

Educational Visits, Off-Site Activities and Transport Policy – September 26

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Introduction

AS2Educate is committed to providing a broad, balanced and enriching curriculum that extends beyond the classroom. Educational visits, off-site activities, community learning and safe transport arrangements form an important part of our provision, enabling children and young people to develop confidence, resilience, independence, social skills and positive relationships whilst accessing meaningful learning experiences.

As a specialist Alternative Provision, we recognise that many of our pupils have Education, Health and Care Plans (EHCPs), special educational needs and disabilities (SEND), social, emotional and mental health needs (SEMH), neurodivergent profiles, medical conditions, trauma histories or adverse childhood experiences. These individual needs are central to the planning, supervision and delivery of all educational visits and transport arrangements.

Educational visits and transport are recognised as safeguarding activities. The welfare of children and young people will always be the primary consideration when planning, approving and delivering any off-site activity or transporting pupils.

AS2Educate is committed to ensuring that all educational visits and transport arrangements are:

- safe;
- inclusive;
- well planned;
- appropriately supervised;
- accessible wherever reasonably practicable;
- compliant with health and safety legislation;
- trauma-informed;
- responsive to individual need; and
- centred upon safeguarding and the best interests of the child.

Legislative and Statutory Framework

This Policy reflects current legislation, statutory guidance and recognised good practice, including:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2026
- Children Act 1989 and 2004
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Road Traffic Act 1988
- Equality Act 2010
- Children and Families Act 2014
- Special Educational Needs and Disability Code of Practice
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Department for Education Health and Safety on Educational Visits guidance
- Outdoor Education Advisers' Panel (OEAP) National Guidance (where applicable)
- UK General Data Protection Regulation (UK GDPR)

- Data Protection Act 2018

Purpose, Scope and Principles

This Policy sets out AS2Educate's arrangements for planning, supervising and managing educational visits, off-site activities and transport to ensure that all children and young people remain safe, supported and able to participate fully in learning beyond the classroom.

The Policy applies to all educational visits, community learning, enrichment activities, work experience, outdoor learning, transport provided on behalf of AS2Educate and any other activity taking place away from the provision. It applies to all staff, volunteers, contractors, pupils and accompanying adults involved in off-site activities or transport arrangements.

AS2Educate is committed to ensuring that all visits and transport arrangements are:

- centred on the safety, welfare and best interests of children and young people;
- planned and risk assessed appropriately;
- inclusive and accessible through reasonable adjustments where required;
- delivered using trauma-informed, person-centred practice;
- appropriately supervised by competent staff;
- supported by safe and lawful transport arrangements; and
- managed in accordance with safeguarding, health and safety and equality legislation.

Educational visits should provide positive opportunities for learning, personal development, independence and community engagement whilst maintaining high standards of safeguarding and risk management.

Planning Educational Visits and Off-Site Activities

Educational visits are carefully planned to ensure that learning opportunities are balanced with effective safeguarding and risk management.

Planning will be proportionate to:

- the nature of the activity;
- the age and needs of pupils;
- the location;
- transport arrangements;
- staffing levels;
- environmental risks;
- medical needs;
- safeguarding considerations; and
- previous experience of the group.

The staff lead is responsible for ensuring appropriate planning takes place before any activity proceeds.

Planning will normally include consideration of:

- educational purpose;

- venue suitability;
- travel arrangements;
- supervision requirements;
- accessibility;
- weather conditions;
- emergency procedures;
- communication arrangements;
- first aid provision;
- individual pupil needs;
- behavioural risks;
- medical requirements; and
- safeguarding arrangements.

Where appropriate, pre-visits will be undertaken to unfamiliar venues. Where pre-visits are not reasonably practicable, sufficient information will be obtained from reputable sources to ensure appropriate planning can take place. Educational visits presenting increased levels of risk, including adventurous activities, remote environments or unfamiliar settings, will require enhanced planning and approval from the Provision Manager before taking place.

Risk Assessment and Individual Planning

Every educational visit will be supported by a suitable and proportionate risk assessment. Risk assessments are living documents and should be reviewed throughout the visit if circumstances change.

Risk assessments will consider:

- the venue;
- travel arrangements;
- supervision;
- environmental hazards;
- weather;
- activities being undertaken;
- emergency procedures;
- safeguarding risks;
- medical needs;
- accessibility;
- behaviour;
- dynamic risks; and
- individual pupil needs.

Individual risk assessments will also be considered alongside the visit risk assessment.

