# Safeguarding – Educational Visits and Risk Assessments Policy

# Low Ash Primary School

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| **Approved by:** | The Governing Body | **Date 15.10.25** |
| **Last reviewed on:** | **16.10.24** | |
| **Next review due by:** | Autumn term 2026 | |

**Rationale**

At Low Ash Primary School, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits:

- have a stated educational purpose with clear, relevant and achievable aims and objectives
- enhance learning opportunities
- develop personal and social skills
- provide a positive contribution to the development of cross-curricular dimensions
- enhance our History, Geography, PE and other subject delivery

Visits include:

- walks around the local area
- local visits which include travelling by minibus
- half or full day visits which need transport – minibus, public transport or private bus/coach
- residential visits

A major consideration in the organisation of any visit must be the safety of the participants, and this, as in all other respects, both the LA guidelines and the school policy must be complied with. The minimum adult-to-pupil ratio is dependent on the nature of the visit and the age of the pupils – staff must therefore check that they comply with all school and LA requirements and regulations. The organiser must be satisfied that the venue is a suitable one, with all that this entails, and, where applicable, that any officials from the venue who will be involved in the visit, are qualified and dependable.

**Safeguarding**

Low Ash Primary School is committed to safeguarding and promoting the wellbeing of pupils at the school. Staff are vigilant in identifying safeguarding issues, reporting concerns in writing to a 'Named Person' for child protection in school, namely the Inclusion Leader (Designated Safeguarding Lead - DSL), Headteacher, Deputy Headteacher, Assistant Headteacher or Learning Mentor (all are Deputy Designated Safeguarding Leads – DDSLs). Staff attend child protection awareness training every year. The school's Child Protection and Safeguarding Policy provides detail regarding policy and procedures. The procedures described in this policy are designed to promote and ensure the safety and wellbeing of all pupils.

**Role of the Educational Visits Coordinator - EVC**

The EVC is Dan Hurst (Deputy Headteacher).

It is the coordinator's responsibility to: -

- ensure there is a named Visit Leader who is assigned overall responsibility for the organisation and monitoring of the visit together with liaising with school staff. The Visit Leader will have experience in managing, supervising and controlling the age groups going on the visit and has the skills to organise the group effectively. They are aware of the school's policies and protocols for off-site emergency situations (eg. child missing / absconded)
- ensure the Visit Leader and / or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor
- ensure all required actions including any identified training requirements pertinent to the nature of the visit have been completed before the visit begins
- ensure the risk assessment forms are completed which includes mode of travel that is appropriate (safe and risk assessed); expected travel times, both departure and return; relevant medical and educational needs; full details of the venue; a register of all of the adults and pupils in the visit group
- update, communicate and discuss school policy in relation to trips/visits
- keep up to date with national and LA guidelines regarding visits, especially Health and Safety issues.

**Planning**

Educational visits should be included in initial and long-term planning. In some cases, it will be necessary to plan further in advance, for example at the beginning of the school year, as some visit locations are in heavy demand.

Information needs to be sent for in advance, and where possible, a pre-visit arranged. The information collected should include disabled access, disabled toilets and include any information needed for wheelchair access, so that provision can be made for all children for the whole visit.

## SECTION 1 BEFORE THE VISIT

### Exploratory/Preliminary Visits

All visits will benefit from an exploratory/preliminary visit if the visit is not a regular event. For outdoor activities the exploratory visit is absolutely necessary for safety reasons but also for reasons of sound educational planning.

Exploratory visits contribute to overall planning by ensuring that the venue:

- can be assessed with regard to its ability to meet the aims and objectives of the visit
- can be effectively assessed for risk
- can cater for the individual needs of the group
- can direct the visit's itinerary to make the best use of the venue's educational potential

Exploratory visits contribute to overall planning by ensuring that the Visit Leader:

- is familiar with the geographical, logistical and social aspects of the venue
- has obtained names and addresses of other schools who have used the venue
- has met staff at the venue and has obtained advice from them

Once a member of staff has decided on the visit location which needs a coach or minibus, then detailed preparation needs to start at least one month in advance. Approval 'in principle' needs to be obtained from either the Headteacher or Deputy Headteacher.

