group organiser checks satisfied that places to be visited, particularly residential centres, have appropriate vetting/training procedures in place for their own staff, who also have substantial access to pupils	
Group organiser liaises closely with agency/venue to ensure all requirements are met	
Detailed Itinerary made available to parents/carers	
Detailed costs, including instalment arrangements, sent to parents	
Briefing meeting with staff / parents, as required	
Group Organiser has read policy and relevant Appendices – Transport, Volunteers, Finance, Insurance, Use of Independent Providers, Supervision & Ratios, etc.	

Category 4 – Planning

Approval from SLT & LOA submitted. Added to School Calendar	
Risk Assessment completed and left with the office. Consider Parent/Carer/Volunteer requirements.	
Consider residential specific requirements – room allocation, expectations at night time, staff availability at night time, mobile phone access	
Ensure notice is given to parents regarding ID/Passport requirements. In the case of pupils with non British/Irish passports, check specific requirements, particularly in the case of those with refugee status	
Check Medical Needs & plan accordingly – ensure pupils bring medication, if required. Inform parents that written approval from medical professional may be required. Parent should check with airline.	
Check SEN Needs – inform SENCo if CA assistance is required	
Liaise with SENCo if pupil has a Risk Reduction Action Plan	
Parents informed of relevant information, consent required – hard copy/electronically	
Details shared with staff, as appropriate	
Inform canteen in relation to FSM requirements and total number of pupils on the visit	
Inform pupils to bring snack/lunch/drink, if required	
Inform pupils of uniform/dress/equipment requirements & expectations	
Book transport arrangements with the office, if required.	
If staff vehicle is being used, ensure appropriate insurance is in place	
If college mobile phone is required, let the office know 5 days in advance	
First Aid kit & arrangements planned	
Parent/Carer contact details available. Parent/Carer should be able to join the group, if required in an emergency	
Group organiser checks satisfied that places to be visited, particularly residential centres, have appropriate vetting/training procedures in place for their own staff, who also have substantial access to pupils	
Group organiser liaises closely with agency/venue to ensure all requirements are met	
Detailed Itinerary made available to parents/carers	
Detailed costs, including instalment arrangements, sent to parents	

Briefing meeting with staff / parents, as required	
Group Organiser has read policy and relevant Appendices – Transport, Volunteers, Finance, Insurance, Use of Independent Providers, Supervision & Ratios, etc.	

Category 5 – Planning

Approval from SLT & LOA submitted. Added to School Calendar	
Risk Assessment completed and left with the office. Consider Parent/Carer/Volunteer requirements.	
Complete a comprehensive risk assessment for each activity	
Confirm that all equipment used for activities is safe and in good condition	
Confirm that adults and pupils are able to take part in activity, and reasonable adjustments made, as appropriate	
Consider residential specific requirements – room allocation, expectations at night time, staff availability at night time, mobile phone access	
Ensure notice is given to parents regarding ID/Passport requirements. In the case of pupils with non British/Irish passports, check specific requirements, particularly in the case of those with refugee status	
Check Medical Needs & plan accordingly – ensure pupils bring medication, if required. Inform parents that written approval from medical professional may be required. Parent should check with airline.	
Check SEN Needs – inform SENCo if CA assistance is required	
Liaise with SENCo if pupil has a Risk Reduction Action Plan	
Parents informed of relevant information, consent required – hard copy/electronically	
Details shared with staff, as appropriate	
Inform canteen in relation to FSM requirements and total number of pupils on the visit	
Inform pupils to bring snack/lunch/drink, if required	
Inform pupils of uniform/dress/equipment requirements & expectations	
Book transport arrangements with the office, if required.	
If staff vehicle is being used, ensure appropriate insurance is in place	
If college mobile phone is required, let the office know 5 days in advance	
First Aid kit & arrangements planned	
Parent/Carer contact details available. Parent/Carer should be able to join the group, if required in an emergency	
Group organiser checks satisfied that places to be visited, particularly residential centres, have appropriate vetting/training procedures in place for their own staff, who also have substantial access to pupils	

Group organiser liaises closely with agency/venue to ensure all requirements are met	
Detailed Itinerary made available to parents/carers	
Detailed costs, including instalment arrangements, sent to parents	
Briefing meeting with staff / parents, as required	
Group Organiser has read policy and relevant Appendices – Transport, Volunteers, Finance, Insurance, Use of Independent Providers, Supervision & Ratios, etc.	