Risk assessments should seek to remove barriers rather than unnecessarily exclude pupils from activities.

Staff remain responsible for undertaking dynamic risk assessments throughout educational visits and modifying activities where changing circumstances require this.

Staffing, Supervision and Safeguarding

Appropriate staffing and effective supervision are essential to ensuring the safety and wellbeing of pupils during educational visits, off-site activities and transport.

The Provision Manager will ensure that sufficient competent staff are available for each activity, taking account of:

- the number of pupils attending;
- pupils' age, maturity and developmental needs;
- SEND, EHCPs and additional needs;
- medical needs;
- behaviour and safeguarding risks;
- the nature of the activity;
- the environment; and
- the findings of the risk assessment.

As a specialist Alternative Provision, AS2Educate recognises that some pupils require enhanced supervision. Staffing arrangements will therefore be determined according to individual need rather than fixed adult-to-pupil ratios.

Every educational visit will have a designated Visit Leader who is responsible for:

- ensuring appropriate planning and risk assessment;
- coordinating staff responsibilities;
- maintaining communication with the provision;
- managing emergencies;
- ensuring attendance records are maintained; and
- reporting incidents following the visit.

All staff accompanying visits must:

- actively supervise pupils at all times;
- understand individual pupil needs and risk assessments;
- maintain professional boundaries;
- follow safeguarding procedures;
- challenge unsafe behaviour appropriately;
- remain vigilant to safeguarding concerns; and
- know the emergency arrangements for the visit.

Any safeguarding concern arising during an educational visit or whilst transporting pupils must be managed immediately in accordance with the Safeguarding and Child Protection Policy and reported to the Designated Safeguarding Lead (DSL) at the earliest opportunity.

Transport Arrangements

Transport provided by or on behalf of AS2Educate forms part of the overall educational activity and must be planned and managed using the same safeguarding principles as any other aspect of the visit.

Transport may include:

- AS2Educate vehicles;
- authorised staff vehicles;
- licensed taxis or contracted transport providers;
- hired vehicles;
- public transport; or
- walking within the community.

Staff will adopt a calm, predictable and trauma-informed approach during all journeys, recognising that travel may be anxiety-provoking for some pupils.

Where appropriate, staff will:

- explain journeys in advance;
- provide reassurance;
- consider sensory needs;
- maintain consistent routines where possible; and
- respond sensitively to any signs of distress or dysregulation.

Attendance will be checked before departure, on arrival at the destination and before returning to the provision. Pupils must never be left unsupervised in a vehicle.

Driver and Vehicle Requirements

Only staff authorised by the Provision Manager may transport pupils.

Drivers must:

- hold a full and valid UK driving licence appropriate to the vehicle;
- be appropriately insured, including business use where using a private vehicle;
- ensure privately owned vehicles have a valid MOT certificate where required;
- comply with all road traffic legislation;
- report any medical condition or driving conviction that may affect their ability to transport pupils safely; and
- drive safely and responsibly at all times.

Vehicles used to transport pupils must:

- be roadworthy and appropriately maintained;
- have suitable seat belts for every passenger;
- be clean, safe and free from unnecessary hazards;
- carry a first aid kit and emergency contact information; and
- be suitable for the needs of the pupils travelling.

Medication, healthcare equipment and emergency medication required by individual pupils must accompany them in accordance with the **Supporting Pupils with Medical Conditions Policy**.

Vehicle Safety Checks

Before transporting pupils, drivers must complete the AS2Educate Vehicle Safety Checklist. Checks include, where appropriate:

- tyres;
- lights and indicators;
- brakes;
- windscreen and mirrors;
- wipers and washers;
- seat belts;
- warning lights;
- fuel level;
- visible damage; and
- overall vehicle condition.

Any defects affecting safety must be reported immediately. Vehicles must not be used until defects have been rectified or suitable alternative transport has been arranged.

At the end of each journey, staff must:

- ensure every pupil has safely left the vehicle;
- check that no pupil remains inside;
- remove medication, confidential documents and AS2Educate equipment;
- ensure pupils have all personal belongings;
- remove rubbish;
- report any faults or damage; and
- leave the vehicle clean, tidy and secure.

Vehicle check records must be completed and returned to the office in accordance with AS2Educate procedures.

Safe Collection, Handover and Transport

AS2Educate is responsible for ensuring that pupils are safely supervised, transported (where transport is being provided by AS2Educate as part of an educational visit or provision activity) and handed over throughout the school day and during off-site activities.

