



Educational Visits and Risk Assessments Policy

This policy applies to Steephill School, including the EYFS setting.

Authority	Health and Safety Committee	Dr Kristopher Page
Date last reviewed	March 2026 To be reviewed March 2027	

Steephill fully recognises its responsibilities for child protection and takes regard of DFE Guidance on Legal Duties and Powers which replaces a number of guidance documents on health, safety and security in schools, including *Health and Safety: Responsibilities and Powers (2001)* and Health and Safety on Educational Visits (26 November 2018).

In general this guidance states:

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.
- Teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils

Policy statement

Steephill School is fully committed to the safeguarding of children in their care, whether at school or off-site. This includes protecting children from maltreatment, including peer on peer abuse; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Types of visits

- Out of school – teacher led
- Out of school - centre staff led
- In school – teacher led
- In school – parent led

Educational visits - teacher led

Each educational visit outside of the School will have a teacher who is named the responsible person. This person must ensure there are appropriate staffing ratios, risk assessments, class lists, first aid equipment, parental consent forms and contact details for that visit.

The responsible teacher must liaise with the Head for permission for the visit, timing, discussion of venue, transport arrangements and for approval of the risk assessment. First aid equipment is kept up to date in the School Office and is collected from there on the day of travel.

Parents are informed of the visit and its links with the curriculum at least two weeks before the date. Parents sign a blanket consent form when the child joins the school which is kept in the school office.

Pupils are prepared carefully for the visit and where appropriate, medical conditions, special food requirements and allergies are discussed and planned for. The curriculum content, expectations of standard of work and the activities that the pupils will experience are explained in detail and any questions answered.

Where overnight accommodation is involved a parental meeting will take place including pupils so that all issues relating to being away from home, sometimes for the first time, are addressed.

The School makes arrangements to notify any changes in arrangements e.g. delay in return, child illness etc by liaising with the School Office who can then initiate a blanket text message or a phone call to individual parents. See emergency procedures.

All coaches and minibuses used have seatbelts. Coach companies known to the School are usually employed. Trains may be used if this is a safer and more convenient method of transport. Staff may transport children to venues for visits and matches. The School always checks insurance of outside agencies and has insurance cover for staff to drive their cars on school business.

If the School is going to an activities centre or taking part in any high-risk activity e.g. at PGL, then the School will ascertain that the provider holds a licence as required by the Adventurous Activities Licensing Regulations (2004). When using an external activity provider, the School either checks the centre/provider holds the LOTC Quality Badge (described in the 2018 DfE Guidance) or checks all the issues the scheme checks for itself:

- their insurance;
- they meet legal requirements;
- their health and safety and emergency policies;
- their risk assessments and control measures;
- their use of vehicles;
- staff competence;
- safeguarding;
- accommodation;
- any sub-contracting arrangements they have;
- that they have a licence where needed.

The responsible named person will also work with all staff to ensure pupil behaviour is of the highest standard. They will have the authority to give sanctions and in extreme cases be able to arrange for the pupil to be returned to School. Pupils will be given clear guidelines for their behaviour prior to the visit and on arrival at the venue.

The Safety and Welfare of children on an educational visit is of prime importance. A risk assessment is carried out on the journey and destination. Risk assessments from the destination may be used if available. The risk assessment is reviewed and agreed by both the EVC and

Headteacher and a copy taken with the teacher leading the visit and all staff accompanying the children.

Where visits are undertaken regularly the same risk assessment may be used but must be reviewed annually or when a significant change takes place. Examples include church visits and swimming lessons.

All risk assessments are to be reviewed after the visit or activity to mitigate future risks and evaluate effectiveness.

All employees of the School will have enhanced DBS checks in place.

Known parents, who have been DBS checked, may be used to escort groups.

Usually children wear School uniform to aid identification but on occasions this is not appropriate.

All children are reminded of conduct and safety for the trip and are advised of procedure in case of a difficulty being experienced.

Adult-Child Ratios

On outings, staff ratios are maintained and there is always a minimum of 2 adults; one adult being a qualified teacher. For trips and visits staff should consult with the EVC when determining staffing ratios for activities. Any on-site activity must also be supervised and staff must carry out a risk assessment for any activity significantly different from normal classroom activities. Any new activities must be discussed with a member of SMT before planning goes ahead.

Unless agreed with the Head that the nature of the activity requires a different ratio:

Pre-School and Reception ratios are always a minimum of 1:4.

Years 1 and 2 ratios are 1:8.

Years 3-6 ratios are 1:10

Educational visits – centre staff led

The same precautions as above are observed. It is most likely in these circumstances that the venue will have a risk assessment available. This assessment together with the journey risk assessment must be given to each adult that is leading a group.

All visits to another country will have regard to all the safety guidelines as described above. Passports are collected by the responsible teacher a week before leaving and are kept by him/her until return. Photocopies are kept in the School Office.

In school events

A risk assessment is required with a risk assessment from any provider.

Parent led events

A risk assessment is required with a risk assessment from any provider.

Regular Outings

The School takes part in many matches with other schools and this is considered part of school life. Regular trips to schools, swimming pool, Longfield, village halls etc. require a risk assessment which can then be applied to all subsequent trips to the same place. Regular checks should be made to ensure these are still valid. There is a general risk assessment for using the minibus.

A Risk Assessment form can be found in the OneDrive Teachers' shared area or in the School Office. This risk assessment must be filled out by the person leading the event. This is then circulated to accompanying adults no later than 48 hours before the event. The RA is signed by the Head and the EVC.

RAs are kept in the School Office.

Staff training is delivered to ensure the RAs are relevant, helpful and that adults are able to implement them. This is also part of the annual review of implementation of Health and Safety (see H&S Policy).

Emergency Procedures

Contact details are kept by the responsible teacher and in the School Office and by the Head. Specific emergency procedures for each trip will be carried by the named person. In case of emergency the leader will ring the Office and or the Head (if out of office hours). Permission for emergency medical treatment is held in the office on the blanket Permission Form.

The following should be reported as per RIDDOR regulations and guidance:

- deaths
- major injuries
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

The requirements are found in the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* updated 2013.

Strategy for the Improvement of Care and Welfare

This section is also found in the Safeguarding Policy.

Review of Implementation

The Governors review the implementation of the policies annually. In order to be clear on the success of this implementation a termly check is carried out during the Senior Management Team meetings on:

- Number and breakdown of significant incidents in school, defined as one which results in a child being sent home because of accident or illness.
- Number and breakdown of significant incidents whilst out of school but in the care of the School
- The Health and Safety report and progress on any action needed
- The safeguarding/concerns file
- Risk assessments and their success on trips or visits during that term
- Complaints received at any level
- Any other relevant detail which has a bearing on the care and welfare of children at this School

Action

As a result of this review actions needed are assigned to the appropriate person and the Head has responsibility to check these actions are carried out in a determined time frame.