The school calendar should be checked to make sure the date is free. Costings must be worked out with the appropriate member of the office staff before any booking is made. Ring and book your venue, then give the appropriate member of the office staff the dates, venue (including address and telephone number), and time of coach. A coach or minibus can then be booked. Visits should be accessible for all children.

Once the details of the visit have been confirmed then a letter (or School Ping) to parents needs to be drafted. The letter should include details of:

- nature and purpose of the visit
- venue
- date
- departure and arrival times
- what to wear
- what to take
- packed lunches – no glass bottles
- cost, including a statement about voluntary contributions
- supervision arrangements
- a clear reply slip giving permission must be included for parents to return

**N.B**. Parents/carers and adult helpers are not to be charged when accompanying a class. Their admission fee, if applicable, should be budgeted for in the cost of the children's visit.

Staff should send their slips and monies to school via Parent Pay. Every effort must be made to collect the voluntary contributions, but no child should be left at school because their family cannot pay.

**A risk assessment** must be completed and approved by either the Headteacher and Deputy Headteacher (or another senior leader in their absence). All staff on the visit need to be aware of this form. (Appendix 2).
In most cases, these documents are uploaded onto Evolve (an online system for the planning, approval and management of educational visits) which is supported by the local authority.

**First Aid**
First aid considerations must form part of the risk assessment – these considerations should include:

- the numbers in the group and the nature of the activity
- the nature of any likely injuries and how effective first aid would be
- the distance to the nearest hospital and availability of transport

N.B. All adults in the group should know how to contact the emergency services.

In all cases a nominated person, either at school or based at the venue, should be in charge of the first-aid arrangements, e.g. a fully trained first-aider is required for adventurous activities, visits abroad or residential visits. However, for normal school trips and visits the group leader should have a good basic working knowledge of first aid and ensure that an adequate first-aid box/bag is taken.

**Itinerary**
A detailed itinerary needs to be planned for the whole visit. This should include:

- times
- places, with phone number in case of emergency, details of disabled facilities and access if appropriate
- activities
- groups
- supervision

**What to take**:

- first aid kit
- any medication specific children need, for example for inhalers/ EpiPen's
- access to emergency contact list
- sick bucket, paper towels, plastic bags and disinfectant
- any resources or equipment needed

**Charges**
Visits which occur during school hours must be provided free of charge. However, parents/carers can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming, the visit may have to be cancelled – parents/carers must be notified of this contingency. Pupils whose parents/carers do not contribute cannot be discriminated against.

**Costs**
The amount the children pay needs to cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers etc.

**Adult to child ratio**
Ratio of adults to children should be better than 1:6 in Nursery and Reception classes, rising to a ratio of 1:10 in Year 6. The number of adults needed will depend on the nature of the visit and the amount of supervision needed. Some children may need one-to-one support due to individual needs. This should be identified on the individual pupil risk assessment.

**Uniform**
It is easier to identify children if they are wearing their school uniform. If the visit is likely to involve a lot of outdoor activities, for example, to a farm, then request that parents send their children in suitable clothing and footwear.

**Safety**

- children must be supervised by an adult at all times, including lunch times
- a suitable place for lunch and toilet facilities needs to be considered
- staff must make an assessment of any potential hazardous situations before the visit takes place, for example children's playgrounds

- specific children with behaviour or medical needs should, ideally, be in a group with the class teacher (unless there is one-to-one or additional support)
- all adults need to be comprehensively briefed so that they know the itinerary, which group of children are in their charge, the aims of the visit, and exactly what their duties are

If the venue for the visit is not familiar to an instructor or prospective group leader then an exploratory visit must be undertaken if:

- the visit is abroad or;
- the visit involves a residential element or;
- the visit involves outdoor activities, e.g. caving, climbing, hill walking, trekking or water sports.

