

MY OASIS

Therapeutic Alternative Provision

Educational Visits and Trips and Risk Assessments Policy **2026/2027**

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Introduction

At My Oasis Therapeutic Alternative Provision, an Independent Special School, the welfare, health and safety of our students, staff, volunteers, and visitors are of paramount importance. We recognise that a robust and dynamic approach to risk assessment is central to safeguarding all members of our community and ensuring that therapeutic, educational, and enrichment activities are delivered safely and effectively.

We believe that well-planned educational visits and practical learning experiences are integral to a balanced curriculum. They support our therapeutic ethos, enhance learning, build resilience, and help students develop vital life skills in a safe, structured environment. This policy sets out our approach to risk assessment and the planning and execution of educational visits and off-site activities.

Statutory Context and Guidance

This policy has been drawn up with regard to the following statutory guidance and legal requirements:

- Handbook for the Inspection of Schools: The Regulatory Requirements Part 3 – www.isi.net
- Department for Education Guidance: *Health and Safety – Responsibilities and Duties for Schools*
- Health and Safety of Students on Educational Visits (HASPEV) – DfE guidance for the safe organisation and management of school trips and visits.
- Outdoor Education Advisers' Panel (OEAP) National Guidance – The recognised national standard for managing educational visits and outdoor learning (www.oeapng.info).
- The Adventure Activities Licensing Regulations 2004 – Regulations governing licensable adventure activities for under-18s.
- The Staying Safe Action Plan – DfE guidance on keeping children and young people safe during all school activities, including off-site visits.

All independent schools and alternative provisions are legally required to have a comprehensive risk management strategy and to undertake risk assessments for all activities under their control, including off-site visits. This policy ensures that My Oasis Therapeutic Educational Provision meets these requirements by setting out a structured approach to identifying, evaluating, and mitigating risk in all aspects of our school, on-site and off-site.

Objectives of the Policy

The objectives of the policy are:

1. To seek to identify, so far as practicable, all risks facing My Oasis Therapeutic Alternative Provision.
2. To carry out a risk assessment in order to identify how such risks might be controlled.
3. To record and make available the outcome of the risk assessments.

Related Policies

The Educational Visits and Trips Policy should be read in conjunction with the following policy documents:

- Health and Safety Policy.
- Safeguarding and Child Protection Policy.
- First Aid Policy.

What is a Risk Assessment?

A risk assessment can be defined as:

“A tool for conducting a formal examination of the harm or hazard to people (or to an organisation) that could result from a particular activity or situation.”

- Hazard: Something with the potential to cause harm.
- Risk: An evaluation of the probability or likelihood of the hazard occurring.
- Risk Assessment: The resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk Control Measures: The measures and procedures put in place to minimise the consequences of risk, such as staff training, clear work procedures, preliminary visits, warning signs, barriers, and insurance.

Risk assessments at My Oasis Therapeutic Educational Provision are used to identify potential hazards across a range of areas, including:

- People: e.g. slipping, falling, behavioural risks.
- Property: e.g. fire, vandalism, equipment misuse.
- Strategic: e.g. reputational damage, loss of students, impact on development.
- Financial: e.g. falling student numbers, unexpected costs.
- Compliance: e.g. safeguarding or child protection issues.
- Environmental: e.g. asbestos, legionella, weather-related hazards.

Risk assessments are systematic and are conducted with the primary aim of promoting the welfare, safety, and well-being of students, staff, and visitors.

The school will follow the Health and Safety 5-stage approach to Risk Assessments:

1. Identify the hazards – What could cause harm?
2. Identify who might be harmed and the degree of severity – Consider students, staff, visitors, and the wider community.
3. Evaluate the risks and decide on precautions – Determine control measures and reduce risks as far as is reasonably practicable.
4. Record and implement findings – Record outcomes using EVOLVE, and ensure all relevant parties are informed.
5. Review and update as necessary – Regularly review assessments, particularly after incidents, significant changes, or annually.

Risk assessments are an ongoing process and should be reviewed and updated whenever circumstances change, new information becomes available or following any incident or near miss.

Why have Risk Assessments?