Pupils will only be released to:

- a parent or carer;
- an authorised adult;
- an approved Local Authority or commissioned transport provider;
- an AS2Educate member of staff; or
- another professional where this has been agreed in advance.

Unexpected changes to collection arrangements will always be verified with the parent/carer and, where appropriate, the placing Local Authority before a pupil is released.

Where concerns arise regarding collection or transport arrangements, pupils will remain under the supervision of AS2Educate staff until appropriate safeguarding decisions have been made and safe arrangements are confirmed.

Where transport is provided by a Local Authority or other commissioned transport provider, responsibility for the transport service rests with the commissioning organisation. However, AS2Educate will liaise with parents/carers, the placing Local Authority and transport providers, where appropriate, to support the safe handover of pupils and will raise any safeguarding concerns immediately in accordance with the Safeguarding and Child Protection Policy.

Where AS2Educate provides transport as part of an educational visit or other authorised provision activity, staff will ensure that all safeguarding, supervision, vehicle safety and risk management requirements set out within this Policy are followed.

Transport Arrangements and Vehicle Safety

AS2Educate recognises that transport forms an important part of many educational visits and activities. Where transport is provided by AS2Educate, it will be organised and managed to ensure the safety, wellbeing and dignity of all pupils throughout the journey.

Transport arrangements will always take account of:

- the age, needs and abilities of pupils;
- safeguarding requirements;
- medical needs and Individual Healthcare Plans;
- SEND and reasonable adjustments;
- behaviour and individual risk assessments;
- journey length and environmental factors; and
- emergency procedures.

Vehicles

Vehicles used by AS2Educate must:

- be roadworthy, appropriately insured and maintained;
- comply with all legal requirements;
- have a valid MOT where applicable;
- be equipped with suitable seat belts for every passenger;
- carry a fully stocked first aid kit and emergency contact information;
- be kept clean, safe and free from unnecessary hazards;
- undergo routine maintenance in accordance with manufacturer recommendations; and
- be subject to documented daily vehicle safety checks before use.

Drivers

Anyone transporting pupils on behalf of AS2Educate must:

- hold a full and valid UK driving licence appropriate for the vehicle being driven;

- be authorised by AS2Educate to transport pupils;
- have successfully completed safer recruitment checks, including an enhanced DBS check;
- comply with all road traffic legislation;
- drive safely, responsibly and in accordance with the Highway Code;
- ensure all passengers wear seat belts where legally required;
- never use a handheld mobile phone whilst driving;
- never drive whilst impaired by alcohol, drugs or medication that could affect safe driving; and
- immediately report any collision, breakdown, vehicle defect or safety concern.

Where personal vehicles are authorised for AS2Educate business, staff must provide evidence of:

- appropriate driving licence;
- MOT certificate (where required);
- road tax;
- business use motor insurance; and
- vehicle roadworthiness.

Daily Vehicle Checks

Before transporting pupils, the driver must complete and record a vehicle safety check, including:

- tyres, wheels and visible damage;
- lights and indicators;
- windscreen, mirrors and wipers;
- brakes (where defects are apparent);
- fuel level;
- seat belts;
- first aid kit;
- cleanliness of the vehicle; and
- the safe storage of any equipment.

Any defects that may affect safety must be reported immediately. Vehicles must not be used until they have been made safe.

End of Journey Checks

At the conclusion of every journey, staff must:

- ensure every pupil has safely left the vehicle;
- check all seats, footwells and storage compartments;
- remove any rubbish;
- ensure no medication, confidential documents or AS2Educate equipment remain in the vehicle;
- report any damage or faults; and
- leave the vehicle clean, secure and ready for its next use.

This section removes the need for the separate transport checklist narrative, allowing your actual daily and monthly vehicle check forms to remain as appendices to the policy. It also aligns with the style and level of detail you've used throughout your other rewritten policies.

Supervision, Staffing and Safeguarding

AS2Educate is committed to ensuring that all off-site visits and activities are supervised appropriately to safeguard the welfare of pupils and enable them to participate safely and successfully.

The level of supervision provided will be determined by a dynamic assessment of risk and will take account of:

- the age, maturity and number of pupils;
- individual needs, including SEND, medical conditions and Education, Health and Care Plans (EHCPs);
- safeguarding risks;
- behaviour and individual risk assessments;
- the nature and location of the activity;
- travel arrangements;
- environmental conditions; and
- the experience and competence of accompanying staff.

AS2Educate recognises that many pupils may have experienced trauma, adverse childhood experiences or social, emotional and mental health needs. Staffing arrangements will therefore prioritise relationship-based practice, continuity of support and the ability to respond quickly to changing needs.

