

Educational Visits and Academy Trips Policy

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Educational Visit and Academy Trips Policy: document provenance

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Summary of changes in this review	<ul style="list-style-type: none"> • Updates to remove references to OBM and Executive and replace with school and college trust leader and relevant business services functions • Additional clarity of student: staff ratios • Updates regarding first aid and the requirements for trips • Updates on guidance regarding insurance • Updates regarding using buses and minibuses • Additional information added regarding risk assessments
Related policies and documents	<ul style="list-style-type: none"> • Charging and Remissions • Care and Control of Students • Intimate Care • Medical Conditions • Child Protection and Safeguarding • Child Goes Missing or Absconds • Business Continuity and Critical Incident • Health and Safety

Unless there are legislative or regulatory changes in the interim, the policy will be reviewed as per the review cycle. Should no substantive change be required at this point, the policy will move to the next review cycle.



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1.0 Policy statement

- 1.1 Dixons Academies Trust supports and encourages educational visits as enhancing the overall student experience by supporting the acquisition of powerful knowledge and development of cultural capital. Our mission is to challenge social and educational disadvantage and well-planned curriculum visits and cultural experiences are key to us achieving this.
- 1.2 The academy takes its duty to safeguard our children seriously (Keeping Children Safe in Education 2025) and the safety of all is paramount.
- 1.3 We take reasonable steps, as stated in the Health and Safety at Work Act 1974, to ensure the well-being of our employees is of equal importance to the safeguarding of our children.

2.0 Scope and purpose

- 2.1 The policy is written for all stakeholders and explains our approach to all aspects of managing educational visits, both in terms of risk assessment, compliance with Health and Safety legislation and our approach to charging. This policy has been designed in line with Department for Education and Health and Safety Executive guidance and details our responsibilities for students and staff while out on educational visits. The policy should be read in conjunction with the following:

- Charging and Remissions
- Child Protection and Safeguarding
- Child Goes Missing or Absconds
- Business Continuity and Critical Incident
- Intimate Care
- Care and Control of Students
- Medical Conditions
- Health and Safety Other documents:
 - Charging for Academy Activities DfE 2014
 - Health and Safety on Educational Visits – DfE 2018
 - Health and Safety: Advice on Legal Duties and Powers DfE 2014
 - Academy Trips and Outdoor Learning Activities HSE (2011) Evolve software:
 - Driving Academy minibuses 'DfE (2013)'
 - OEAP Website (eg guidance on ratios and supervision)
 - DfE (Nov 2018) Health and safety on educational visits

3.0 Definitions

- 3.1 'In loco parentis' means that the group leader of any academy trip or educational visit has a duty of care over the young people in place of a parent.
- 3.2 'Academy trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Dixons Academies Trust which takes students and staff members off-site.
- 3.3 'Residential' means any academy trip which includes an overnight stay.
- 3.4 Activities of an adventurous nature include, but are not limited to, the following:
 - trekking
 - caving
 - skiing
 - water sports
 - climbing
 - camping



4.0 Key roles and responsibilities

4.1 The trust is responsible for:

- the overall implementation of this policy
- ensuring that this policy, as written, does not discriminate on any groups, including, but not limited to: ethnicity / national origin, culture, religion, gender, disability or sexual orientation
- handling complaints regarding this policy as outlined in the Academy's Complaints Procedure Policy

4.2 School and college trust leaders are responsible for:

- the authorisation of all adventurous, residential and overseas visits

4.3 The principal is responsible for:

- the day-to-day implementation and management of this policy
- liaising with the academy's education visits coordinator and communicating information regarding any planned trips to parents
- ensuring the trip organiser has completed Evolve and associated risk assessments for the trip

4.4 The educational visits coordinator has overall responsibility for:

- quality assuring all risk assessments for trips
- advising trip leaders on health and safety
- advising the principal on risk mitigation
- ensuring an itinerary is created prior to an educational visit and ensuring parents are informed
- agreeing a communication and emergency response plan
- agreeing to an appropriate member of staff to be the designated leader of the trip
- evaluating residential trips with the leader, students and parents on return