Risk assessments are both a legal requirement and a key part of creating a safe, supportive learning environment. By focusing on prevention rather than reacting to incidents, we can protect students, staff, and visitors while safeguarding the reputation of My Oasis and minimising financial risks.

At My Oasis, our risk assessments are live documents, regularly reviewed and updated by relevant staff to ensure they remain accurate and effective in addressing potential hazards. Preventative measures are often simple and cost-effective. Examples include clearly marking trip hazards, ensuring safe storage of chemicals and equipment, or adapting learning spaces to reduce risks. These proactive steps help maintain a safe, inclusive, and nurturing environment for all learners.

What areas require Risk Assessments?

At My Oasis Therapeutic Alternative Provision, all activities, locations, and individual needs are carefully assessed to maintain a safe and supportive environment. Risk assessments are live

documents, regularly reviewed and updated whenever new students join, new activities are introduced, or circumstances change.

Each area of the school including therapeutic, educational, vocational, and off-site activities, has a dedicated risk assessment, ensuring hazards are identified, risks evaluated, and control measures implemented.

A. Individual Student Risk Assessments

Individual student risk assessments are central to our safeguarding approach. They are completed:

- When a student is referred to My Oasis.
- Updated monthly or after any incident.

They cover:

- Self-harm / mental health
- Behaviour and SEMH needs
- Sexualised behaviour
- Climbing, setting fires, or other high-risk behaviours
- Medical, access, and therapeutic needs

B. Health & Safety

At My Oasis, maintaining a safe and healthy environment is a priority for all staff, students, and visitors. Health and safety risk assessments cover all practical activities, equipment, and materials used across the school. This includes ensuring safe handling of chemicals, tools, and resources, as well as providing clear guidance for staff supervision and protective measures.

Key health and safety risks include:

- Use of beauty products and related equipment.
- Handling of cleaning products and chemicals.
- Use of science practical equipment.
- Use of cooking equipment.
- Use of art materials and tools.
- Safe use of ICT and electrical equipment.
- Physical activities and PE equipment.
- Potential slips, trips, and falls across the site.
- Fire hazards and emergency procedures.

Each area has an identified staff lead responsible for monitoring, reviewing, and updating procedures to prevent accidents and promote well-being.

C. Building & Site Safety

- Site risk assessments – My Oasis.
- External providers – Top Grades.
- Fire safety procedures, drills, and equipment checks.

D. Educational Visits & External Trips

- Separate risk assessments for each trip, considering:
- Staff ratios and supervision.
- Transport and travel safety.
- Medical and access needs.
- Emergency procedures.
- Examples: local shops, museums, outdoor activities, food venues, and residential/adventurous visits.

By making individual student risk assessments a central focus, alongside activity-, site-, and visit-based assessments, My Oasis ensures that all aspects of learning, therapeutic provision, and safety are proactively managed. Staff are responsible for completing, reviewing, and updating risk assessments to maintain a safe and supportive environment for all students.

Safeguarding and Child Protection

Our Safeguarding and Child Protection Policy, alongside regular staff training, forms the foundation of our approach to child protection risk management.

We operate safer recruitment policies and procedures to ensure that no individual who is barred from working with children, or not permitted to work in the UK, is employed. This extends to Governors, volunteers, and external providers, ensuring that everyone engaged with our community is appropriately vetted.

All staff and volunteers receive regular safeguarding training, equipping them to recognise, respond to, and report concerns swiftly. By embedding safeguarding into everyday practice, we minimise risk and maintain a safe and supportive environment for all students.

In addition, safeguarding considerations are included in risk assessments for all activities, visits, and external trips, ensuring child protection is prioritised both on and off-site.

Procedures for Risk Assessments and Educational Visits

To ensure that all activities and visits are safe, inclusive, and compliant, the following procedures apply:

1 Induction and Training

- All new staff receive induction on health and safety, safeguarding, and risk assessment procedures.
- Staff whose roles require it are provided with specialist training.
- Staff responsible for risk assessments are trained to complete suitable and sufficient assessments.
- Safeguarding and child protection training is mandatory for all staff, governors, and volunteers and is updated regularly.

