



School Outings Policy 2025 - 26

Purpose

Bay Learning Academy CIC is committed to ensuring the health, safety, and welfare of all learners, staff, and volunteers during school outings. This policy establishes the procedures for identifying, assessing, and managing risks associated with educational visits, trips, and off-site activities.

Scope

This policy applies to all staff, learners, volunteers, and external providers involved in school outings, including day trips, residential visits, and extracurricular activities.

Legal Framework

This policy aligns with:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- DfE Guidance: Health and Safety on Educational Visits (2018)
- Keeping Children Safe in Education (2024)
- The Equality Act 2010

Responsibilities

- **Board of Directors:** Ensure robust risk management systems are in place for school outings.
- **Head of Centre:** Approves all outings, ensures risk assessments are completed, and delegates tasks as needed.
- **Trip Leader:** Completes and implements the risk assessment, ensuring appropriate supervision, emergency planning, and safeguarding.
- **Staff and Volunteers:** Follow the risk assessment and report concerns.
- **Learners and Parents/Carers:** Must adhere to instructions and behaviour expectations.



Risk Assessment Process

- A written **risk assessment** must be completed on MIS and approved by the Head of Centre.
- The risk assessment will cover:
 - **Location-specific hazards** (e.g. terrain, transport, weather)
 - **Learner-specific risks** (e.g. medical needs, SEN, behaviour)
 - **Supervision levels and ratios** (minimum 1:10 for KS3/KS4; adjusted for higher-risk activities)
 - **Emergency procedures and contact details**
 - **Safeguarding considerations**, including DBS-checked staff and clear reporting lines
- **Dynamic risk assessments** must be undertaken by the Trip Leader during the outing to respond to unforeseen hazards.

Approval Procedures

- Outings must be **formally approved** by the Head of Centre at least **4 weeks prior to the date** for high-risk or residential trips and **2 weeks for day trips**.
- Parental **consent forms** and up-to-date medical information must be collected for all learners.

Training and Competence

- The Trip Leaders must receive training on risk assessment, emergency procedures, and safeguarding protocols.

Safeguarding and Inclusion

- Individual risk assessments will be created for learners with **SEN, medical needs, or behavioural challenges**.
- Consideration will be given to ensuring **inclusive access** for all learners.

Supervision and Ratios

- Ratios will be determined based on age, activity type, and learner needs, but should always comply with statutory guidance.
- At least one **first aid-trained staff member** will accompany each trip.



Transport Safety

- Only approved, insured transport providers will be used.
- Seat belts must be worn at all times, and staff must conduct headcounts at departure, arrival, and at regular intervals.

Emergency Procedures

- The risk assessment must include a detailed **emergency action plan**:
 - Contact details for school leadership and emergency services
 - Procedures for medical emergencies or accidents
 - Contingency plans for unexpected events (e.g. severe weather)

Monitoring and Review

- The Business Manager and Head of Centre will **review risk assessments** annually and after incidents or near misses.
- This policy will be reviewed **every two years** or following significant changes in legislation or guidance.

Record-Keeping

- All risk assessments, parental consents, incident reports, and evaluations will be securely stored for at least **three years** after the outing.

This policy will be reviewed every 12 months by the Business Manager.