

Illuminate You, Lifelong Learning Lodge – Off-Site Activities Risk Assessment and Policy

1. Purpose of the Policy

This policy is designed to ensure that all off-site activities are safely planned and managed, considering both general risks and specific needs of students with SEMH concerns. The policy aims to mitigate risks associated with off-site visits and provide clear guidance on planning, supervising, and conducting activities.

2. Scope

The policy applies to all staff, students, and accompanying personnel involved in off-site activities, including educational outings, recreational trips, and community-based learning.

3. Connected regulations

[Health and safety on educational visits](#)

Risk Assessment Process for Off-Site Activities

1. Pre-Activity Planning and Risk Identification

- **Activity Suitability:** Assess if the activity aligns with students' developmental and behavioural needs, ensuring it promotes learning objectives while being safe and manageable.
- **Individual Risk Profiles:** Review each student's risk profile, including known triggers, emotional needs, and medical conditions, to tailor safety measures accordingly.
- **Environmental Assessment:** Evaluate the activity location for hazards such as uneven terrain, proximity to traffic, crowd density, and access to emergency services.
- **Transportation Risks:** Assess transportation options, considering vehicle safety, required supervision, and contingency plans for delays or breakdowns.

2. Documentation and Approval

- **Risk Assessment Form:** Complete a detailed risk assessment form, documenting identified risks, preventive actions, and contingency plans. This includes specific risks associated with SEMH needs, such as overstimulation or the potential for behavioural escalation.

- **Approval Process:** Obtain approval from management or a designated risk assessor, who will review the activity's safety provisions and verify adequate staffing levels.

3. Supervision and Staff-Student Ratios

- **Enhanced Ratios:** Maintain higher staff-to-student ratios, particularly for students with known behavioural needs or higher emotional sensitivity.
- **Qualified Staff Presence:** Ensure that at least one staff member trained in Therapeutic Crisis Intervention (TCI) or similar de-escalation methods is present to manage potential incidents.
- **Role Clarity:** Clearly define roles and responsibilities, including who will lead the activity, handle emergencies, and maintain communication with the main site.

4. Medical and First Aid Preparedness

- **First Aid Supplies:** Carry a first aid kit and ensure at least one staff member is certified in first aid and CPR.
- **Medication and Health Needs:** Carry required medication for students with known medical needs, along with clear administration guidelines.
- **Emergency Information:** Maintain accessible, up-to-date emergency contact details and medical information for each student.

5. Communication and Emergency Planning

- **Emergency Contacts and Protocols:** Provide all staff with location-specific emergency contacts and establish check-in times with the main site.
- **Communication Tools:** Equip staff with mobile phones or two-way radios to stay in contact with each other and the main site.
- **Emergency Procedures:** Establish clear procedures for emergencies, such as an evacuation plan, first aid response, or managing a lost student. Staff should be briefed on protocols before departure.

6. Behavioural Support and Emotional Safety

- **Briefing on Behavioural Expectations:** Set clear behavioural expectations with students beforehand, emphasizing respect, listening to staff instructions, and staying with the group.
- **De-escalation Space:** Identify a quiet area at the location where students can take a break if they feel overwhelmed.

- **Positive Reinforcement:** Use positive reinforcement throughout the activity to encourage engagement and adherence to guidelines.

Off-Site Activities Policy Guidelines

1. Parental Consent and Communication

- Obtain written consent from parents or guardians, detailing the activity's purpose, location, and duration.
- Provide parents with relevant safety information, including emergency contacts, estimated time of return, and any unique risks associated with the outing.

2. Transportation Policy

- Ensure vehicles are inspected, insured, and meet safety regulations. Licensed drivers must be assigned for transportation.
- Maintain strict supervision during boarding and de-boarding, and ensure students remain seated with seat belts fastened while in transit.
- Plan for alternative transportation options in case of unexpected vehicle issues or delays.

3. Financial Considerations and Accessibility

- Consider costs associated with off-site activities and any funding available to support students' participation.
- Ensure accessibility for students with physical limitations, and make appropriate adjustments, such as wheelchair access if needed.

4. Post-Activity Debrief and Incident Reporting

- Conduct a debrief with staff and students to discuss the activity, including any incidents, lessons learned, or areas for improvement.
- Document all incidents, near-misses, and safety concerns, following up with management to adjust risk assessments or policies for future outings as necessary.

5. Policy Review and Updates

- Regularly review the off-site activities policy, updating it in response to feedback from staff and students, changes in regulations, or new best practices in student safety and risk management.

Illuminate You, Lifelong Learning Lodge – Everyday Visits and Trips Policy

1. Purpose of the Policy

The purpose of this policy is to establish guidelines for planning, conducting, and evaluating everyday visits and trips. Illuminate You aims to provide enriching experiences that support academic, social, and personal development while ensuring the health, safety, and welfare of all students, staff, and volunteers involved in these activities.

2. Scope

This policy applies to all trips, outings, and off-site visits organized by Illuminate You, including day trips, educational excursions, and community visits. It covers all individuals involved, including students, staff, volunteers, and third-party providers.

Policy Guidelines and Procedures

1. Types of Visits and Approval Process

- **Routine Visits:** For regular, low-risk outings (e.g., local park visits, nearby museums), permission may be covered under general consent obtained at the start of the year. However, staff must notify parents/guardians before each outing.
- **Planned Trips and High-Risk Activities:** Trips involving higher-risk activities or travel to unfamiliar locations (e.g., theme parks, outdoor adventure centres) require specific parental consent, a comprehensive risk assessment, and explicit approval from the Head of School.
- **Approval Hierarchy:** All visits must be approved by the Head of School or a designated Educational Visits Coordinator (EVC), who will review the trip's purpose, safety measures, and staffing requirements.

2. Planning and Risk Assessment

- **Pre-Visit Risk Assessment:** Conduct a risk assessment prior to each trip, considering factors such as travel risks, location-specific hazards, student needs, and supervision levels. Assessments should be reviewed by the Head of School or EVC.
- **Location Scouting:** Whenever possible, a staff member should conduct a pre-visit to the location to identify any specific risks and assess accessibility for students with additional needs.

- **Special Needs Considerations:** Ensure risk assessments include provisions for students with additional needs, dietary restrictions, and medical requirements, including mobility and sensory accommodations.

3. Staffing and Supervision

- **Staff-Student Ratios:** Follow appropriate staff-student ratios based on the nature of the trip and the age and needs of the students. For low-risk outings, a 1:10 ratio is generally acceptable, while higher-risk trips may require a 1:6 or lower ratio.
- **Role Assignment:** Designate clear roles and responsibilities, including a trip leader, first-aid officer, and supervising staff for specific groups of students.
- **Volunteer Support:** Volunteers may assist in supervision; however, they must be fully briefed on their role and responsibilities, and those regularly supporting trips must undergo background checks (DBS checks).

4. Parental Communication and Consent

- **General Consent:** Obtain general consent at the start of each academic year for routine, low-risk visits within the local area.
- **Specific Consent:** For trips outside routine visits or involving higher-risk activities, provide detailed information to parents/guardians, including location, duration, itinerary, transport, and safety precautions. Obtain specific written consent for each trip.
- **Emergency Contacts:** Collect up-to-date emergency contact details for all students participating in the trip. Provide parents with a contact number for the trip leader or school.

5. Transport and Travel Safety

- **Transport Arrangements:** Use only reputable transport providers that comply with safety regulations, and ensure all vehicles are fitted with seatbelts.
- **Public Transport:** For trips involving public transport, staff should conduct a pre-trip briefing with students on expected behavior and safety guidelines.
- **Supervision During Transit:** Maintain appropriate supervision levels during travel, ensuring staff are positioned to monitor students effectively throughout the journey.

6. First Aid and Emergency Preparedness

- **First Aid Provision:** Ensure a qualified first aider is present on every trip, and carry a fully stocked first aid kit at all times.
- **Emergency Protocols:** Trip leaders must be briefed on emergency procedures, including accident response, lost student protocols, and the reporting of any incidents to the school and relevant authorities.
- **Communication Devices:** Equip trip leaders with a mobile phone or other communication devices for immediate contact with the school and emergency services if needed.

7. Behaviour and Conduct

- **Behavioural Expectations:** Set clear behavioural expectations for students before departure, emphasizing safety, respect, and listening to staff instructions.
- **Code of Conduct:** Require all participants, including volunteers and staff, to adhere to the Illuminate You Code of Conduct. Staff are responsible for managing student behaviour and intervening if necessary.
- **Positive Reinforcement:** Use positive reinforcement to encourage appropriate behaviour and provide support for students who may experience anxiety or other behavioural challenges in new environments.

8. Incident Reporting and Post-Trip Review

- **Incident Reporting:** Document all incidents, including minor injuries, behavioural issues, or near-misses. Ensure all incidents are reported to the Head of School for follow-up.
- **Post-Trip Debrief:** Conduct a debrief with staff and, if appropriate, students after each trip to discuss successes, challenges, and areas for improvement.
- **Evaluation for Future Trips:** Use feedback from post-trip reviews to improve future trip planning, risk assessments, and policy adherence.

Roles and Responsibilities

1. Educational Visits Coordinator (EVC)

- Approves and oversees all trips, ensuring compliance with policy and safety standards.
- Reviews risk assessments and provides guidance to trip leaders on health and safety requirements.

- Coordinates any training needed for staff involved in educational visits.

2. Trip Leaders

- Plan, organize, and lead trips in line with school policy, ensuring all safety measures are implemented.
- Brief staff, volunteers, and students on trip details, safety procedures, and behavioural expectations.
- Act as the primary point of contact during the trip, managing incidents and communicating with the school as needed.

3. Staff and Volunteers

- Follow guidance from the trip leader, supervise students, and report any issues promptly.
- Monitor students' behaviour and well-being, intervening as needed to ensure a safe environment.
- Adhere to all emergency and safety procedures.

4. Parents and Guardians

- Provide accurate health and emergency contact information and consent as required.
- Ensure students are prepared for trips by discussing expectations and equipping them with necessary items (e.g., suitable clothing, water bottle).
- Inform the school of any special requirements or concerns prior to the trip.

Policy Review and Updates

1. Annual Review

- This policy is reviewed annually or following any significant incidents or changes in educational visit regulations to ensure continued compliance and effectiveness.

2. Communication of Updates

- Policy updates are communicated to all staff, and additional training is provided as necessary to support the policy's implementation.

Illuminate You's commitment to safety, organization, and enriching experiences includes full compliance with UK educational visit regulations. By following structured guidelines for trip planning, supervision, and emergency response, we aim to create safe and memorable learning opportunities for our students.



Illuminate You – Educational Visit Consent Form

Dear Parent/Carer,

Illuminate You believes in providing rich, real-world learning experiences through educational visits within the local community.

These outings are planned with full consideration of health, safety, and educational value to enhance your child's development.

Please complete this form to give your consent for your child to participate in low-risk, supervised educational visits during the academic year.

Additional permissions will be sought for trips involving higher-risk activities or those outside our local area.

Student Information

- **Student's Full Name:** _____
- **Date of Birth:** _____
- **Parent/Carer's Name:** _____
- **Relationship to Student:** _____
- **Emergency Contact Number(s):**
 - Primary: _____
 - Secondary: _____
- **Email Address:** _____

Medical and Dietary Information

1. **Does your child have any medical conditions, allergies, or additional needs we should be aware of?**
 - Yes
 - No

If yes, please specify: _____

2. Is your child taking any medication?

- ☐ Yes
- ☐ No

If yes, please specify: _____

3. Does your child have any dietary restrictions or food allergies?

- ☐ Yes
- ☐ No

If yes, please specify: _____

Consent Declaration

Please read the following statements carefully and check each box to indicate your understanding and agreement:

- **I give permission for my child to participate in routine, low-risk educational visits within the local area**, supervised by Illuminate You staff. I understand that additional permission will be required for higher-risk or overnight trips.
- **I confirm that the medical and emergency contact information provided is accurate** and agree to update the school immediately if any changes occur.
- **I consent to Illuminate You staff acting on my behalf in case of an emergency**, including arranging medical treatment if necessary and if I cannot be reached.
- **I agree that Illuminate You staff may use basic first aid measures** (e.g., application of bandages, antiseptic) if needed during a visit.
- **I will inform Illuminate You of any concerns regarding my child's participation** in routine visits, including any recent illnesses, injuries, or changes in condition that may affect their participation.

Photography and Media Consent

- I give consent for my child to be photographed or filmed during educational visits for school use (e.g., newsletters, website, classroom displays) in accordance with Illuminate You's safeguarding and privacy policies.
- I do not give consent for my child to be photographed or filmed

Parent/Carer Signature

By signing below, I confirm that I have read and understood the information provided in this consent form and agree to its terms.

Parent/Carer Signature: _____

Date: _____

Thank you for your cooperation. If you have any questions or need further clarification, please contact Illuminate You's administration office.



Illuminate You – Risk Assessment Template for Local Activities and Visits

This template provides guidance on identifying and managing potential risks associated with local activities and visits, such as trips to parks, museums, community centres, or other local sites. Each activity or visit should be assessed individually to account for unique factors.

Risk Assessment Details

- **Activity/Visit Location:** _____
 - **Date of Visit:** _____
 - **Trip Leader:** _____
 - **Supervising Staff:** _____
 - **Number of Students:** _____
 - **Age Group:** _____
 - **Assessment Completed By:** _____
 - **Date of Assessment:** _____
-

1. Transportation Risks

- **Risk:** Accidents during transit, students becoming separated from the group.
- **Control Measures:**
 - Use reputable and licensed transport providers with seatbelts available on all seats.
 - Conduct a headcount before, during, and after travel.
 - Ensure staff are positioned strategically within the vehicle to supervise students.
 - Brief students on behaviour expectations for travel, including staying seated and quiet.
- **Risk Level:** Low / Medium / High

2. Slips, Trips, and Falls

- **Risk:** Students or staff may slip, trip, or fall, especially in outdoor settings or unfamiliar environments.
- **Control Measures:**
 - Inspect the site for potential hazards (e.g., uneven ground, wet floors) and caution students.
 - Ensure students wear appropriate footwear and clothing.
 - Allocate first aid-trained staff with a kit to handle minor injuries.
- **Risk Level:** Low / Medium / High

3. Supervision and Behaviour Management

- **Risk:** Students may become separated, or behaviour issues may arise, posing a safety risk.
- **Control Measures:**
 - Maintain appropriate staff-to-student ratios based on the group size, activity, and student needs.
 - Assign groups of students to specific staff members and conduct frequent headcounts.
 - Set clear behavioural expectations before the visit, using positive reinforcement to maintain order.
 - Use high-visibility vests for easy identification, especially in crowded or public areas.
- **Risk Level:** Low / Medium / High

4. Medical Emergencies and First Aid

- **Risk:** A medical emergency may occur, including minor injuries, allergic reactions, or pre-existing conditions.
- **Control Measures:**
 - Identify students with medical conditions or allergies and ensure staff are aware of individual needs.
 - Ensure at least one staff member is first-aid trained and carries a fully stocked first aid kit.

- Carry necessary medications (e.g., epinephrine for allergies, asthma inhalers) for students with medical needs.
- Have a clear plan for contacting emergency services if needed.
- **Risk Level:** Low / Medium / High

5. Weather-Related Risks

- **Risk:** Adverse weather conditions (e.g., extreme heat, cold, rain) may pose a health risk.
- **Control Measures:**
 - Check weather forecasts before the visit and plan appropriately, considering alternative indoor activities if needed.
 - Ensure students dress suitably for the weather (e.g., hats, sunscreen for sunny days; waterproofs for rain).
 - Schedule regular hydration breaks in warm weather and encourage students to bring water bottles.
- **Risk Level:** Low / Medium / High

6. Stranger and Public Interaction

- **Risk:** Unwanted interactions with the public or strangers, especially in busy public spaces.
- **Control Measures:**
 - Keep students in designated groups with assigned staff, avoiding areas with potential for crowding when possible.
 - Brief students on staying with the group and not engaging with strangers.
 - Instruct staff to maintain visual contact with all students at all times and stay vigilant in public areas.
- **Risk Level:** Low / Medium / High

7. Lost Child Protocol

- **Risk:** A student may become separated from the group in a busy or unfamiliar area.
- **Control Measures:**
 - Assign each student to a specific staff member who conducts regular headcounts.

- Establish a “meeting point” at each location and instruct students on where to go if they become separated.
- Provide students with identification bracelets or tags with the school’s contact information.
- Brief staff on procedures to follow immediately if a student is missing (e.g., alerting trip leader, searching area, contacting authorities if necessary).
- **Risk Level:** Low / Medium / High

8. Food and Allergen Safety

- **Risk:** Exposure to allergens during snack/lunch breaks or through contact with contaminated surfaces.
- **Control Measures:**
 - Collect information on student allergies prior to the visit and enforce allergen-free areas if necessary.
 - Provide staff with allergen information, and ensure any packed food brought by students adheres to dietary restrictions.
 - Encourage good hand hygiene, especially before eating, and carry wipes/hand sanitizer for use.
- **Risk Level:** Low / Medium / High

9. Emergency and Evacuation Procedures

- **Risk:** An unexpected emergency may require evacuation (e.g., fire, security alert).
- **Control Measures:**
 - Identify and review emergency exits, evacuation routes, and meeting points at the site.
 - Brief students and staff on emergency procedures before arrival at the location.
 - Ensure staff have a contact list for students and the means to quickly communicate with each other and the school.
- **Risk Level:** Low / Medium / High

Risk Assessment Summary

- **Overall Risk Level:** Low / Medium / High
- **Recommended Actions to Reduce Risk:**

1. _____
 2. _____
 3. _____
-
-

Approval

- **Trip Leader Signature:** _____
 - **Educational Visits Coordinator (EVC) Approval:**

 - **Date:** _____
-
-

This **Risk Assessment for Local Activities and Visits** ensures a comprehensive approach to planning, prioritizing the safety and well-being of students and staff on all outings. All assessments should be reviewed before each visit, especially if conditions or circumstances change.

Illuminate You – Risk Assessment Template for Higher-Risk Visits

Visit Details

- **Activity/Visit Location:** _____
- **Date(s) of Visit:** _____
- **Trip Leader:** _____
- **Supervising Staff:** _____
- **Number of Students:** _____
- **Age Group:** _____
- **Assessment Completed By:** _____
- **Date of Assessment:** _____

1. Transportation and Travel Risks

- **Risk:** Accidents during transport, students becoming separated, potential hazards at travel points (e.g., stations, airports).
- **Control Measures:**
 - Use licensed and reputable transport providers with necessary safety checks.
 - Conduct regular headcounts before departure, upon arrival, and during rest stops.
 - Allocate staff to supervise specific groups of students and assign seating arrangements where possible.
 - Brief students on travel safety protocols, including expectations for behaviour and staying with the group.
- **Risk Level:** Low / Medium / High

2. Activity-Specific Risks

- **Risk:** Injuries or accidents related to specific high-risk activities (e.g., climbing, water sports, adventure courses).
- **Control Measures:**

- Engage only qualified and experienced instructors for specialized activities.
- Ensure all students wear appropriate protective gear (e.g., helmets, life jackets) and are briefed on safety instructions.
- Conduct a pre-activity assessment and inform students of potential hazards and emergency procedures.
- Maintain a minimum staff-to-student ratio according to the activity's risk level, with additional support where needed.

- **Risk Level:** Low / Medium / High

3. Supervision and Behaviour Management

- **Risk:** Students may become separated, engage in unsafe behaviour, or require additional support in unfamiliar or high-risk environments.