2 Completing Risk Assessments

- Risk assessments must be completed for all on-site and off-site activities (e.g. practical lessons, trips, residential).
- Forms are available via the Shared Staff OneDrive and in hard copy from the Office.
- Risk assessments for visits are submitted and managed through EVOLVE, which records approval and ensures consistency.
- All risk assessments must be submitted to the Headteacher before any booking is made.
- Approved assessments are stored in the Office alongside related documentation.
- The Trip Leader or staff member leading the activity holds responsibility for completion.

3 Individual Student Risk Assessments

- Completed during referral and induction for every student.
- Reviewed monthly and updated following incidents, changes in need, or before activities.
- Cover: behavioural risks, SEMH needs, medical requirements, safeguarding considerations.
- Safeguarding concerns are logged and monitored via CPOMS.

4 Types of Visits

- Local visits – within the school day and community (e.g. shops, parks, food venues).
- UK non-residential visits – day trips further afield without adventurous activities.
- Residential/adventurous visits – overnight stays or outdoor pursuits (e.g. climbing, water sports).
- Overseas visits – require the highest level of planning, assessment, and approval.

5 Consent

- Blanket parental consent is obtained at the start of the year for routine local visits.
- Written parental consent is required for all other visits, with full trip details provided.
- Parents are informed of behaviour expectations, medical needs, and required equipment.

6 Supervision and Ratios

<i>Visit Type</i>	<i>Ratio (staff: student)</i>	<i>Notes</i>
Local activities	2:3	Minimum 2 adults
UK day trips	2:3	Adjust for group needs
Residential visits	2:3	Mixed staff gender if mixed group
Overseas visits	2:3	Highest level of planning
High-risk activities	Case by case	Lower ratios as needed

7 Inclusion and Additional Needs

- Risk assessments must take account of medical, SEN, and safeguarding needs.
- Activities should be adapted to maximise participation.
- Parents and the SENCo are consulted to confirm arrangements for students requiring support.

8 Transport and Travel Safety

- Only reputable, licensed providers may be used.
- All vehicles must have seatbelts; staff ensure these are worn.
- Regular headcounts are carried out when boarding/leaving transport.
- Long journeys include planned breaks and contingencies.
- Staff cars must not be used unless approved under the Transporting Students and Personal Vehicles Policy.

9 Insurance

- All trips are covered by the school's employer's liability and public liability insurance.
- Residential, adventurous, and overseas visits require additional cover (e.g. medical treatment, repatriation, cancellation).
- External providers must evidence valid insurance, safeguarding checks, and licensing where applicable.

10 Behaviour and Conduct

- Students and parents are briefed on behaviour expectations before departure.
- A signed code of conduct may be required for residential or overseas visits.
- Serious misbehaviour may result in students being sent home at parents' expense.

11 Trip Leader Responsibilities

The Trip Leader has overall responsibility for planning, safety, and conduct. They must:

- Obtain outline permission before planning.
- Complete and submit the risk assessment(s).

- Ensure staff ratios are met, and responsibilities are clear.
- Confirm that medical, SEN, and safeguarding needs are addressed.
- Ensure transport, insurance, and provider licensing are in place.
- Provide parents with full details and obtain consent.
- Brief staff and students on safety, conduct, and emergency procedures.
- Carry emergency contact details and ensure a copy of the trip plan is lodged with the Office.

12 Approval and Oversight

- All trips and activities must be approved by the Headteacher before bookings.
- Governors and the Health and Safety Officer monitor implementation and review processes.
- Residential, overseas, or adventurous visits require additional approval and detailed assessments.
- External providers must evidence insurance, safeguarding, and (where required) Adventure Activities Licensing.

13 Monitoring and Review

- Risk assessments are evaluated after each activity/visit.
- Lessons learned are recorded and applied to future planning.
- Assessments are treated as live documents and updated throughout the year.
- All outcomes are logged through EVOLVE.

14 Emergency Procedures

- Trip Leaders are responsible for knowing and briefing staff on emergency protocols.
- A nominated base contact must be available during all visits.
- Emergency planning includes:
 - Communication with parents/carers.
 - Up-to-date medical/emergency contacts.
 - Procedures for summoning emergency services.
 - Clear staff roles during an incident.
- In critical incidents (e.g. injury, fatality, media involvement), staff follow the First Aid Policy and Emergency and Critical Incident Policy with SLT support.
- Safeguarding concerns arising during emergencies are logged via CPOMS.
- When a student becomes unwell during a school visit or trip, parents must collect the student.