4.5 The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all young people on the trip.

4.6 Staff and volunteers are responsible for:

- following this policy, and for ensuring all students do
- ensuring the policy is implemented fairly and consistently

4.7 Students are responsible for:

- following instructions from staff while on academy trips
- behaving in a manner which matches the high expectations of Dixons Academies Trust, and for following the rules set out in the behaviour policy

5.0 Scope and purpose

5.1 Staff will receive training on this policy as part of their induction.

5.2 Staff will receive regular and ongoing training as part of their continuing professional development.

6.0 Planning academy trips

6.1 Prior to planning an academy trip, the following guidance should be read by organisers:

- DfE (2014) Health and Safety: Advice on Legal Duties and Powers
- HSE (2011) Academy Trips and Outdoor Learning Activities

6.2 A thorough risk assessment will be conducted by the trip lead and approved by Educational Visits Coordinator and Principal during the planning of the trip, to ensure student and staff safety.

6.3 The academy will do everything in its power to ensure that all students are given an opportunity to participate in trips, such as organising two trips with a smaller group size, or finding a venue which can cater for all students.



- 6.4 Where there is a maximum capacity of students for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in the trip communication.

7.0 Risk assessment process

- 7.1 Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 7.2 Visit Leaders who are in doubt about the balance of benefit and risk should consult the EVC.
- 7.3 The process is as follows:
- identify the significant / foreseeable hazards
 - decide who might be harmed and how
 - evaluate the risks and decide on control measures
 - record findings and implement them
 - review assessment and update if necessary
- 7.4 An example of a risk assessment form is available in Appendix 3 (your academy will have their version).
- 7.5 For an Educational Visit to be approved to go ahead, a written, suitable and sufficient risk assessment must be submitted by the Visit Leader. If using a generic risk assessment, it is imperative that the Visit Leader takes ownership of the document by making it relevant to their Educational Visit. This means they should consider not only the activities being undertaken, but any specific needs of individuals on the trip / visit.
- 7.6 Dynamic risk assessments should be carried out by Educational Visit staff continuously. These will not usually be written at the time, but any significant changes made to the risk assessment as a whole or the control measures, or any additional hazards seen or anticipated should be recorded, e.g. they can be handwritten onto the risk assessment and documented in the evaluation form. This should then be made available by the EVC for the benefit of future visit staff.

8.0 Transport

- 8.1 Where coaches are being hired to provide the transport for an Educational Visit, due diligence must be carried out on the coach company prior to the visit. A Transport Checklist (where appropriate) should be sent to and completed by the coach company, checked by the EVC and uploaded onto Evolve. The finance team should be notified early in order to ensure appropriate payments are scheduled.
- 8.2 If using the academy minibus please refer to our academy minibus policy.

9.0 Parental consent

- 9.1 Parental consent is not generally required for off-site activities that take place during academy hours, however, the academy will always inform parents of any visit.
- 9.2 Written consent is required for:
- activities of an adventurous nature
 - residential trips
 - foreign trips
 - trips outside of academy hours
- 9.3 If preferable and appropriate, parents may complete an annual or per visit consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the academy holidays.
- 9.4 If a child in the group is subject to a care order, the Social Worker should consent to any activity for which parental consent is advised. The Social Worker should be informed of any other 'learning outside the classroom' activity. The academy should also ensure that foster carers are aware of this so that they can take the necessary action.
- 9.5 If agreement cannot be reached with any parent who refuses consent, the student should be omitted from the activity and remain in the academy.
- 9.6 Separate consent will be sought for trips which require payment.



- 9.7 Some Educational Visits may require consent from parents for emergency medical treatment (including, for example, anaesthesia or blood transfusions). Where such treatment is considered necessary by the medical authorities, parental consent must be sought for such treatment by way of a letter. This letter may be sent to parents at the beginning of the academic year or in advance of specific Educational Visits. Where parents refuse to consent to emergency medical treatment, either on religious or other grounds, advice will be sought from the Dixons Academies Trust public liability insurer and/or legal adviser to determine whether their child is still able to take part.
- 9.8 If abroad, a doctor may be reluctant to treat one of the group participants if the Visit Leader does not have documented consent, therefore it is good practice for the Visit Leader to have ready access to a record of parental consent on such Educational Visits.