Appendix 3 - Parent/Carer/Volunteer

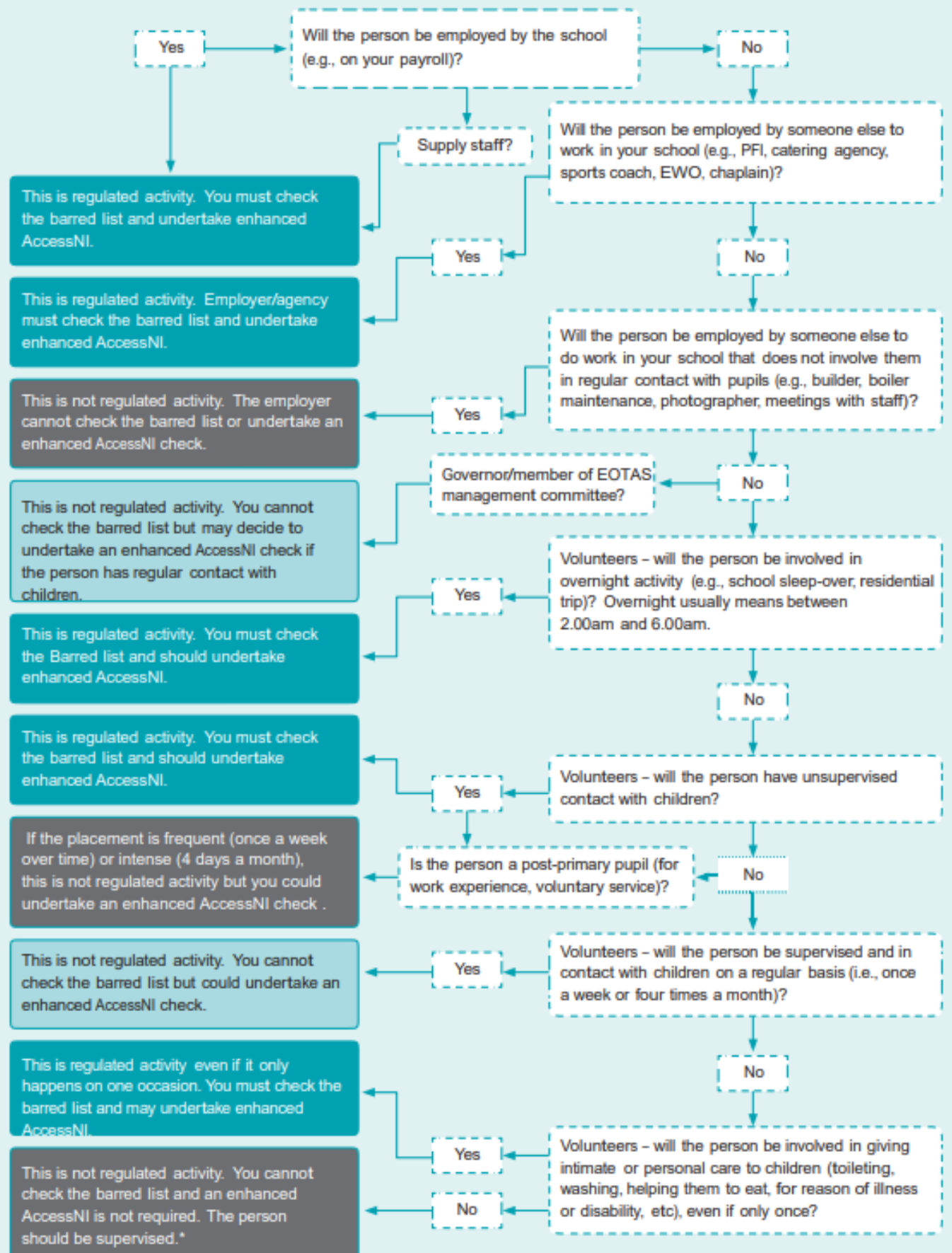
Accompanying Parent/Carer/Volunteer

On occasions, it may be required for a parent/carer/volunteer to accompany their child on an Educational Visit. This will be determined by the Senior Leadership Team.