- **Control Measures:**

- Maintain an enhanced supervision ratio (e.g., 1:5 or lower) for high-risk activities.
- Assign each student to a specific supervisor who will conduct frequent headcounts and check-ins.
- Set clear behavioral expectations and consequences before departure, using positive reinforcement for compliance.
- Provide each student with a laminated emergency contact card and an identification bracelet with school contact information.

- **Risk Level:** Low / Medium / High

4. Overnight Stay and Accommodation Risks

- **Risk:** Safety issues in accommodation, including fire hazards, security, or unfamiliar emergency procedures.

- **Control Measures:**

- Pre-inspect accommodations for safety compliance, fire exits, and emergency equipment (e.g., alarms, extinguishers).
- Assign rooms based on age, gender, and specific student needs, ensuring staff rooms are in close proximity.
- Establish a night supervision plan and conduct regular room checks.

- Brief students on accommodation rules and ensure they know how to contact staff if needed.
- **Risk Level:** Low / Medium / High

5. Medical and Emergency Preparedness

- **Risk:** Medical emergencies, injuries, allergic reactions, or conditions aggravated by trip conditions.
- **Control Measures:**
 - Review all medical information for participating students and ensure staff are aware of individual needs.
 - Carry a first aid kit suitable for the activity type and ensure at least one first aid-trained staff member is present.
 - Have medications readily available, such as epinephrine auto-injectors for allergies and asthma inhalers.
 - Develop a specific plan for emergency evacuation and first aid response, with clear procedures for contacting emergency services.
- **Risk Level:** Low / Medium / High

6. Environmental and Weather Risks

- **Risk:** Exposure to extreme weather conditions or natural hazards (e.g., heatstroke, hypothermia, flooding, uneven terrain).
- **Control Measures:**
 - Monitor weather forecasts and adjust plans accordingly; have alternative indoor options for adverse weather.
 - Equip students and staff with appropriate clothing and supplies (e.g., sun protection, waterproofs, extra layers).
 - Provide regular hydration breaks and emphasize the importance of proper attire for the environment.
 - Familiarize staff and students with procedures for weather-related evacuation or sheltering.
- **Risk Level:** Low / Medium / High

7. Water Safety (if applicable)

- **Risk:** Drowning, slips, falls, and other water-related accidents.

- **Control Measures:**

- Ensure lifeguards are present if the activity involves swimming or water sports.
- Equip all students with personal flotation devices (PFDs) and enforce strict rules about entering and exiting the water.
- Designate clear swimming zones and ensure close supervision at all times.
- Brief students on water safety and emergency procedures, including a buddy system for additional monitoring.

- **Risk Level:** Low / Medium / High

8. Security and Public Interaction

- **Risk:** Unwanted interactions with the public, risk of student getting lost in a crowded area, or potential for theft.

- **Control Measures:**

- Designate boundaries for students and clearly explain the importance of staying within those areas.
- Conduct frequent headcounts and establish clear meeting points.
- Instruct students to avoid interactions with strangers and encourage them to stay close to their assigned staff members.
- Ensure valuables are securely stored or left at the school to reduce theft risk.

- **Risk Level:** Low / Medium / High

9. Lost Student Protocol

- **Risk:** A student becomes separated from the group or lost, particularly in crowded or unfamiliar environments.

- **Control Measures:**

- Provide each student with a designated staff contact and an identification tag with the school's emergency contact details.
- Set a designated meeting place and instruct students on what to do if they become separated.
- Brief staff on protocols for locating a missing student, including contacting security and alerting trip leaders immediately.

- **Risk Level:** Low / Medium / High

Risk Assessment Summary

- **Overall Risk Level for Visit:** Low / Medium / High
- **Recommended Actions to Reduce Risk:**

1. _____
2. _____
3. _____

Additional Notes or Observations

Approval and Authorization

- **Trip Leader Signature:** _____
- **Educational Visits Coordinator (EVC) Approval:**

- **Date of Approval:** _____

This **Higher-Risk Visit Risk Assessment Template** helps illuminate You ensure that all potential hazards are identified and mitigated, allowing students to safely enjoy higher-risk activities and experiences. It should be reviewed immediately before the trip, especially if any conditions or plans change.