10.0 Staffing ratios

- 10.1 Supervision ratios are determined as part of the planning and approval process. The appropriate ratio for any activity will be informed by the risk assessment where there are no specific external or stakeholder guidelines that dictate instructor: student ratios.
- 10.2 The decision should take into account:
- student gender, age (including developmental age), ability, competence and behaviour
 - general and specific supervision competencies
 - special educational needs and disabilities (which should trigger a higher ratio or individual care plan(s))
 - duration and nature of the activity, including any journey required to get there/back
 - location and environment of where the activity will take place, including accommodation and requirements of the venue
- 10.3 Taking into account the OEAP National Guidance and other bodies of work, this policy stipulates the following ratios should be adhered to unless the principal gives case-specific consent, which should be recorded in writing, to operate outside of them:

Default Trip	Overnight / Residential	Adventurous	Overseas
1:15	1:10	1:10	1:8

Notes:

These are **minimum** staff to student ratio guidelines.

For SEND students, ratios might need to be tighter.

At least two adults, each of a different gender should accompany overnight and overseas visits (where this is not reasonably practicable, staff must still be able to access a member of the Safeguarding team through the on-call system)

At least two adults must accompany adventurous visits. *These are minimum staff : student ratios but should be informed by the risk assessment.

- 10.4 These are merely minimum staff: student policy ratios. The actual supervision ratios must be informed by the needs of the group members and the complexity of the activity, and they must be agreed by the EVC. The suggested ratio can be amended with the permission of the principal, EVC and visit leader after the risk assessment has been submitted and before the final planning takes place. Further guidelines can be sought from:
- RoSPA (Royal Society for the Prevention of Accidents)
 - The Department for Education
 - OEAP (Outdoor Education Advisers Panel) – <https://oeapng.info>
- 10.5 With a mixed-gender party, there should be members of staff or other responsible adults of each gender accompanying the group:
- 10.6 Where it is not possible for supervising colleagues in primary settings to be of mixed gender, consideration should be given to the safe use of welfare facilities to maintain strict safeguarding controls.
- 10.7 A qualified first aider must accompany all visits, and the leader must ensure a first aid kit is carried at all times.
- 10.8 First aid training falls into three main categories:
- 1 Day – Emergency First Aid
 - 2 Day – Paediatric First Aid or Outdoor Incident Management



- 3 Day – First Aid at Work

- 10.9 Any visit with children five years old or younger MUST be accompanied by someone with paediatric first aid training.
- 10.10 The provision of first aid should consider the age range, ability of participants, the nature of the activity being undertaken, duration, and location.
- 10.11 Where a visit or trip requires students to be moved in multiple vehicles, a first aid trained colleague should be present on each vehicle.

11.0 Insurance and licensing

- 11.1 Appropriate insurance must be in place to cover employees (Employer Liability Insurance) and the academy's liability to the public (Public Liability Insurance), including students.
- 11.2 Dixons Academies Trust has Risk Protection Arrangements (RPA) cover through the Department for Education which includes overseas travel (including winter sports). However, it is the duty of the Visit Leader, followed by the EVC and Principal to ensure that the insurance policy will cover all activities being undertaken and to arrange additional insurance if it does not.
- 11.3 It is possible that some adventurous activities are not covered by Dixons Academies Trust RPA, in which case, additional cover will be required. Tour operators may include additional travel insurance as part of the package they offer, but it is generally expected that the RPA will be used, unless otherwise agreed by the Principal and School and College Trust Leader. The responsibility for ensuring that insurance is suitable lies with each academy and note should be taken of specific exclusions, for example, some snow sports, driving motor vehicles, high altitude, sub-aqua, and individuals' pre-existing medical conditions. The academy will also determine whether additional insurance needs to be taken out by parents for their children and to inform the parents of this necessity and how it is to be arranged.
- 11.4 For more complex Educational Visits, the academy will tell parents what insurance arrangements are in place and ask parents to accept the insurance arrangements through the consent form. Some parents may cancel their child's place on an extracurricular activity (one that takes place outside the academy day or term). If the place cannot be refilled, and the cancellation is covered by the insurance policy, the academy should forward the cancellation to the insurer and operator as soon as possible to help to mitigate cancellation charges.
- 11.5 When planning activities of an adventurous nature in the UK, the Educational Visits Coordinator will check that the provider of the activity holds a current licence.
- 11.6 Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 11.7 Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 11.8 Medical expenses will be recorded and stored by the trip leader and passed to the principal on return to be stored securely.