Please consult flowchart below to determine NI Access / Barring check requirements. The need to vet volunteers should be made on the basis of their having ‘substantial access to children’. Participation in an educational visit, particularly those with a residential element, would provide such access. Schools should refer to the DE Circular 2012/19 regarding the vetting requirements for school volunteers as part of the new Access NI Disclosure and Barring Arrangements. Also refer to DE Safeguarding and Child protection – A Guide for Schools (April 2017) document.

- Parent/Carer/Volunteer must adhere to the school’s policies and the trip's itinerary.
- Parent/Carer/Volunteer are responsible for the supervision of their allocated child during the trip.
- Parent/Carer/Volunteer must attend a pre-trip briefing organised by the trip organiser.

SCHOOLS and EOTAS: children's barred list check, enhanced AccessNI, or both?



Appendix 4 - Risk Assessment

Risk Assessment

Educational visits cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. This is achievable provided that organisers give careful consideration to this guidance document. Effective risk management will enable new experiences and will maximize the impact of educational visits, whilst poor risk management may suppress opportunities for learning.

Care must be taken not to expose the child to unacceptable physical or psychological risk, particularly on those occasions when the educational visit aims to exercise the individual's sense of adventure.

Fundamental to the planning process of any educational visit is the process of risk assessment.

Risk assessment enables us to make a reasoned judgement about the level of risk involved and what actions need to be taken to reduce the risk to an acceptable level which permits the visit to go ahead.

This is achieved by either:

i) eliminating the identified hazards altogether: -

for example, by choosing not to use a water sports centre if the centre staff do not possess current life-saving qualifications or

ii) managing hazards by introducing effective control measures: -

for example, by ensuring that participants are led by competent and experienced instructors when participating in adventurous activities

Risk Assessment comprises the following steps:

1. define the activity to be undertaken
2. identifying the hazards associated with the activity
3. identifying the people who may be at risk evaluating the potential risk
4. establishing additional safety and/or control measures
5. disseminating information to all relevant persons and compile information packs as appropriate

The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the activity and/or the location. Where there is considerable concern as to the outcome, it is better to abandon and redesign the educational visit than to expose pupils to an unacceptable level of risk.

Group leaders must fully record their risk management decisions on paper.

As with much health and safety legislation and regulations, the paper at the end of the process is of minor significance compared to the professional judgement of the group leader.

The group leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessments during an educational visit and ensure that appropriate action is taken as necessary e.g. cancelled public transport, pupils or staff illness, closed venue, adverse weather conditions. The ability to re-assess and manage changing risks whilst the visit is taking place is a key element of the competence for leaders of educational visits.

Sacred Heart College will use [Education Authority Template Risk Assessments and Management Plans](#) to inform Risk Assessments & Management.

Appendix 5 - Finance

Finance

- An initial budget proposal must be prepared for each educational visit, outlining all expected costs, including transport, accommodation, meals, activities, and contingencies;
- The budget should be reviewed and approved by the Principal before any commitments are made;
- Costs should be estimated as accurately as possible to avoid significant discrepancies;
- A contingency fund (typically 10% of the total budget) should be included to cover unforeseen expenses;
- Detailed records of all financial transactions related to the visit must be maintained.
- Receipts and invoices should be collected and stored securely;
- Parents/carers should be informed of the total cost of the trip and any payment deadlines well in advance;
- Payment plans or instalments should be offered to accommodate different financial situations;
- Acceptable payment methods include bank transfers, cheques, and cash.
- Receipts should be issued for all payments received;
- Funds collected for educational visits should be deposited into a designated school account;
- Expenditures should be monitored regularly to ensure they stay within the approved budget;
- Any significant deviations must be reported to the Principal immediately.

