



The right support, at the right time

Off-site Visits Policy

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This policy sets out the procedures and responsibilities for off-site visits at the Leading Futures Alternative Provision.

1. Aims and Scope

Off-site visits are activities arranged by, or on behalf of, our provision, which require learners to leave the provision premises, having been authorised to do so by the Directors or other designated member of staff.

Off-site visits are a valuable way to enrich a child's learning experience and form an integral part of our approach to furthering our learners' education and personal growth.

This policy sets out our approach to planning and operating off-site visits, to ensure the health and safety of our learners and staff, and to make sure that our visits are available to all learners. It sets out the roles and responsibilities of staff, learners and volunteers, in relation to off-visits.

This policy applies to activities taking place within and outside of normal provision hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the provision
- Trips abroad organised by the provision

2. Legislation and Guidance

This policy is based on the Department for Education's guidance on health and safety on Off-site visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

3. Roles and Responsibilities

3.1 The Directors

The Directors are responsible for:

- Approving staff requests for off-site visits, including having final authority to approve any off-visit of less than 24 hours
- Making sure staff, including the Off-site Visits Co-ordinator, have received any necessary training
- Working with staff to approve residential trips of more than 24 hours

3.2 The Off-site Visits Co-ordinator (EVC)

Emma Rennie- Gibbons the appointed EVC at our provision. Their role is to:

- Oversee and guide other staff to arrange and organise off-site visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit

- Assess outside activity providers
- Advise the Directors when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip Lead

Every off-site visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to learners , staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the provision has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about off-site visits, including any costs or necessary equipment not supplied by the provision or a third party
- Communicate key details about the visit and all locations to staff, learners and parents/ carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for learners and others

3.4 Staff

Staff have a responsibility to make sure all learners and staff who take part in off-visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all off-site visits from the Director of Service
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all learners' needs
- Look out for the health and safety of themselves and those around them
- Help manage learner engagement and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and Carers

By agreeing that learners can take part in off-site visits, parents/ carers agree that they will:

- Provide all information required, such as emergency contact details and health/ medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Verbal consent is permitted providing the date, time, from whom consent is given is recorded
- Share any concerns or information about the learner that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

Volunteers attending provision trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for learners
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure learners under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.7 Learners

Our provision's *Engagement For Learning Policy* also applies to all off-site visits. This includes the expectation that learners will:

- Follow instructions given to them while on the trip
- Dress and make positive choices for engagement and behaviour as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Learners will always be reminded of our expectations for engagement before going off-site for a visit, and will be expected to uphold the provision's *Engagement For Learning Policy* at all times.

4. Planning and Preparation

The decision on whether or not a visit will take place will be made by the Directors, and based on factors including:

- Cost (including any potential cost to parents/ carers)
- Timing in the provision year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the provision
- Health and safety considerations
- Staff-to-learner ratio
- Inclusion and accessibility
- Any other factors deemed relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision

- What safety measures can be put in place in order to reduce any risks
- Any minimum standards, depending on the age of the children and the activity proposed

See **Appendix 1** for our trip information form for the planning and approval of an off-site visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/ or travel overseas, the Directors will need to approve this.

Once the risk assessment has been approved by the Director of Service, staff will communicate with parents/ carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal provision hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each off-site visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion

All learners, regardless of background or abilities, should be able to take part in every aspect of our provision life, including visits.

SEND

If a learner with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the provision day.

We will adjust the trip programme where necessary, working with parents/ carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and learners.

Poor Engagement

In some cases, it may be reasonable and necessary to prevent a learner with poor engagement from attending the trip to protect their safety and the safety of the other learners attending.

We will consider all reasonable options to help the learner attend on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the learner can be supervised on a 1:1 basis.

All staff are CPI trained and will always work to de-escalate a situation in the first instance.

5. Risk Assessment

We will carry out a full risk assessment at least 2 weeks before the start of all off-site trips.

This will be completed using the provision's risk assessment template which can be found in SharePoint and in **Appendix 2**, and approved by the Directors and EVC. Existing risk assessments are all stored in SharePoint in the 'Risk Assessment' folder or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and learners), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Directors and, where appropriate, third party vendors.