Staffing Arrangements

Every visit will have a designated Visit Leader who is responsible for:

- overall planning and organisation;
- ensuring risk assessments have been completed and shared with accompanying staff;
- confirming that appropriate staffing arrangements are in place;
- ensuring emergency procedures are understood;
- maintaining communication with the Provision Manager where necessary; and
- leading the response to any incident occurring during the visit.

All accompanying staff are responsible for:

- actively supervising pupils at all times;
- maintaining professional boundaries;
- following safeguarding procedures;
- implementing agreed risk management strategies;
- reporting any safeguarding, health and safety or behavioural concerns immediately; and
- contributing to a safe, inclusive and supportive environment.

Safeguarding During Visits

Safeguarding responsibilities apply equally during off-site activities as they do on the AS2Educate site.

Staff must:

- remain vigilant to safeguarding concerns at all times;
- maintain appropriate supervision of pupils;
- respond promptly to concerns regarding a pupil's safety or welfare;
- follow the Safeguarding and Child Protection Policy where concerns arise;
- ensure pupils know who they can speak to if they feel worried or unsafe; and
- maintain appropriate professional conduct throughout the visit.

Any safeguarding concern arising during an off-site activity must be reported to the Designated Safeguarding Lead as soon as practicable and recorded in accordance with AS2Educate's safeguarding procedures.

Missing or Unaccounted for Pupils

Where a pupil becomes separated from the group or cannot be immediately accounted for, staff will:

- remain calm and assess the level of risk;
- ensure the safety of the remaining pupils;
- conduct an immediate search of the local area where appropriate;
- notify the Visit Leader immediately;
- contact the Provision Manager without delay;
- contact the police where appropriate, depending on the level of risk; and
- inform parents/carers as soon as reasonably practicable.

Any incident involving a missing pupil will be managed in accordance with the Student Absconding Policy, Safeguarding and Child Protection Policy, and relevant emergency procedures.

Dynamic Risk Assessment

Staff are expected to continually assess risks throughout every visit. Where circumstances change, staff will adapt plans and, where necessary:

- modify activities;
- increase supervision;
- change the planned route or venue;
- suspend activities; or
- terminate the visit if this is necessary to protect the safety or welfare of pupils or staff.

The welfare of pupils will always take precedence over completing the planned activity.

Supervision, Staffing and Safeguarding

AS2Educate is committed to ensuring that all off-site visits and activities are supervised appropriately to safeguard the welfare of pupils and enable them to participate safely and successfully.

The level of supervision provided will be determined by a dynamic assessment of risk and will take account of:

- the age, maturity and number of pupils;

- individual needs, including SEND, medical conditions and Education, Health and Care Plans (EHCPs);
- safeguarding risks;
- behaviour and individual risk assessments;
- the nature and location of the activity;
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- ensuring emergency procedures are understood;
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- leading the response to any incident occurring during the visit.

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- respond promptly to concerns regarding a pupil's safety or welfare;
- follow the Safeguarding and Child Protection Policy where concerns arise;
- ensure pupils know who they can speak to if they feel worried or unsafe; and
- maintain appropriate professional conduct throughout the visit.

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- ensure the safety of the remaining pupils;
- conduct an immediate search of the local area where appropriate;
- notify the Visit Leader immediately;
- contact the Provision Manager without delay;
- contact the police where appropriate, depending on the level of risk; and
- inform parents/carers as soon as reasonably practicable.

Any incident involving a missing pupil will be managed in accordance with the Student Absconding Policy, Safeguarding and Child Protection Policy, and relevant emergency procedures.

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Staff are expected to continually assess risks throughout every visit.

Where circumstances change, staff will adapt plans and, where necessary:

- modify activities;
- increase supervision;
- change the planned route or venue;
- suspend activities; or
- terminate the visit if this is necessary to protect the safety or welfare of pupils or staff.

The welfare of pupils will always take precedence over completing the planned activity.

Emergency Procedures, Incidents and Reporting

Despite careful planning, unforeseen incidents may occur during educational visits or transport activities. AS2Educate is committed to responding promptly, proportionately and effectively to protect the safety and wellbeing of all pupils and staff.

The Visit Leader is responsible for coordinating the response to any emergency and ensuring that appropriate support is obtained without delay.

