

Educational Visits and Risk Assessment Policy

Empowering Futures Academy Ltd
(Alternative Provision)

| | |
|---------------------------|---|
| Policy Name | Educational Visits & Risk Assessment Policy |
| Site | Birmingham |
| Version | 1.0 |
| Approved By | Director / DSL |
| Date Reviewed & Confirmed | 18 January 2026 |
| Next Review Due | January 2027 |

1. Policy Statement

Empowering Futures Academy Ltd (“Empowering Futures”) is committed to providing safe, enriching, and purposeful educational visits and off-site activities that enhance learning, personal development, and engagement for children and young people accessing our Alternative Provision.

We recognise that educational visits carry additional risks and responsibilities, particularly for learners with SEND, SEMH needs, anxiety, trauma, or complex behavioural profiles. All visits are therefore planned and delivered through a **robust, safeguarding-led risk assessment process**, ensuring that risks are identified, mitigated, and managed effectively.

2. Scope of the Policy

This policy applies to:

- All educational visits, trips, and off-site activities
- All learners, staff, volunteers, and contractors involved in visits

- On-site activities requiring additional risk assessment
- Visits departing from or linked to:
 - **WEETC – Coventry**
 - **Evolve Centre – Birmingham**

This includes:

- Local community visits
- Vocational and enrichment activities
- Physical activity and outdoor learning
- Educational and cultural trips
- Work-related learning and employer visits

3. Legal and Statutory Framework

This policy aligns with:

- **Education Act 1996**
- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Keeping Children Safe in Education (KCSIE) 2025**
- **Working Together to Safeguard Children (2023)**
- **Equality Act 2010**
- **Local Authority Alternative Provision commissioning requirements**

Educational visits are treated as a **safeguarding activity**.

4. Principles of Educational Visits

Empowering Futures ensures that:

- Educational value is clear and purposeful
- Risks are identified, assessed, and reduced
- Learner needs and vulnerabilities are central to planning
- Visits are inclusive and accessible
- Staff are suitably trained and briefed
- Safeguarding responsibilities extend beyond the site

5. Types of Educational Visits

Visits may include:

- Walking visits in the local community
- Travel to external venues or providers
- Sporting and physical activities
- Vocational site visits and tasters
- Cultural, recreational, or enrichment activities

Each visit is subject to an **individual risk assessment**.

6. Roles and Responsibilities

Provision Leadership

- Approve all educational visits
- Ensure adequate staffing and resources

- Oversee compliance with policy and risk assessments

Visit Leader

- Complete and implement the risk assessment
- Brief staff and learners
- Ensure safeguarding and behaviour expectations are clear
- Maintain oversight throughout the visit

Designated Safeguarding Lead

(DSL) Rhean White – Director

- Oversight of safeguarding risks associated with visits
- Escalation of safeguarding concerns

Deputy Designated Safeguarding Lead

(DDSL) Rena Sparks

- Supports the DSL
- Acts in the DSL's absence

Staff and Volunteers

- Follow visit plans and risk controls
- Supervise learners appropriately
- Report incidents or concerns immediately

7. Staffing and Supervision

- Staffing ratios are determined through risk assessment.
- Consideration is given to:
 - Age of learners
 - SEND/SEMH needs
 - Behavioural risk
 - Nature and location of visit

1:1 support is provided where required.

8. Risk Assessment Process

8.1 General Risk Assessment

All visits require a written risk assessment that identifies:

- Hazards
- Who may be harmed
- Risk level
- Control measures

Risk assessments are:

- Completed in advance
- Approved by leadership
- Reviewed on the day of the visit

8.2 Individual Learner Risk Assessment

Where learners present additional needs or risks, individual risk assessments are completed and attached to the visit plan.

9. Safeguarding on Educational Visits

- Safeguarding procedures remain in force off-site.
- Staff maintain professional boundaries at all times.
- Learners are briefed on behaviour expectations.
- Any safeguarding concerns are reported immediately to the DSL.

10. Transport and Travel

- Transport arrangements follow the **Transport Policy**.
- Travel may include walking, public transport, or LA-arranged transport. ●

Risk assessments include journey planning and supervision arrangements.