Roles and Responsibilities

This section defines the duties of all parties involved in planning, approving, and undertaking educational visits, ensuring clear lines of accountability and safety.

Trip Leader

The Trip Leader holds overall responsibility for the planning, execution, safety, and conduct of a visit. Key duties include:

- Obtaining outline permission before planning begins.
- Completing and submitting the risk assessment(s) to the Headteacher and EVC for approval.
- Ensuring staffing ratios and supervision levels are appropriate for the activity, group, and setting and provided by My Oasis staff.
- Confirming that medical, access, safeguarding, and behaviour considerations are addressed.
- Ensuring transport, accommodation (if applicable), insurance, and provider licensing are adequate.
- Providing parents/carers with full trip details and obtaining necessary consent.
- Briefing staff, students, and support staff about safety procedures, roles, behaviour expectations, and emergency protocols.
- Carrying essential documents during the trip: risk assessment, emergency contact list, attendance logs and medical information.
- Maintaining clear communication with a nominated base contact at My Oasis.
- In the event of an incident, implementing emergency procedures and reporting to senior leaders.

Accompanying Staff

All staff accompanying a trip share responsibility for the safety and well-being of the students. Their roles include:

- Assisting the Trip Leader in supervision, health & safety, and welfare tasks.
- Ensuring students follow safety instructions and the agreed code of conduct.
- Keeping counts of students, especially during transitions (boarding, alighting, breaks).
- Ensuring students carry medical information, risk management instructions, or individual risk assessment summaries where needed.
- Supporting emergency procedures if required.

Students

While under supervision during visits, students have responsibilities to help maintain safety and good conduct. Expectations include:

- Following all instructions and safety protocols issued by staff.
- Behaviour in line with the code of conduct agreed beforehand.
- Reporting hazards, incidents, or concerns immediately to a member of staff.
- Taking responsibility for their own health & safety within the group context.

Parents / Carers

Parents and carers play a crucial supporting role in facilitating safe and positive visits. Their responsibilities include:

- Providing complete and accurate medical, psychological, or access information relevant to their child's participation.
- Checking and adhering to deadlines for consent forms and payments where applicable.
- Supporting the code of conduct and behaviour expectations agreed prior to the trip.
- Providing emergency contact information and making themselves available if needed.

Senior Leadership / Headteacher

Senior leadership is responsible for oversight, approval, and ensuring compliance. Key responsibilities are:

- Approving all educational visits and risk assessments before any bookings are made.
- Ensuring that staff have adequate training, capacity, and experience to lead or accompany trips.
- Ensuring governors, Health & Safety Officer, and appropriate stakeholders review risk management regularly.
- Ensuring external providers meet safeguarding, insurance, and licensing requirements.

Educational Visits Coordinator (EVC)

My Oasis currently has two EVCs (Charlotte Lowe and Lilian Ahmed) to oversee the planning, approval, and monitoring of educational visits.

External Providers / Hosts

When activities are delivered by external organisations (e.g. activity centres, museums, sports facilities), they must:

- Provide evidence of valid insurance, safeguarding checks, and licensing (if required).
- Share their own risk assessments, safety procedures, and staff competence details.
- Liaise with the Trip Leader to ensure consistency with My Oasis policies and procedures.

Monitoring, Evaluation, and Review

- The Headteacher, Health and Safety Officer, and Governors oversee the monitoring and evaluation of this policy and all associated risk assessments.
- All risk assessments are formally reviewed annually; the current cycle runs from February 2025 → February 2026.
- In practice, most assessments are treated as live documents, updated continuously throughout the year in response to new activities, student needs, or incidents.
- Feedback from Trip Leaders, staff, students, and parents is considered as part of the evaluation process to improve planning and practice.
- Outcomes of monitoring and reviews are recorded and tracked through EVOLVE, ensuring accountability and transparency.
- This policy is reviewed annually and updated as necessary to reflect changes in legislation, national guidance, or organisational practice.