**Pocket Money**
This is at the discretion of the Head teacher.

**Residential Visits**
All residential visits follow Education Bradford guidelines. Plans for a residential visit need to take place 9 to 12 months in advance. Prior to any residential visit, the staff responsible need to visit the venue to:

- check for suitability and safety, especially appropriate safety standards in outdoor activity centres
- look at disabled access/facilities/arrangements
- collect information about the venue and its surrounding area
- find out location, address and phone numbers of the local doctor's surgery, nearest hospital etc

Following the initial visit, costs need to be worked out. A meeting for parents/carers must then be arranged. This should explain:

- purpose of visit
- costs, including a planned saving scheme
- practical arrangements
- itinerary
- arrangements for supervision and safety
- insurance arrangements
- medical and emergency arrangements
- consent forms
- contact numbers

**Further preparations**

- a detailed itinerary
- contact numbers of parents and staff
- medical and dietary arrangements needed
- rotas of staff on duty
- use of leisure time
- stand-by staff arrangements (they must be available throughout the entire event, and must hold all information, contact numbers, hotel numbers etc, to enable them to respond to an emergency at either end)

All information regarding the visit should be held in school with further copies held by either the Headteacher or Deputy Headteacher. On any occasion when pupils will be away from the school the catering staff should also be notified, preferably at least two weeks prior to the visit. In all cases, the teachers from whose lessons or extra-curricular activities pupils will be absent should be informed.

**Insurance**

The LA 'all risks' policy covers insurance for all off-site visits

This blanket policy includes:

- medical and associated expenses (including Worldwide Emergency Medical Assistance)
- personal accident
- cancellation/ curtailment expenses
- personal effects and money
- legal liability (third party)

**SECTION 2 DURING THE VISIT**

- staff must ensure the adequate supervision and safety of all children at all times
- in the case of any emergency, the appropriate adults at school and parents/carers must be contacted immediately
- children should know which adult is on duty at all times
- all individual group leaders should carry mobile phones and have the mobile telephone numbers of all adults on the trip in case of emergency

**Dealing with accidents and emergencies**

**i Accidents**

In the event of a pupil injuring themselves, dealing with that incident must take priority. **All participation in such activities must stop** and pupils must be instructed to rest quietly and not to make any further use of any equipment/hardware associated with the accident, until the incident has been dealt with and the welfare of the injured party has been organised. Pupils must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts and abrasions can be dealt with using the first aid bag but more serious incidents should receive the attention and evaluation of a qualified 'first aider'. All accidents however minor should be reported in the School Accident book by the end of the day on which they occur – if the visit is abroad then the incident should be written up as soon as possible on return to the school. The accident book must then be countersigned by the Deputy Headteacher.

**ii Illness and Sickness during the visit**

Pupils must be encouraged to report that they are feeling unwell during a visit – otherwise it is possible that their condition could cause them to lose concentration or become faint. They should have confidence in knowing that such matters are regarded seriously from a health and safety point of view, e.g. the unwell pupil may have an increased chance of an accident. Opportunities must be afforded in such circumstances for the pupil to leave the activity to visit the cloakroom, get some fresh air, have a drink of water, rest, etc. and the advice of a first aider should be sought if there is cause for concern, or if it is thought that the incident is not genuine. However, pupils must not leave the activity without first informing a member of staff of the situation.

**iii If a child goes missing during the visit**

In the event of a child going missing, the visit leader should organise an initial check and then raise the alert, contacting school (and the visit provider if appropriate) and local police.
Procedures will follow those described in the Child Missing From School Trip protocol (Appendix to Missing Child and Safeguarding Policies. (see protocol for more detail).

**iv Emergency Procedures**

In the event of an emergency, contact school for advice. If this is not possible, follow the Bradford MDC guidelines on Serious Injury Incident Procedure:
*In the event of a fatal or serious injury incident (i.e. involving employees or those under your charge) you should ring the following number:*

***During office hours**, the Safety Adviser on 01274 431007. A serious injury incident is one which results in life threatening injuries, or one involving multiple casualties with major injuries. Major injuries are defined as fractures, amputations, loss of consciousness, eye injuries or injuries requiring admittance to hospital for more than 24 hours.*

***Outside office hours** contact 01274 431000 and request that contact be made by them with a member of the Emergency Planning Team.*

**Policy review**
The policy will be reviewed by the Full Governing Body every two years, or earlier if deemed necessary.

**Signed: ……**

**Chair of Governors**

**APPENDIX 1**

**Risk Assessment Process**

For any proposed school trip, a risk assessment will be completed. This will involve the following steps.

**STEP 1 – INTITIAL PROPOSAL & HAZARD RATING –** The person proposing a trip will collect the necessary details to inform the Deputy Headteacher of the proposed visit.

**STEP 2 – INITIAL APPROVAL –** The Deputy Headteacher will assess the information provided and decide whether the trip:

a) conforms to the type of school trip the school will undertake and

b) is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the suggested trip will be indicated to have been disapproved.

If approval is given then an individual will be appointed as the SCHOOL TRIP ORGANISER for the trip and the trip given a risk assessment classification by the EVC. The risk assessment classification will be High, Medium or Low. This is based on the following:

**High Risk –** Trips abroad and/or involving adventurous activities
**Medium Risk –** Other residential trips.
**Low Risk –** Short duration trips in the local vicinity or regular trips. This would include visits to local shops, the park, etc.

**This is not an absolute indicator of the risks involved in a trip, but is used to identify the likely timescales requested in order to make adequate arrangements for the safe management of the trip.**

**STEP 3 – SPECIFIC RISK ASSESSMENT**
All relevant information about the trip is to be completed by the SCHOOL TRIP ORGANISER using the proforma (See Appendix 2). **A detailed outline of the specific risks and ways of minimising these risks, including any specific needs of pupils with SEND, must also be included.**

This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the trip but the higher the risk rating the more complex the arrangements are likely to be.

**STEP 4 – FORMAL APPROVAL OF TRIP.** Once completed, the Risk Assessment Form will be submitted to the Headteacher and Deputy Headteacher together with any supporting paperwork. The Headteacher and Deputy Headteacher will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

For most school trips, including residentials, risk assessments are logged onto the Bradford Council 'Evolve' system, where they are reviewed and approved by the authority. School uses Evolve to upload the risk assessment documents for all school trips which are then reviewed by the Headteacher and the Deputy Headteacher. In the case of local walks, parents will be informed, risk assessments completed by

the trip leader and then submitted for approval by the Headteacher and Deputy Headteacher usually via Evolve.

**STEP 5 – PARENTAL INTEREST –** A letter is to be sent to parents/guardians explaining in detail what the trip aims to do and asking them to indicate whether they would be prepared for their child/guardian to attend. It must also indicate whether they will need to contribute towards the funding of the trip and the likely cost.

Provided sufficient interest is indicated then the process will move to the next step.

**STEP 6 – CONFIRMATION OF VENUES ETC. -** This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

**STEP 7 – LETTER TO PARENTS -** Parents will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non-prescribed medication.

**STEP 8 – BRIEFING OF PUPILS -** This is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised what is to happen on each day, which must include where they are to meet, clothing etc. required, what papers they to bring with them.

**STEP 9 – EMERGENCY -** Details relating to Emergency provision will be finalised.

**STEP 10 – THE TRIP -** The trip takes place.

**STEP 11 – DEBRIEF & EVALUATION -** Staff and pupils involved will be asked to comment on the trip identity any concerns and also to highlight where things worked out positively.

**REVIEW -** This policy is a working policy and will be subject to regular review in practice. The school will periodically review the process to ensure that it continues to work effectively.

