

Off Site Visit Policy

Version 1.2

1. Policy Statement

Learn With Confidence (LwC) recognises the value of off-site visits in providing enriching educational experiences that extend learning beyond the classroom. Off-site visits are an important aspect of our provision, particularly for learners with Special Educational Needs (SEN) and Social, Emotional, and Mental Health (SEMH) challenges, as they offer opportunities to engage with different environments and activities. This policy sets out the procedures to ensure that off-site visits are safe, inclusive, and effectively managed, in line with relevant legislation and best practices.

2. Aims

The aims of this policy are to:

- Ensure all off-site visits are planned and conducted safely, taking into account the needs of all learners.
- Provide clear procedures for organising, authorising, and conducting off-site visits.
- Comply with relevant health and safety, safeguarding, and educational regulations.
- Promote inclusion, ensuring that all learners have the opportunity to participate in off-site visits, regardless of their needs or background.

3. Relevant Legislation and Guidance

This policy is informed by the following key legislation and statutory guidance:

- **Health and Safety at Work Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Children Act 1989**
- **Equality Act 2010**
- **Keeping Children Safe in Education (KCSIE) 2024**
- **The Adventure Activities Licensing Regulations 2004**

4. Roles and Responsibilities

4.1 LwC Leadership

- Ensure that all off-site visits comply with relevant legislation and health and safety guidelines.
- Approve all off-site visits, ensuring that they are adequately planned and that risk assessments are conducted.
- Provide support and training for staff to enable them to organise and lead off-site visits safely.

4.2 Visit Organisers (Staff)

- Plan and organise off-site visits in accordance with this policy, ensuring the safety and wellbeing of all participants.
- Conduct thorough risk assessments for each visit, considering the needs of individual learners, including those with SEN and SEMH challenges.

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- Ensure that appropriate staff-to-learner ratios are maintained and that qualified staff are present for any specialist activities.
- Ensure that parents and guardians are fully informed about the visit, including its purpose, itinerary, and any specific requirements (e.g., consent forms, medical needs).

4.3 Parents and Guardians

- Provide consent for their child to participate in off-site visits, ensuring that they are aware of any specific arrangements or requirements.
- Inform LwC of any medical conditions, allergies, or other concerns that may affect their child's participation in the visit.

4.4 Learners

- Participate in off-site visits responsibly, following instructions from staff to ensure their own safety and that of others.
- Inform staff of any concerns or issues during the visit, including any health or emotional needs.

5. Planning and Approval of Off-Site Visits

5.1 Risk Assessments

- A thorough risk assessment must be completed for each off-site visit, covering the following areas:
 - Transport arrangements.
 - Venue safety and suitability.
 - Medical needs and emergency procedures.
 - Specific risks related to the activity or location.
 - Individual needs of learners, particularly those with SEN or SEMH challenges.
- Risk assessments must be approved by the LwC leadership team before the visit is confirmed.

5.2 Supervision

- Staff-to-learner ratios must be appropriate to the nature of the visit, the age of the learners, and their individual needs.
- For visits involving high-risk activities or vulnerable learners, additional supervision may be required.
- All supervising staff must be fully briefed on their responsibilities and the risk assessment.

5.3 Communication

- Parents and guardians must be provided with full details of the off-site visit, including the itinerary, travel arrangements, and any specific clothing or equipment required.
- Written consent must be obtained from parents/guardians before the visit takes place.
- Emergency contact information for all learners must be obtained and kept accessible during the visit.

5.4 Insurance

- LwC will ensure that appropriate insurance cover is in place for all off-site visits, including cover for accidents, medical emergencies, and public liability.

6. During the Visit

6.1 Learner Behaviour

- Learners are expected to behave responsibly and follow the instructions of staff at all times.
- Staff should be prepared to deal with behavioural issues in accordance with LwC's Positive Relationship (behaviour) policy, ensuring that the safety and wellbeing of all learners are prioritised.

6.2 Medical and Emergency Procedures

- Due to the fact that LwC tutors are self-employed they are under no obligation to be first aid trained. However, as per the **Risk Management Policy** all trips will assess where the nearest first aid point is.
- Staff must be aware of any medical conditions or allergies affecting learners and ensure that relevant medications (e.g., EpiPens, inhalers) are brought on the visit.
- Emergency procedures should be in place, including protocols for contacting parents/guardians and emergency services if needed.

7. Post-Visit Review

Following each off-site visit, the visit organiser must conduct a review to:

- Evaluate the success of the visit and identify any areas for improvement.
- Report any incidents, accidents, or near misses to LwC leadership.
- Ensure that feedback from staff, learners, and parents is considered in the planning of future visits.

8. Additional Policies Referenced

This Off-Site Visit Policy should be read in conjunction with the following LwC policies:

- **Health and Safety Policy**
- **Safeguarding and Child Protection Policy**
- **Mental Health Policy**
- **SEND Policy**
- **Whistleblowing Policy**
- **Positive Relationship (behaviour) Policy**
- **Attendance Policy**
- **Complaints Policy**
- **Risk Management Policy**

9. Monitoring and Review

This policy will be reviewed annually by the LwC leadership team to ensure it remains in line with current legislation and best practices. Feedback from staff, learners, and parents will be used to improve the planning and execution of off-site visits.

Version Control			
Version No.	Date	Author	Notes
1.0	15 th October 2024	K Perry	Initial Draft
1.1	September 7 th 2025	KP	
1.2	5.9.26	KP	

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