Appendix 6 - Emergency/Incident

Emergency Planning / Incident

The group leader will continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary

The group leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessments during an educational visit and ensure that appropriate action is taken as necessary e.g. cancelled public transport, pupils or staff illness, closed venue, adverse weather conditions. The ability to re-assess and manage changing risks whilst the visit is taking place is a key element of the competence for leaders of educational visits.

Supervisory roles should be closely aligned to the roles and responsibilities undertaken by staff on a visit. **Pupil to staff ratios for educational visits are not prescribed in law.** Those planning visits, on the basis of risk assessment, should decide the ratios taking into account the range of variables which are determined through an informed risk assessment. On the basis of a risk assessment, it is likely that additional supervision may be required, particularly in relation to categories 3, 4 and 5 with reference to residential visits and hazardous activities.

Risk assessment may include the assessment of individual pupils, e.g. those with behavioural considerations, in receipt of a medical care plan. This will have a direct influence on supervision ratios.

Pupils & parents will have the College mobile number, if this is deemed appropriate for the visit. Pupils will have the College Office number in their phones, and will be instructed to contact this number in an emergency.

Incident Occurring

Pupils should know how to contact a member of staff if any incident occurs.

The group leader should also ensure that all documentation required by the EA in relation to any incidents or accidents is completed as appropriate. This must be forwarded to the EA as soon as is practicable.

The Principal / Vice-Principal should be informed immediately of any incidents and agree plans in relation to managing the incident and communication with parents/guardians/other 3rd parties.

Appendix 7 - Pupil-Staff Ratios

Supervision & Pupil-Staff Ratios

Supervisory roles should be closely aligned to the roles and responsibilities undertaken by staff on a visit. **Pupil to staff ratios for educational visits are not prescribed in law.** Those planning visits, on the basis of risk assessment, should decide the ratios taking into account the range of variables which are determined through an informed risk assessment. On the basis of a risk assessment, it is likely that additional supervision may be required, particularly in relation to categories 3, 4 and 5 with reference to residential visits and hazardous activities.

Risk assessment may include the assessment of individual pupils, particularly within the special schools sector, and those with behavioural considerations in receipt of a medical care plan. This will have a direct influence on supervision ratios.

The key factors which should be taken into consideration in the establishment of appropriate ratios are as follows:

- nature and location of activities to be undertaken;
- age and ability of the group;
- pupils with special educational and/or medical needs;
- day visit or overnight stay;
- mixed or single gender group;
- experience of supervisory staff in off-site supervision;
- duration and nature of the journey type of any accommodation;
- competence of supervisory staff, both general and in relation to specific learning activities;
- requirements of the organisation/ location to be visited;
- competence and behaviour of the pupils;
- prevailing weather conditions and time of year;
- duration and location of planned activities;
- first aid cover.

The following issues should also be considered when establishing ratios:

Under normal circumstances, at least one male and one female leader should accompany mixed sex groups, where an overnight stay is involved. Where this is not possible, parents must be made aware and give their consent to the proposed arrangement prior to the visit.

Arrangements should be made to ensure that appropriate ratios are maintained if a staff member needs to leave the group e.g. to accompany a pupil to hospital, escort a pupil home, personal illness or attend to a personal emergency.

Supervision can be close or remote but it is always for the duration of the visit.

Close (direct) supervision occurs when the group remains within sight and contact of the supervisor.

Remote (indirect) supervision is planned and is subject to stringent controls, while the group is not necessarily within direct contact or vision of the leader at all times. Both the leaders and the group will know of each other's whereabouts and clear lines of communication including rendezvous points will have been established. Leaders are required to remain in the area, in which the indirect supervised activity takes place, throughout period.

The need to involve volunteers e.g. parents or governors with clearly defined roles and responsibilities is an accepted practice.