**APPENDIX 2**

# Low Ash Primary School
# SCHOOL EVENTS: RISK ASSESSMENT

**General Risk Assessment Form (RA1)**

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| **Workplace & Address** - Low Ash Primary School Wrose, Bradford, BD18 1AA – Tel 01274 582927<br>**Assessor Name & Job Title** - XXX<br>**Mobile Phone Numbers of Staff Involved** – XXX | | |
| **Description of area/activity to be assessed & Address/phone number/Contact** - XXX | | |
| **Date** XXX | | |
| **Who is at risk? Staff/Others** –<br>**Class** XXX – XXX pupils<br>**Travel** – Minibuses/Private Coach including name of company and phone number/Bus/Walking<br>Minibus Driver: XXX Leader: XXX Other adults: XXX 1:1 Adults XXX<br>Timings – XXX Leave School. XXX Session at venue. XXX Leave venue. XXX Back at school | | |
| **Food arrangements** - Not applicable/ Children will bring packed lunches and FSM children will be provided with one – kitchen staff have been informed<br>Adult responsible for checking school lunches | | |
| **Hazards identified and risks** | **Existing control measures** | **Is there still as significant risk?** |
| Adult: Child ratio | XXX<br>Mobile phone numbers of all group leaders' exchanged in case of an emergency. | |
| Travelling in minibus | Pupils will be accompanied by an adult at all times. Actions: Take a mobile phone, keep switched on, and inform office of number.<br>See separate risk assessment for minibus travel. | |
| Losing a child | Refer to Safeguarding policy Appendix 3b. | |
| Adverse weather | XXX | |
| Specific pupils struggling with terrain/weather | XXX | |
| Water safety | XXX | |
| Poorly child | XXX | |
| Pupils with additional needs | XXX | |
| Other | XXX<br><br>**If there is still a significant risk, then the activity/trip should not go ahead.**<br>**Checklist**<br>Letter to inform parents/carers – including cost, times, reasons for visit<br>Travel confirmed Cook informed Key Stage Leader informed<br>First Aid Kit, sick buckets and other medication organised<br>All staff involved have been given a copy of the risk assessment<br>Mobile phone numbers of all group leaders' exchanged in case of an emergency<br>Adult responsible for checking school lunches | |

**Protocol for unwell member of staff**

**Unwell staff member**

If the staff member is unwell, the trip leader (or deputy if the leader is the one unwell) will ask if they would like the leader (or deputy) to contact their next of kin emergency contact.

If the unwell staff member needs medical treatment eg visit to the hospital, then the trip leader/deputy would contact the Educational Visits Officer in school or in their absence, a member of SLT, to discuss ratios of staff to pupils and see if a member of staff can accompany the unwell member of staff.

If the unwell member of staff wishes to go on their own to the hospital, there will be regular contact between the unwell staff member and the trip leader. The Educational Visits Officer will also be kept up to date.

A new member of staff may also be sent to the trip if required for staff/pupil ratios or the trip may be shortened and the children would return back to school.

**Risk Assessment for an unwell member of staff**

1. Immediate medical response

. Ensure the staff member receives appropriate first aid/medical care and, if needed, emergency services are called.

. Appoint a senior member of staff on the trip to take charge of communications - usually the trip leader/deputy.

2. If the staff member is conscious and able to decide

o Tell them what has happened, what treatment is proposed and where they will be taken.

o Ask whether they want you to contact their next of kin and, if so, get the contact details and consent to share any relevant medical information.

o If they explicitly ask you NOT to contact next of kin, respect that unless doing so would put them at risk.

3. If the staff member is unconscious, disoriented or otherwise unable to consent

o Contact the next of kin immediately and give factual information about location, circumstances and medical care being given. This is lawful and necessary in an emergency and is standard safeguarding practice.

4. If there is a safeguarding concern or risk to the pupil group

o Prioritise pupil safety (arrange adult supervision, return transport, inform your emergency contact/Educational Visits Officer at school).

o Inform your DSL / designated senior leader at the earliest opportunity. They will advise on next steps including contacting LA if needed.

<u>Legal / data-protection note (brief)</u>

Sharing personal/medical details normally requires consent, but in an emergency you are permitted to share necessary information with next of kin and medical professionals. Keep disclosures limited to what is needed.