12.0 Accidents and incidents

- 12.1 In the case of accidents and injuries while on an academy trip in the UK, the academy's accident reporting process will begin, as detailed in the Health and Safety Policy.
- 12.2 In the case of accidents and injuries while on an academy trip abroad:
- organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or student outside of Great Britain may be subject to the law of the land where the accident occurred
 - the first point of contact within the UK will be the Principal or Vice Principal who will contact the family of the injured person
 - school and college trust leaders will be notified by the Principal or most senior member of staff available immediately upon becoming aware of an accident or injury
 - students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted
 - the British Embassy / Consulate will be informed
 - the insurer will be notified
- 12.3 The academy will keep written records of any incident.
- 12.4 Media enquiries will be referred to the principal or school and college trust leader if they are not available and will be



managed by a school and college trust leader.

- 12.5 Staff will use guidance as set out in the Business Continuity and Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of students and staff should anything happen, e.g. a terrorist attack.
- 12.6 Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 12.7 Relevant risk assessments will be undertaken before the trip, including for points of interest, such as museum and hotel risk assessments.
- 12.8 Students and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

13.0 Missing person procedure

- 13.1 The academy places student and staff safety as its top priority when participating in academy trips, either domestically or abroad.
- 13.2 Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.
- 13.3 The trip leader will communicate with the venues of the academy trips to ensure the correct group sizes are planned for each setting.
- 13.4 When travelling with a student with SEND, if appropriate the lead will ensure an adult is with them at all times and that the visit is adequately modified to suit the student's needs in accordance with section 13 of this policy.
- 13.5 In accordance with point 15.8 of this policy, all people on the trip will be provided with a contact sheet for key members of staff, in the event they are unable to locate their group.
- 13.6 All staff members will carry a mobile phone with them at all times.
- 13.7 Upon arriving at every venue, the trip leader will identify a rendezvous point, where students and adults should go if they become separated from the rest of the group.
- 13.8 Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times.
- 13.9 In the event someone goes missing whilst on an academy trip domestically or abroad:
 - the trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing
 - the trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive
 - where possible, the venue will be notified of the missing person to help ensure the person is found quickly
 - if the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. British Embassy, should be contacted
 - if the police are called, the trip leader should contact the principal, or other available person, back at the academy and inform them of what has happened
 - If the police are called, the principal should notify a School and College Trust Leader
- 13.10 If a member of the party has gone missing and is subsequently found, the trip leader will:
 - review the group sizes and staffing ratios to ensure no one becomes separated from their group
 - review whether more registers should be conducted throughout the day
 - assess which venues they attend to ensure they are suitable for the group
 - make recommendations to the educational visits co-ordinator to ensure similar incidents can be avoided in the future
- 13.11 If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- 13.12 If the missing person cannot be found, the group will return to the academy; if this is not possible, e.g. when a trip is taking place abroad, the designated lead will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

14.0 Exclusion on the grounds of behaviour

- 14.1 It may be reasonable to exclude a young person where their behaviour presents a significant, unmanageable and



unacceptable risk to the health, safety and welfare of either themselves, or other members of the group, or the leaders. The Equality Act protects people from discrimination and harassment based on the 'protected characteristics'. Where a young person has a behaviour difficulty that is not associated with a protected characteristic then it is unlikely that the Equality Act applies.

14.2 When a young person is excluded on these grounds, you should consider providing alternative ways of achieving the same learning outcomes.

