



LIGHT YEARS SCHOOL

EDUCATIONAL TRIPS POLICY & RISK ASSESSMENT TEMPLATE

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Safeguarding at Light Years School

At Light Years School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Light Years School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Light Years School is carefully considered and a central theme through all school policies.

Special Educational Needs & Disabilities (SEND) at Light Years School

At Light Years School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, a differentiated curriculum and a strong focus on developing pupils' personal, social and emotional development. The special educational needs and disabilities of all pupils at Light Years School is carefully considered and a central theme through all school policies. For more information, please read the school's SEND Information Report.

The **Educational Trips Policy and Risk Assessment Template** should be read in collaboration with the following policies:

Safeguarding Policy
Behaviour Policy
Risk Assessment Policy
Health and Safety Policy

Policy Aims

Educational visits are activities arranged by our school, which require pupils to leave the school premises, having been authorised to do so by the Headteacher or other Senior Leader.

Educational visits are a valuable way to enrich the curriculum with experiences that bring learning to life, provide valuable context to academic learning and provide opportunities for shared experiences, thus developing positive relationships between peers and staff. They form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities

Legislation and Guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

Roles and Responsibilities

Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

The Deputy Headteacher is the appointed Educational Visits Coordinator at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they are approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Produce a risk assessment using the template at the end of this policy, outlining risks and mitigating factors reducing those risks to an acceptable level.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed

- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Planning and Preparation

The decision on whether or not a visit will take place will be made by Headteacher, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options

- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit.

- Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.
- Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.
- Light Years School will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Risk Assessment Procedure

Light Years School will carry out a full risk assessment at least 2 weeks before the start of any trips. In exceptional circumstances, in the best interest of the child, the Headteacher will consider authorising a trip within this 2 week period if they are convinced the processes outlined in this policy have been adhered to, and the trip has been fully risk assessed.

This will be completed using the school's risk assessment template, a copy of which can be found in **appendix 2**, and approved by the Headteacher or the EVC. Existing risk assessments and/or those provided by the destination itself should also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the Headteacher, and a copy taken on the visit and another copy left with the EVC and the school reception.

Staff Ratios and First Aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision. Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

Communication and Consent

On admission to the school, you will either give or not give your consent for small curriculum trips which occurring regularly, for example visiting local sports facilities and parents will not receive communication again regarding these 'everyday' trips. For educational trips that aim to enrich the curriculum and that are infrequent, Light Years School will contact the parents and carers of pupils invited to take part in an educational visit at least 1 week before the proposed date of the trip. Communication will be sent via letter, secure school text message system or via a documented phone call and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards
- Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

Emergency Procedures and Incident Reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations
- The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

At least 1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE) where appropriate.

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

Review & Monitoring

This policy will be reviewed every 2 years by the Headteacher and the EVC. At every review, the policy will be shared with the full governing board.

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the Headteacher.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

| Trip Information | Details |
|--|---------|
| Destination | |
| Trip date | |
| Travel distance | |
| Contact Number | |
| Length of stay | |
| Purpose of visit / educational benefits | |
| Number and age of pupils | |
| Transportation options | |
| Cost breakdown, including multiple options where available | |

| Trip Information | Details |
|---|---------|
| Resources required, including: Staffing Volunteers Physical supplies Transportation | |
| Accommodation options, where needed | |
| Insurance needed, where applicable | |
| Risk assessment plans and first aid provision | |
| Parents Communication | |

Appendix 2: Trip Risk Assessment Template

| | |
|--|---|
| Trip Destination | |
| Date of Assessment | |
| Date of Trip | |
| Trip Leader | |
| Contact Details for Trip Leader | |
| Emergency Contact Details | |
| Checked and Signed by: | |
| Site Contact Details | <p>Site Name: Light Years School Headteacher: Dan Tresman Deputy Headteacher / DSL: Sarah Alden Site Address: Tewkesbury Avenue, Fareham, Hampshire, PO15 6LL Site Contact Number: 01329 760955</p> |
| Level of Risk | <p>When calculating the risk a particular situation or event, Light Years School will use the table opposite. The severity number will be multiplied by the likelihood of the event happening and then colour coded to give a visual representation of the risk. Light Years School will assess the risk, take action to reduce the risk and reassess. Each risk will be assessed, and clear action taken to reduce risk. If the risk remains either extreme or very high after a risk assessment has taken place, Light Years will take the following action:</p> <ul style="list-style-type: none"> • Stop the event/activity immediately • Ensure pupils and staff cannot access the specific area on site • Liaise with relevant stakeholders including environmental health, local authority and external agencies such as police or fire service if required. <p>Where the risk remains high, the Headteacher must be made aware.</p> |
| Trip Risk Assessment (Template) | <p>The Headteacher and Proprietors have written this risk assessment to outline key areas of risk associated with the propose trip. and actions taken to reduce the risk. Each are identified has a corresponding risk assessment identifying the following:</p> |

| | | Likelihood | | | | |
|----------|-------------------|---------------|---------------|-----------------|-----------------|---------------------|
| | | 1 Rare | 2 Unlikely | 3 Possible | 4 Likely | 5 Almost Certain |
| Severity | 5 Very Serious | 5 Moderate | 10 High | 15 Very High | 20 Extreme | 25 Extreme |
| | 4 Serious | 4 Moderate | 8 High | 12 High | 16 Very High | 20 Extreme |
| | 3 Moderate | 3 Low | 6 Moderate | 9 High | 12 High | 15 Very High |
| | 2 Minor | 2 Very Low | 4 Moderate | 6 Moderate | 8 High | 10 High |
| | 1 Negligible | 1 Very Low | 2 Very Low | 3 Low | 4 Moderate | 5 Moderate |

| | | <ul style="list-style-type: none"> • Risk • The Risk Explained • Severity, Likelihood and Total Risk • Action to Minimise Risk • Remaining Severity, Likelihood and Residual Risk <p>The actions leaders take should reduce the original risk down to a figure acceptable to keep children, safe and visitors safe at all times.</p> <p>S = Severity L = Likelihood TR = Total Risk RR = Residual Risk</p> | | | | | | | | | |
|--|--|---|--------------------|--|--|---|---|---|-------------------------|--|---|
| | | Risk | The Risk Explained | | | S | L | T | Action to Minimise Risk | | S |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

S = Severity **L** = Likelihood **TR** = Total Risk **RR** = Residual Risk

Appendix 3: Volunteer Behaviour and Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Headteacher at the earliest opportunity and withdraw from the trip. A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 4: Template Letter for Parents/Carers and Consent Form

This form is based on the Department for Education's [consent form for school trips and other off-site activities](#).

Parents and carers should sign and date the form and return it to the school's administrator either in person or via email on admin@lightyearseducation.co.uk

Trip destination:

Trip date(s):

I, _____, confirm that I am happy for my child, _____, to take part in the school trip to **[insert destination]**.

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact _____. Their relationship with the pupil is _____

Work telephone:

Home telephone:

E-mail address:

Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them. I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

Signed:

Date: