

# Genuine Futures CIC – Educational Visits and Outings Policy

PREVENTION OVER  
PUNISHMENT:  
BUILDING SAFER FUTURES  
TOGETHER

Version: 1.0 Approved by Board: 01 Nov 2025 Next Review: 01 Nov 2026

## 1. Policy Statement

**Genuine Futures CIC** recognises that educational visits and off-site activities provide valuable learning and personal development opportunities. We are committed to ensuring that all visits are well-planned, appropriately risk-assessed, and conducted safely in line with statutory guidance and best practice. The welfare and safety of all participants are our highest priority.

## 2. Legislative Framework

This policy aligns with the following legislation and statutory guidance:• DfE Health and Safety on Educational Visits (2018)• Keeping Children Safe in Education (KCSIE) 2025• Children Act 2004• Health and Safety at Work etc. Act 1974• Management of Health and Safety at Work Regulations 1999• Equality Act 2010• Data Protection Act 2018 (UK GDPR)

## 3. Scope and Purpose

This policy applies to all off-site activities organised by Genuine Futures CIC, including community trips, learning experiences, fieldwork, and enrichment activities. Its purpose is to ensure that all participants are safe, risks are properly managed, and appropriate consent and supervision arrangements are in place.

## 4. Roles and Responsibilities

- Visit Leader: Responsible for planning, risk assessment, communication, and supervision of the visit.
- Designated Safeguarding Lead (DSL): Ensures safeguarding standards are met and that all staff and volunteers are aware of procedures for reporting concerns.
- Board of Directors: Provides overall oversight and approval of the policy and monitors compliance.
- Staff and Volunteers: Follow safety instructions, assist with supervision, and report any incidents or concerns immediately.
- Parents/Carers: Provide consent, share relevant medical or behavioural information, and support the organisation's safety arrangements.

## 5. Planning and Approval Process

All visits must be approved in advance by the DSL or a designated senior manager. Planning must include:• A written itinerary with start and end times.• Confirmation of venue safety arrangements.• A completed risk assessment.• Emergency contact details and first aid provision.• Transportation arrangements, where applicable.

## 6. Risk Assessment

A risk assessment must be completed for every visit. It should identify:• Potential hazards and those affected.• Existing control measures.• Additional controls required to reduce risk.• Emergency procedures and key contact details. Dynamic risk assessments may be carried out during the visit if conditions change. The Visit Leader must record any new or emerging risks and how they were managed.

## 7. Parental Consent

Written parental or carer consent is required for all visits involving children or young people. Consent forms will include details of the trip, emergency contact information, medical requirements, and permission for first aid or emergency treatment if required. All completed consent forms must be securely stored in compliance with UK GDPR.

## 8. Supervision and Ratios

Appropriate adult-to-participant ratios must be maintained depending on the age, maturity, and needs of the group. As a general guideline:• 2 adult per 6 participants aged under 8.• 2 adult per 10 participants aged 8–12.• 3 adult per 15 participants aged 13 and above. A minimum of five adults must be present for all visits. Mixed-gender groups should be accompanied by both male and female supervisors wherever possible.

## 9. Transport Safety

When transport is provided, **Genuine Futures CIC** will ensure:• Only licensed and insured operators are used.• Seat belts are fitted and worn at all times.• Vehicles meet UK road safety and MOT standards.• Staff check head counts before departure and return.• Emergency contact details and first aid kits are available in all vehicles.

## 10. First Aid and Emergency Procedures

Each visit will have at least one trained first aider present. A first aid kit must be available and easily accessible. The Visit Leader will ensure that all participants and staff know:• The procedure in case of an accident or illness.• How to contact emergency services.• Where to assemble in the event of an evacuation. All accidents or near misses must be reported immediately upon return and recorded using the organisation's Incident Report Form.

## 11. Inclusion and Accessibility

**Genuine Futures CIC** is committed to ensuring equal access to all educational opportunities. Adjustments will be made to support participants with disabilities, medical conditions, or special educational needs. No participant will be excluded from a visit solely due to a protected characteristic or additional need, in line with the Equality Act 2010.

## 12. Record Keeping and Review

The Visit Leader must retain copies of all documentation, including risk assessments, consent forms, attendance lists, and incident reports. These records will be stored securely for a minimum of three years in accordance with the Data Protection Act 2018. The DSL and Responsible Person will review visits annually to identify improvements and share learning points.

## 13. Linked Policies

• Safeguarding & Child Protection Policy• Health & Safety Policy• Risk Assessment Policy• Equality, Diversity & Inclusion Policy• Data Protection & Privacy Policy