Ratios – Suggested Starting Points

Key Stages 3 and 4 (Yr 8-12)	one adult for up a maximum of twenty young people
Post-16 (Yr 13/Yr 14)	one adult for up to a maximum of twenty young people

Appendix 8 - Transport

Transport

The group organiser must be satisfied that all the transport arrangements meet the legal statutory requirements for the type of journey proposed.

Areas to Consider:

- that the operator holds a valid Operator's Licence (this can be checked out by contacting the Department of Infrastructure or looking at their web site);
- the mode of transport is appropriate to the needs of the pupils;
- there is adequate supervision during transit;
- those involved in driving hold the relevant licence to drive the vehicle;
- those involved are insured appropriately;
- guidance on the transport arrangements relevant to the particular group, e.g. age and/or developmental needs.

Where schools require the use of outside operators to provide transport, it is crucial that they are satisfied that the operator(s) can demonstrate how they meet the above criteria.

Where leaders or parents choose to transport pupils in their cars, organisers of the visit should:

- satisfy themselves that the vehicle is licensed and insured for purpose – this could involve asking for a copy of the insurance details;
- seek the agreement of the parents of the pupils involved – this should be in writing;
- satisfy themselves that private car users do not carry more passengers than the number of seat belts available;
- do so in accordance with the organisation's Child Protection Policy.

Appendix 9 - Insurance

Insurance

The school must ensure, well before the group departs, that adequate insurance arrangements are in place.

The Education Authority will cover the legal liability of controlled and maintained schools in respect of personal injury claims. It is however, recommended that schools should take out additional travel insurance in relation to educational visits outside of Northern Ireland. Other schools should check with their insurance broker as to the extent of cover provided under their public liability insurance policies. Parents should be advised as to the extent of any additional insurance taken out by the school.

The Education Authority or insurance broker can advise on particular types of insurance requirements and other arrangements:

- medical cover for leaders and group members;
- specialised risk activities;
- activities abroad;
- participants with medical conditions;
- cancellation or other emergency situation.

The group leader should scrutinise carefully the conditions, list of exclusions, and limits on cover in any policy provided by an outside organisation. If there is any doubt, the insurer should be asked for clarification before departure. The group leader may need to seek further advice from the employing authority or insurance company if not completely satisfied with the insurance cover.

No person acting on behalf of a school should sign an indemnity for any outside body against liability without it first being checked and approved by the relevant employing authority.

Appendix 10 – Use of Independent Providers

Use of Independent Providers

The term independent providers refers to other organisations or companies which provide a service that is outside the direct control of the employing authority e.g. tour operators, specialist activity providers, residential centres etc.

Where a group organiser has opted to use the services of an independent provider the principal must ensure that:

- employing authority policy and procedures are followed in relation to the use of such providers;
- providers are reputable and have the necessary insurance in place for the services they provide;
- staff involved in the delivery of the service are competent and are aware of their roles and responsibilities in relation to the group and child protection;
- risk assessments are available for the activities the group will partake in;
- adequate emergency and contingency plans and procedures are in place in the event of unforeseen circumstances.

These prerequisites should be ascertained in writing from the external provider as part of the school risk assessment.

Note:

A compulsory licensing scheme for Outdoor Activity Providers, which endorses the provider's competence to deliver activities to young people (under 18s) exists in England, Scotland and Wales. Group leaders should therefore take cognisance of their chosen provider's licence and note the activities which they are licensed to offer. Not all activities require a licence. Further details can be obtained from the Adventure Activity Licence Authority.

There is no such requirement or structure in place at present for the licensing of outdoor activity providers in Northern Ireland

References

Risk Assessments & Guidance, Education Authority

<https://www.eani.org.uk/school-management/policies-and-guidance/educational-visits>

Policy & Guidance, Education Authority

<https://www.eani.org.uk/sites/default/files/2021-10/EA%20Educational%20Visits%20Guidance%20COVID%2019%20UPDATE%20OCTOBER%20%202021.pdf>