Emergency Response

In the event of an accident, illness, safeguarding concern, vehicle breakdown or other emergency, staff will:

- remain calm and assess the immediate level of risk;
- prioritise the safety and welfare of pupils and staff;

- administer first aid where required in accordance with the First Aid Policy;
- contact the emergency services immediately where appropriate;
- ensure appropriate supervision of the remaining pupils;
- contact the Provision Manager as soon as it is safe to do so;
- maintain communication with parents/carers where appropriate; and
- follow any advice provided by the emergency services.

Vehicle Breakdown

Where an AS2Educate vehicle breaks down during transport:

- pupils will remain supervised at all times;
- staff will move pupils to a place of safety where appropriate;
- breakdown assistance will be contacted immediately;
- the Provision Manager will be informed;
- parents/carers will be updated where delays are significant; and
- alternative transport arrangements will only be made where these can be undertaken safely and appropriately.

Accidents and Incidents

Any accident, injury, near miss, safeguarding concern or significant behavioural incident occurring during an educational visit or transport activity must be reported without delay.

Staff must:

- ensure immediate risks have been managed;
- provide appropriate first aid or medical assistance where required;
- notify the Provision Manager as soon as practicable;
- inform the Designated Safeguarding Lead where safeguarding concerns arise;
- record the incident in AS2Educate's Accident Record Book and any other relevant recording systems before the end of the working day wherever possible; and
- complete any additional reporting required under the Health and Safety Policy or Safeguarding and Child Protection Policy.

Where an incident meets the reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), AS2Educate will ensure the appropriate notification is made to the Health and Safety Executive.

Post-Incident Review

Following any significant incident, accident or emergency, the Provision Manager will ensure that:

- the welfare of pupils and staff is appropriately supported;
- parents/carers are kept informed;
- safeguarding procedures have been followed where required;
- risk assessments are reviewed;
- any lessons learned are identified;
- appropriate changes are implemented to reduce future risk; and
- additional staff training is arranged where necessary.

Where appropriate, pupils will be supported through a restorative and trauma-informed approach,

recognising that unexpected incidents can affect emotional wellbeing as well as physical safety.

Monitoring, Review and Continuous Improvement

The Provision Manager is responsible for monitoring the implementation and effectiveness of this Policy.

Following any significant incident, the Provision Manager will ensure that appropriate learning is identified and, where necessary:

- risk assessments are updated;
- procedures are amended;
- additional training is provided; and
- improvements are implemented to strengthen future practice.

This Policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance, organisational practice or following a significant incident.

Annex 1 AS2Educate Vehicle Checklist

Completed forms must be returned to the office at the end of each day.

Forms must be retained by AS2Educate for one year.

Vehicle:	Vauxhall Zafira	Reg No.:	Week Commencing:		Starting Mileage:	
					Final mileage:	

DAILY VEHICLE CHECKS

Any defects must be reported and corrected before using the vehicle.

By signing the vehicle log below, the driver is confirming the vehicle has been checked in accordance with AS2 Transport Policy.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Tyres – visual check, tread, condition & pressure* • Front & rear lights & indicators • Brake lights • Wipers / washers | <ul style="list-style-type: none"> • Windscreen (chips/cracks etc) • Accident damage / scrapes • Any other defects |
|--|---|

* Pressure to be checked when the vehicle is refuelled

Any defects:

Date	Defect

Driver details

Name	Start date	Start time	Start miles	End date	End time	End miles	Initial/ signature

End of day checks

Check Item	Monday – Staff Initials	Tuesday – Staff Initials	Wednesday – Staff Initials	Thursday – Staff Initials	Friday – Staff Initials
Vehicle checked for belongings left behind					
No medication or confidential paperwork left in vehicle					
Seats and floor checked and cleaned					
Rubbish removed from vehicle					
Vehicle left tidy and secure with all AS2 items removed from car					

Any incidents or concerns reported					
Any faults or damage reported					

Monthly checks (first week of each month, completed by SLT)				
Daily checks as above		Handbrake		Details of defect/comment on problems:
Screen wash level		Fire extinguisher		1
Coolant level		First aid kit		
Engine oil level		Interior clean & tidy		2
Spare tyre		Exterior washed		
Brake fluid level		Any other defects		3
Horn				
				4

Reviewed by:	Richard Fihosy and Claire Ames
Date:	July 2024
Ratified by:	Provision Manager and Deputy Provision Manager
Review:	Annual
Next Review:	Summer Term 2027
Review Date	Page and Sections
Aug 25	Full Policy Review
May 26	Full Policy Review and checklist update
Aug 26	Meger of Offsite Activities & Transport policy