14.3 Where there is some doubt about including or excluding a young person on the grounds of their behaviour, the following points should be considered:

- identifying the issue at the earliest stage of planning
- involving all interested parties
- establishing a behaviour management plan with agreed action points that may enable inclusion on the visit
- establishing behaviour targets and timescales to be met to allow inclusion, or trigger a decision to exclude
- providing an additional adult, such as a parent or support worker, with a specific brief to manage behaviour issues
- ensuring that what is expected of staff is reasonable and within their competence
- recording this process

15.0 Students with SEND

15.1 Where possible, activities and visits will be adapted to enable students with SEND to take part.

15.2 Where this is not possible, an alternative activity of equal educational value will be arranged.

16.0 Finance

16.1 The financial procedures outlined in the Academy's Charging and Remissions Policy will always be followed when arranging trips.

16.2 The academy will act in accordance with the DfE's guidance document 'Charging for Academy activities' (2014) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of academy time which is not:

- part of the national curriculum
- part of a syllabus for an examination that the student is being prepared for at the academy
- part of religious education

16.3 Money for academy trips will always be paid directly to the academy. Under no circumstances should trip money be processed through personal accounts.

16.4 All letters to parents regarding academy trips will include a clause explaining what will happen in the event that the trip is cancelled or a student cancels their place on the trip.

16.5 In the event that the trip is cancelled due to unforeseeable circumstances, it is at the principal's discretion as to whether a refund is given to parents. The principal will consult the school and college trust leader and the head of finance, centre of excellence on the matter, taking into account the cost to the academy, including alternative provision costs.

16.6 In the event that a student cancels their place on a trip, it is at the educational visits co-ordinator's discretion as to whether a refund is given to parents. The principal will consult the finance department on the matter, taking into account the student's reasons for cancelling their place, whether the academy will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else.

16.7 The principal will take a common-sense approach to refunds and cancellations, ensuring that all Students are treated equally.

16.8 Any charge made in respect of students will not exceed the actual cost of providing the trip, divided equally by the number of students participating.

17.0 Foreign trips

17.1 Validity of passports and visa requirements will be dealt with within 3 months of the initial notification of the trip, to



avoid problems when the trip is due to take place.

- 17.2 Staff and students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 17.3 Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.
- 17.4 Before the trip, students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 17.5 Registers will be taken at the start and end of each day, as well as before, during, and after, events and at regular intervals whilst on days out to ensure the whereabouts of students are known at all times.
- 17.6 Staff will check the town / city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.
- 17.7 A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.
- 17.8 At the start of the trip, all students and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

18.0 Emergency pack

- 18.1 Both the visit leader and deputy (or another designated member of staff if there is no 'official' deputy), should always carry an emergency pack. A pack must also be left with the visit emergency SLT contact. Emergency packs should contain, as a minimum:
 - a list of student / staff emergency contact details (including ages and a sufficient medical history of all students)
 - any medication requirements
 - a list of consent and copies of consent documentation
 - any individual care plans or risk assessments. Care must be taken by staff to put measures in place to secure this data as it will be sensitive. Any loss of data must be reported on Top Desk within 24 hours following our processes for data breaches

19.0 Monitoring and review

- 19.1 The effectiveness of this policy will be monitored continually by school and college trust leaders. Any necessary amendments may be made immediately.
- 19.2 The Trust Board will review this policy annually.



Appendix 1: Annual consent form for all educational visits and academy trips

Please sign and date the form below if you are happy to give consent for your child,

- a) to take part in academy trips and other activities that take place off academy premises; and
- b) to be given first aid or urgent medical treatment during any academy trip or activity if necessary

Please note the following important information before signing this form:

- the trips and activities covered by this consent include:
 - all visits, including residential trips, which take place during the holidays or over a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the academy day
 - all off-site activities for nursery academies
- the academy will send you information about each trip or activity before it takes place.
- you can, if you wish, tell the academy that you do not want your child to take part in any particular academy trip or activity
- written parental consent will not be requested from you for the majority of off-site activities offered by the academy – for example, year-group visits to local amenities – as such activities are part of the academy’s curriculum and usually take place during the normal academy day

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information

Details of any medical condition that my child _____ suffers from and any medication my child should take during off-site visits:

Signed..... Date.....

