

Learn with Confidence

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Tinkers Yard – Off-Site Provision Policy (Salvation Army Hall)

Policy Title: Off-Site Learning and External Venue Policy

Location: Salvation Army Hall, Depot Rd, Horsham RH13 5PZ

Linked Base Site: 5 Kings Court, Harwood Road, Horsham

1. Purpose

This policy outlines the procedures and expectations for safely delivering learning sessions at an external venue (Salvation Army Hall) as part of Tinkers Yard provision. It ensures that all learners are supported in a **safe, consistent, and well-supervised environment**, in line with our child-centred and supportive ethos. ()

2. Principles

Tinkers Yard provision is underpinned by the following principles:

- The **safety and wellbeing of learners is paramount**
- All learners are supported to feel **safe, regulated, and confident**
- Provision is delivered in a **calm, structured, and predictable way**
- Staff maintain **clear supervision and accountability at all times**

3. Supervision and Staffing

- A **qualified member of staff will always accompany learners** from 5 Kings Court to the Salvation Army Hall.
- Learners will **not travel independently** between sites unless explicitly agreed in writing with parents/carers and risk assessed.
- A **minimum of two staff members will be present at the Salvation Army Hall at all times**, ensuring:
 - No lone working
 - Immediate support in case of incident or emergency
- Staff are responsible for maintaining **appropriate staff-to-learner ratios** based on individual needs.

4. Arrival and Departure Procedures

- Learners will arrive at **5 Kings Court** as their designated drop-off point.
- A member of staff will:
 - Register learners
 - Escort the group safely to the Salvation Army Hall
- At the end of the session:
 - Learners will be escorted back to 5 Kings Court
 - Learners will be dismissed in line with agreed collection arrangements

5. Road Crossing and Travel Safety

- The route between 5 Kings Court and the Salvation Army Hall includes a road crossing.
- The following procedures must be adhered to at all times:
 - A staff member will **lead and supervise all crossings**
 - Learners will be instructed to **stop, wait, and cross only when directed**
 - Staff will position themselves to ensure **full visibility and control of the group**
 - Individual learners who require additional support will receive **1:1 supervision where necessary**

No learner is permitted to cross the road independently during provision time.

6. Safeguarding

- All safeguarding procedures in line with Tinkers Yard and Learn with Confidence policies remain in place.
- Staff must:
 - Maintain **clear visibility of all learners at all times**
 - Follow safeguarding reporting procedures for any concerns
 - Ensure the external venue is **secure and appropriate for use**

Learners must not leave the venue or group without staff knowledge and permission.

7. Health and Safety

- A dynamic **risk assessment** will be in place for:
 - The route between sites
 - The Salvation Army Hall environment
- A **first aid kit** will be available on site
- At least one staff member present will be **first aid trained**
- Staff will be aware of:
 - Medical needs of learners
 - Emergency contact procedures

In the event of an emergency, staff will follow established emergency protocols and contact emergency services where required.

8. Behaviour and Expectations

- Learners are expected to:
 - Follow staff instructions at all times, particularly during transitions
 - Remain with the group
 - Respect the environment and others

Staff will use a **supportive, calm, and non-confrontational approach** to behaviour, recognising that many learners may have additional needs.

9. Communication with Parents/Carers

- Parents/carers will be informed that:
 - Sessions take place across two locations
 - Staff will escort learners between sites
- Any changes to arrangements will be communicated in advance wherever possible.

10. Review and Monitoring

This policy will be reviewed regularly to ensure that procedures remain effective and reflect the needs of learners and the provision.

Version Control			
Version No.	Date	Author	Notes
1.0	26.3.26	K Perry	Initial Draft