11. Medical Needs and SEND

- Medical and SEND needs are identified prior to the visit.
- Medication, care plans, and emergency procedures are carried.
- Reasonable adjustments are made to ensure inclusion.

12. Behaviour Management

- Behaviour expectations are agreed prior to the visit.
- Risk assessments consider absconding or escalation risk.
- Positive behaviour strategies are used.

13. Emergencies and Incidents

- Staff carry emergency contact details.
- Procedures are in place for:
 - Accidents and injuries
 - Missing learner
 - Medical emergencies
- Incidents are recorded and reviewed.

14. Parental/Carer Consent

- Consent is obtained where required.
- Parents/carers are informed of:
 - Purpose of visit
 - Transport arrangements
 - Timings

15. Monitoring and Review

- Visits are reviewed following completion.
- Risk assessments are updated where necessary. ● This policy is reviewed annually or following an incident.

16. Related Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Transport Policy
- Behaviour Policy
- SEND Policy
- Risk Assessment Policy

Appendix A: Educational Visit Risk Assessment Template

(Applicable to WEETC, and Evolve Centre)

Visit Title:

Location:

Departure Site: WEETC / Evolve Centre

Date:

Visit Leader:

Staff Attending:

Number of Learners:

Hazard Identification and Controls

Hazard Who is at Risk Risk Level Control Measures

Learner-Specific Risks (SEND/SEMH/Medical)

Transport Arrangements

Emergency Procedures

Approval

Visit Leader Signature: _____

Manager Approval: _____

Date: _____

Appendix B: Site-Specific Considerations

WEETC – Coventry

- Urban environment
- Access to local amenities and transport
- Shared or multi-use spaces risk assessed

Evolve Centre – Birmingham

- City-centre location
- Increased footfall and transport risks
- Enhanced supervision requirements

EDUCATIONAL VISITS & OFF-SITE ACTIVITIES

FULL VISIT PACK

Empowering Futures Academy Ltd

PART 1: COMPLETED EXAMPLE RISK ASSESSMENTS

Example 1: Local Community & Vocational Visit

(WEETC – Coventry)

Visit Title: Local Vocational Taster & Community Skills Visit
Location: Coventry City Centre (Retail & Community Facilities)
Departure Site: WEETC – Coventry
Date: Example
Visit Leader: Named Tutor
Staff Attending: 2
Learners: 4 (Secondary SEND / AP)

Identified Hazards and Controls

| Hazard | Who at Risk | Risk Level | Control Measures |
|----------------------------|---------------------|------------|---|
| | | Low–Medium | Pre-visit behaviour briefing, staff supervision at all times |
| Traffic and road crossings | Learners | Medium | Staff lead crossings, use designated crossings, high staff-to-learner ratio |
| Absconding | Individual learners | Medium | Individual risk assessment, clear boundaries, 1:1 support where required |
| Public interaction | Learners | | Emotional dysregulation Learners Medium Regulation strategies, quiet breaks, early return plan |

Overall Risk Rating: Low–Medium (acceptable with controls)

Manager Approval: ✓

DSL Aware: ✓

Example 2: City-Based Visit

(Evolve Centre – Birmingham)

Visit Title: Careers & Employability Visit
Location: Birmingham City Centre
Departure Site: Evolve Centre – Birmingham
Learners: 3 (KS4 / Post-16 AP)

Hazard Risk Controls

Crowded environment Medium Increased supervision, clear meeting points

Public transport Medium Pre-planned route, staff lead
boarding/exiting

Stranger interaction Low Safeguarding briefing, staff proximity Anxiety

Medium Flexible pacing, opt-out options

Overall Risk Rating: Medium (managed)

PART 2: WALKING VISIT RISK ASSESSMENT

(Required by Coventry & Birmingham LAs)

Walking Visit Risk Assessment

Applicable to all local walking visits

Hazard Risk Control Measures

Road traffic Medium Staff lead crossings, high-vis jackets if needed

Learner separation Medium Head counts before/after movement

Weather conditions Low Appropriate clothing, cancel if
unsafe

Public behaviour Low Clear conduct expectations

Staff Ratio: Minimum 1:3 (adjusted per risk)

Learner Briefing Completed: ✓

DSL Informed: ✓

PART 3: PARENT / CARER CONSENT FORM

EDUCATIONAL VISIT CONSENT FORM

Empowering Futures Academy Ltd

Learner Name:

Date of Birth:

Visit Title:

Location:

Date:

Departure Site: WEETC / Evolve Centre

Consent Statement

I give permission for my child to participate in the above educational visit organised by Empowering Futures Academy Ltd.

I understand that:

- Appropriate risk assessments have been completed
- Staff will supervise learners at all times
- Safeguarding procedures apply during the visit

Medical Information (if applicable):

Emergency Contact Name:

Emergency Contact Number:

Parent / Carer Name:

Signature:

Date:

PART 4: FULL VISIT PACK CHECKLIST

(What staff submit before any visit)

Pre-Visit Checklist ✓

- Visit approved by Leadership
- Risk assessment completed and signed
- Individual learner risks considered
- Staffing ratios confirmed
- Transport arrangements agreed
- Medical information carried
- Emergency contacts available
- Parental consent obtained
- DSL notified (where required)

On-the-Day Checklist ✓

- Learner briefing completed
- Head counts completed
- Risk assessment reviewed
- Behaviour expectations reinforced

Post-Visit Review ✓

- Incidents recorded (if any)
- Risk assessment reviewed/updated
- Feedback logged

PART 5: SITE-SPECIFIC NOTES

(LA-EXPECTED) WEETC – Coventry

- Local urban walking routes
- Shared access spaces
- Close proximity to public transport

Argyle House – Coventry

- Community-based setting •

Controlled entry/exit points •

Walking visits common

Evolve Centre – Birmingham

- City-centre environment
- Higher footfall
- Enhanced supervision required

A. WEETC – COVENTRY

Site-Specific Educational Visit Risk Assessment (Pre-Filled)

Site: WEETC – Coventry

Visit Type: Local community / vocational / enrichment

Environment: Urban, mixed-use building, close to public transport

Identified Hazards & Controls

| Hazard | Who is at Risk | Risk Level | Control Measures |
|--------------------------------|---------------------|------------|---|
| Road traffic & crossings | Learners | Medium | Staff lead crossings, use designated crossings only, head interaction |
| Absconding Individual learners | Individual learners | Medium | Individual risk assessments, 1:1 support if required, clear boundaries supervision at all times |
| Public | Learners | Low-Medium | Behaviour briefing, staff Regulation strategies, quiet space plan, early return option |
| Medical needs | Specific learners | Low | Medical info carried, staff briefed |
| Dysregulation / anxiety | Learners | Low | Controlled entry/exit, staff positioned at exits |
| Shared building access | | | |

Staff Ratio: Minimum 1:3 (adjusted per learner risk)

DSL Informed: ✓

Overall Risk Rating: Low-Medium (acceptable with controls)

B. ARGYLE HOUSE – COVENTRY

Site-Specific Educational Visit Risk Assessment (Pre-Filled)

Site: Argyle House – Coventry

Visit Type: Community walking visits / local provision access

Environment: Community-based setting, residential surroundings

Identified Hazards & Controls

| | Risk Level | Control Measures |
|------------------------------|-------------------|-------------------------|
| Hazard Who is at Risk | | |

| | | |
|---------------------------|------------------------|---|
| Entry/exit control | Learners Medium | Staff manage exits, clear arrival/departure procedures |
|---------------------------|------------------------|---|

| | | |
|-----------------------|------------------------|---|
| Walking routes | Learners Medium | Pre-planned routes, staff lead and trail group |
|-----------------------|------------------------|---|

| | | |
|-------------------------|---------------------|---|
| Public behaviour | Learners Low | Clear expectations, staff supervision |
| | Learners Low | High staff presence, immediate escalation procedures |

Safeguarding visibility

| | | |
|--|---------------------|---|
| | Learners Low | Appropriate clothing, cancel if unsafe |
|--|---------------------|---|

Weather conditions

Staff Ratio: Minimum 1:3

Overall Risk Rating: Low–Medium

C. EVOLVE CENTRE – BIRMINGHAM

Site-Specific Educational Visit Risk Assessment

(Pre-Filled)

Site: Evolve Centre – Birmingham

Visit Type: City-centre careers / employability / enrichment visits

Environment: Busy city-centre location, high footfall

Identified Hazards & Controls

Risk Level Control Measures

Hazard Who is at Risk

Learners Medium–High
Increased staffing, clear
meeting points

Crowded public areas

Public transport Learners Medium Staff lead boarding/exiting, pre-planned
routes

Learners Medium Safeguarding
briefing, staff proximity

Stranger interaction

Sensory overload Learners Medium Flexible pacing, quiet break areas
Learners Low Site briefing, emergency
exits identified

Emergency evacuation

Staff Ratio: Minimum 1:2 where required

Overall Risk Rating: Medium (managed)

2. TRIP INCIDENT / ACCIDENT REPORT FORM

(LA-required evidence)

EDUCATIONAL VISIT INCIDENT REPORT FORM

Empowering Futures Academy Ltd

Visit Title:

Location:

Date:

Visit Leader:

Staff Present:

Incident Details

Learner(s) Involved:

Time of Incident:

Location of Incident:

Description of Incident:

(What happened – factual account only)

Immediate Action Taken

(e.g. first aid, supervision, removal from activity)

Safeguarding Consideration

Yes No

If yes, DSL informed? Yes No

Time DSL informed: _____

Witnesses (if any)

Follow-Up Required

(e.g. parent contact, review of risk assessment)

Completed by:

Role:

Signature:

Date:

Manager / DSL Review:

Signature: _____ Date: _____

3. STAFF TRAINING SLIDE DECK

Educational Visits, Risk Assessments & Safeguarding

(PowerPoint-ready content)

SLIDE 1 – Title

Educational Visits & Risk Assessments
Empowering Futures Academy Ltd
Safeguarding | Planning | Practice

SLIDE 2 – Why Educational Visits Matter

- Enhance learning and engagement
- Support social, vocational, and life skills
- Must always be safeguarding-led

SLIDE 3 – Legal & LA Expectations

- Duty of care extends off-site
- Visits are safeguarding activities
- Risk assessments are mandatory
- Coventry & Birmingham LA compliance

SLIDE 4 – Our Sites & Context •

- WEETC – Coventry (urban, shared access) •

Argyle House – Coventry (community-based) •

Evolve Centre – Birmingham (city-centre risks)

SLIDE 5 – Staff Roles on Visits

- Visit Leader responsibilities
- Staff supervision expectations
- DSL escalation routes

SLIDE 6 – Risk Assessment Basics

- Identify hazards
- Who may be harmed
- Control measures
- Review and adapt

SLIDE 7 – Learner-Specific Risk

- SEND and SEMH considerations
- Absconding risk
- Medical needs
- Emotional regulation

SLIDE 8 – Walking Visits

- Staff positioning
- Head counts

- Road safety
- Behaviour expectations

SLIDE 9 – Transport & Movement

- Walking vs public transport
- Supervision at all times
- Pre-planned routes
- Emergency plans

SLIDE 10 – Safeguarding on Visits

- Professional boundaries
- Managing disclosures
- Immediate escalation to DSL
- Recording concerns

SLIDE 11 – Incidents & Emergencies

- What counts as an incident
- Immediate response
- Incident reporting
- Review of risk assessments

SLIDE 12 – Parent & Carer Consent

- When consent is required
- What parents are told
- Medical & emergency details

SLIDE 13 – Pre-Visit Checklist

- Approval obtained
- Risk assessment completed
- Staff ratios confirmed
- Consent forms signed

SLIDE 14 – Post-Visit Review

- What went well
- Any incidents
- Changes needed next time

SLIDE 15 – Key Takeaways

- Safeguarding first
- Plan thoroughly
- Record everything •

When in doubt – escalate