Appendix 2: Consent form for specific educational visits and academy trips

Educational visits consent form	
Student details	Visit details
Name:	Destination:
Form:	Date:
Date of birth:	Time:
Home telephone number:	I acknowledge the need for my child to behave responsibly <input type="checkbox"/>
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting, or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. All information will be treated in confidence.	
When did your child last have a tetanus injection?	
If your child is taking medication, please give details, including whether it can be self-administered:	
Is your child allergic to any medication? YES / NO. If yes, please specify:	
Please give details of any special dietary requirements and the type of pain / flu relief medication your child may be given if necessary:	
Family doctor:	Telephone number:
Address:	
I am happy to let my son / daughter make their own way home	<input type="checkbox"/>
I will collect my son / daughter at 4.30 pm from _____	<input type="checkbox"/>
<p>I give permission for my child to participate in the above academy visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the academy visit. I understand that my child is covered by the academy's liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the academy of any change in the circumstances outlined above.</p> <p>Signed: _____ Date: _____</p>	

Parent name in BLOCK capitals:	Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:
Address:	Name:
	Telephone number:
Telephone number:	Relationship to student:



Appendix 3: Educational visits and academy trips risk assessment

Assessment conducted by:	Job title:	Covered by this assessment: Teachers, teaching assistants / volunteers / supervising adults and Students
Date of assessment:	Review interval: Annually	Date of next review:

Related documents
Health and Safety Policy, First Aid Policy, Academy Emergency Procedure, Personal Emergency Evacuation Plan, Educational Visits and Academy Trips Policy, Code of Conduct, Coach Travel Risk Assessment, Train Travel Risk Assessment

	Risk rating	Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid	High (H)	H	Medium (M)
	Minor Causes physical or emotional discomfort.	M	L	L

I give permission for my child to participate in the above academy visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the academy visit. I understand that my child is covered by the academy’s liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the academy of any change in the circumstances outlined above.

Signed: _____ Date: _____

Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Residual Risk rating following action H/M/L
Policy and procedures	H	<ul style="list-style-type: none"> Written procedures for ensuring the health and safety of students and staff members are in place. They are agreed by the Trust Board and reviewed annually. Existing risk assessments are in place based on knowledge, experience and training. 	Y	Principal		M

Inadequate leadership		<ul style="list-style-type: none"> • Trip leaders are trained, experienced and competent. • All adults in the group have clearly defined roles and responsibilities. • The trip leader is experienced in class visits. • The trip leader visits the venue prior to the class visit to identify potential dangers. 				
Hazards specific to venue		<ul style="list-style-type: none"> • All trip leaders are familiar with any guidance offered by the venue's management, including first aid and emergency procedures. • Students are briefed regarding: <ul style="list-style-type: none"> - expected behaviour - 'no-go' areas - meeting points - meeting times - contacting staff in an emergency - emergency procedures - emergency contact details 				
Lost group members		<ul style="list-style-type: none"> • Large groups are divided into smaller groups with adequate supervision. • Name checks are conducted at each rendezvous point. • An established contingency plan is in place for dealing with a lost group member. 				
Transport		<ul style="list-style-type: none"> • A reputable coach company, preferably one the academy has experience working with, is used. • If public transport is utilised, a separate risk assessment is created to ensure all risks are identified regarding the mode of transport. 				
Confrontation with the public		<ul style="list-style-type: none"> • All students are briefed on expected code of conduct. • A buddy system is used to ensure students are responsible for each other and that Students are never alone. • Students are told what to do if approached inappropriately by a stranger. • When travelling on public transport, seats are booked in advance and group seating is secured. • Adult leaders will sit at both ends of the block of students. 				
Car parks		<ul style="list-style-type: none"> • Adult leaders are first off and on the coach / minibus. • Students are led quickly and safely in a line to an area free from vehicles. 				
Emergency away from academy		<ul style="list-style-type: none"> • All emergency contacts are up-to-date. • The allocation of leaders takes into account all known medical conditions, special educational needs, disabilities, and behavioural conditions of students. 				