Every risk assessment will be approved by the Director of Service. A copy will be taken on the visit and another copy left with EVC in the provision.

5.1 Staff Ratios and First Aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all off-site visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed learner groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the provision's First Aid and Health and Safety policies. These can be found in the front office and on the mode of transport for the trip
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with learners at any time
- The trip lead will take regular headcounts and/ or rollcalls

5.2 Transport

Transportation for trips will be organised by the provision, in line with our safety procedures for using the a minibus (minibus checks), will make sure learners, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents/ carers, transport for visits will leave from, and return to, the provision site.

5.3 Use of External Organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on off-site visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise learners alongside staff members on trips. Where more parents/ carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the learners going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/ carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected standards for behaviour. See **Appendix 3** for our volunteer code of conduct for off-site visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with learners or given sole responsibility for the care of a learner.

7. Communication and Consent

We will aim to contact the parents and carers of learners invited to take part in an educational off-site visit at least 1 month before the proposed date of the trip. Communication will be via letter and email and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Learner-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the provision
- Expected behaviour and consequences of learners' failure to meet these standards

Where required, parents/ carers will be asked to provide written consent for off-site visits by signing and dating a form to be returned to the provision.

Most visits will take place during the provision day and will be part of the curriculum. In these instances, I will not always need written consent. However, we will always inform parents/ carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/ carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Emergency Procedures and Incident Reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the provision office. The provision office will then contact parents/ carers as required, and inform them of changes to plans or cancellations of trips and/ or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a learner seeking medical treatment.

In the case of a learner being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other learners. In the unlikely event that a learner cannot be found within 30 minutes, the trip leader will contact the provision office who will notify the parents/ carers.

The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the learner when found. The remaining staff and adults will return to the provision with the rest of the learners .

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to the Health and Safety Executive (HSE) and Ofsted.

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and Insurance

Parents/ carers won't be asked to pay for any educational visit that takes place during provision hours. They also won't be asked to pay for any educational visit that takes place outside of provision hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of off-site visits, but this will be entirely optional (except for residential visits) and will not affect learners' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential Visits

The Director of Service, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training

- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with learners – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents/ carers will include:

- The dates and time of departure and return to provision
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received
- Clothing and equipment provided, and what learners must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOTC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

11. Review

This policy will be reviewed every 2 years by the Directors and the Designated Safeguarding Lead. At every review, the policy will be shared with all Directors and Staff.

12. Links with Other Policies

This policy links with the following policies and procedures:

- Health and Safety Policy
- Engagement For Learning Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Special Educational Needs Policy

Appendix 1: Proposed Off-site Visit Planning Information

To be completed by the staff member proposing the educational visit, and submitted to the Director of Service and EVC.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed Trip Information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit/ educational benefits		
Number and age of learners		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none">● Staffing● Volunteers● Physical supplies● Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
[Insert additional information as required]		

Appendix 2: Risk Assessment Template

Date of Assessment:

Date(s) of Trip:

Trip Leader:

Assessor:

Trip Destination:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING TO MITIGATE THE RISK?	WHAT ELSE CAN CONTROL THE RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
E.g. slips and falls caused by wet floor	Learners and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	

Checked by (name):

Signature:

Date:

Appendix 3: Volunteer Behaviour and Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending provision trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the provision. If you feel you cannot agree with this code, please speak to [insert member of staff] at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the provision office, and you may ask for a photocopy to keep for yourself.

This *Volunteer Code of Conduct* will be used alongside the provision's *Parent/ Carer Code of Conduct*, which can be found [insert location].

Volunteers agree to:

- Remain professional and respectful with staff and learners at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to learners
- Report any concerns about the safety or wellbeing of a learner to staff as soon as possible
- [Add more points as needed]

Volunteers agree **not** to:

- Exchange contact details with learners unless told to by a member of staff
- Engage in physical contact with learners unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language

- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a learner unless previously agreed with staff
- Take photographs or record learners without the permission of learners and staff
- [Add more points as needed]

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date: