

Off-Site Visits and Activities Policy

Reviewed by:	Richard Fihosy and Claire Ames
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Ratified by:	Provision Manager and DSL
Review:	Annual
Next Review:	Autumn Term 2026
Review Date 08.03.24 Richard Fihosy	Page and Sections Page 1 - Former Director's name was deleted. Page 2 - Note deleted.
Aug 25	Full Policy Review

Introduction

Offsite activities and educational visits are an integral part of AS2Educate's commitment to providing a holistic and enriching educational experience. These opportunities help young people develop positive relationships, enhance self-esteem, build resilience, and foster respect for others, while safely exploring the wider community.

This policy aligns with:

- Keeping Children Safe in Education (KCSIE 2025)
- Working Together to Safeguard Children (Updated December 2023)
- Children Act 1989 & 2004 (Sections on Duty of Care)
- Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999
- Equality Act 2010 (ensuring all visits are inclusive and accessible)

Safeguarding is everyone's responsibility. All staff and volunteers must place the best interests, safety, and emotional wellbeing of children and young people at the heart of decision-making, ensuring all activities are conducted in a manner that is safe, inclusive, and sensitive to their individual needs and past experiences.

Key Principles

- **DBS Checks:** All AS2Educate staff are fully DBS checked, with records held centrally.
- **Advanced Planning:** All visits are risk assessed, planned in advance, and include trauma-sensitive considerations for individual students.
- **Training:** Staff receive regular statutory safeguarding, child protection, and trauma-informed practice training to ensure safe, empathetic supervision on and off-site.
- **Designated Safeguarding Lead (DSL):** Claire Ames is the DSL and is available for consultation during all offsite visits.
- **Leadership on Visits:** A designated trip lead is responsible for supervision and wellbeing, with supporting staff assigned clear roles.
- **Review:** All safeguarding and health & safety arrangements for offsite visits are reviewed regularly and updated as necessary.

Offsite Visits

AS2Educate offers a broad range of offsite activities, including:

- Local parks, sports venues (e.g., badminton, bowling, table tennis, gym)

- Allotments and bushcraft sessions
- Museums, places of worship, science centres
- Community-based learning experiences and work placements

These activities are planned following AS2Educate procedures:

- **Venue Assessment:** New venues are pre-visited where possible, and venue risk assessments reviewed and attached to AS2Educate’s risk assessment documentation.
- **Individual Needs:** Risk assessments account for medical, SEND, safeguarding, and trauma-informed adjustments (e.g., quiet spaces, choice to opt out of triggering activities).
- **Director Approval:** Any visit classed as “hazardous or adventurous” requires enhanced risk assessment and approval from The Director.
- **Staffing Ratios:** Higher-than-recommended adult-to-student ratios are maintained, with staff knowledgeable about each young person’s needs and potential emotional triggers.
- **Parental Consent:** Updated annually, with specific consents for hazardous or residential trips.
- **Communication:** Lead staff member carries a fully charged mobile phone with emergency contact details and access to student care plans.
- **Transport Safety:** Vehicle checks completed and logged before transporting students.

Hazardous Activities

Activities currently identified as hazardous include (subject to termly review):

- Allotment and bush craft sessions
- Farm visits
- Offsite work experience placements

These activities undergo enhanced risk assessment, with additional trauma-informed planning (e.g., preparing students for sensory or emotional triggers). Final approval is required from The Responsible Body.

Emergency Procedures

- **Mobile Contact:** Lead staff carries a phone with all necessary emergency contacts.

- **Incident Reporting:** Any incident or delay is communicated to The Director and parents/carers immediately.
- **Post-Incident Support:** In line with trauma-informed practice, emotional support and debriefing are offered to students and staff following any unexpected event.
- **Documentation:** All incidents are logged and reviewed to inform future planning and safeguarding measures.

OFFSITE VISITS – TRAUMA-INFORMED PLANNING FLOWCHART

PLAN VISIT

Assess educational value,
obtain senior approval



RISK ASSESSMENT

Pre-visit check of new venue,
consider specific needs of
students



TRAUMA-SENSITIVE ADJUSTMENTS

Plan calming spaces, opt-out
options, communicate
adjustments to staff &
participants



REVIEW

Reflect on effectiveness of
support, update future planning