



Prime8 Education

Off Site Visits Policy

1. Introduction

This policy is to ensure all educational visits are **safe, educational, inclusive, and enjoyable**, and to outline the process for planning, approval, and monitoring.

2. Aims

Enhance the curriculum through direct experience.

Promote personal growth, social integration, and life skills.

Apply to all visits off school premises, including local walks, cultural visits, sporting events, outdoor/adventurous activities, residential trips

3. Roles and Responsibilities:

Director (Julie Townsend_) – final approval of all outside visits.

Trip Leader – on-site responsibility. Head counts, behaviour

Staff – follow safety and inclusion procedures. Support trip leader

Parents/Carers – consent letters and medical information sent before visit.

Volunteers – code of conduct and supervision

4. Planning and Preparation

Identify educational purpose and learning outcomes.

Select suitable venue/activity.

Complete risk assessment (including hazardous activities).

Confirm staff ratios, first aid provision, and transport arrangements

Secure parental consent and insurance.

Include inclusion plans for all learners

5. Safety and Welfare

Emergency procedures and incident reporting. Student emergency contact details carried by staff)

First aid requirements. (Grab bag containing first aid kit)

Staff competence and training.

Use of external organisations (vetting, contracts)

6. On the Day

Briefing of staff and pupils.

Supervision ratios. (Allocate staff to students)

Communication with parents. (Check consent given)

Incident reporting.

7. Post-Visit Review

Lessons learned should be used to improve future visits and update risk assessments, procedures or planning arrangements where necessary.

Feedback from staff and learners should be considered where appropriate.

Following the visit, the Trip Leader should record any significant incidents, safeguarding concerns, behaviour issues, accidents, near misses or other matters requiring follow-up.

8. Dynamic Risk Assessment

Any significant change to the planned activity or identified risk should be recorded and, where appropriate, reflected in the risk assessment for future visits.

If an activity becomes unsafe, it must be adapted, paused or stopped.

The Trip Leader and accompanying staff must remain alert to new or changing risks during the visit and take reasonable action to reduce or remove those risks.

The approved risk assessment must be reviewed before departure and whenever circumstances change.

9. Weather and Environmental Conditions

Where weather or environmental conditions make an activity unsafe, the Trip Leader may amend, postpone or cancel the activity and should inform the Director as appropriate.

Staff should ensure learners have suitable clothing, equipment, hydration and protection appropriate to the conditions and activity.

Weather and environmental conditions should be checked before departure and monitored where the visit involves outdoor activities.

10. Accessibility and Reasonable Adjustments

Where an activity cannot safely accommodate a learner's needs, an alternative suitable activity or arrangement should be considered.

Plans should take account of mobility, communication, sensory, medical and other individual support needs identified for the learner.

Reasonable adjustments should be identified and arranged so that learners can participate safely and meaningfully wherever possible.

The Trip Leader must consider the accessibility of the venue, activities and transport when planning the visit.

11. Behaviour and Early Return

Any significant behavioural incident must be recorded and reported in line with Prime8 Education procedures.

Where a learner needs to return home early, the Director and parent/carers should be contacted and arrangements agreed for safe collection or return.

Unsafe, aggressive or seriously disruptive behaviour may result in an activity being stopped or a learner being withdrawn from the activity.

Learners must follow staff instructions and the behaviour expectations of Prime8 Education and the venue being visited.

12. Medical Needs and Medication

The first aid grab bag must be taken on visits where required, and staff must know who is responsible for first aid and medication arrangements.

Emergency medication, where required, must remain readily accessible and not be left in inaccessible storage.

Required medication must be available for the duration of the visit and managed in accordance with Prime8 Education procedures and any individual healthcare plan.

Relevant medical, allergy, dietary and individual healthcare information must be checked before the visit.

13. Emergency and Major Incident Arrangements

Parents/carers should be contacted by the Director or designated member of staff when appropriate. Significant incidents must be reported to the Director as soon as practicable. The Trip Leader must ensure the group remains together and safe wherever possible and follow instructions from emergency services or venue staff.

Staff must know the emergency contact arrangements and have access to learner emergency contact information.

Emergency arrangements should cover, where relevant: serious injury or illness, missing learners, fire or evacuation, severe weather, transport accidents or breakdowns, and serious behavioural incidents.

The Trip Leader is responsible for coordinating the immediate response to an emergency, supported by accompanying staff.

14. Missing Learner / Separation Procedure

The Director and parent/carer must be informed as appropriate, and the incident must be recorded and reviewed afterwards.

Venue staff or security should be informed where appropriate. Emergency services should be contacted where there is an immediate concern for the learner's safety or the learner cannot be located promptly.

The Trip Leader should establish when and where the learner was last seen and organise an appropriate search while ensuring the remaining learners continue to be safely supervised.

If a learner cannot be located, the Trip Leader must be informed immediately.

15. Safeguarding

Photography, video recording and the use of personal devices must follow Prime8 Education's existing safeguarding, consent and data protection arrangements.

Any safeguarding concern arising during a visit must be reported to the designated safeguarding lead (DSL) or Director as soon as practicable.

Staff should maintain appropriate professional boundaries with learners at all times, including during travel, activities, changing/toileting arrangements and any one-to-one support.

Staff must remain alert to safeguarding concerns and report any concern in line with Prime8 Education safeguarding procedures.

All normal safeguarding procedures continue to apply during off-site visits.

16. Monitoring and Review

All incidents immediately reported to Director (Julie Townsend)

Record outcomes, feedback, and incidents.

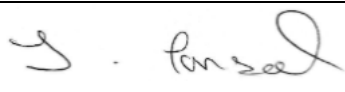
Review policy at least annually or after significant changes

Educational Visits Checklist

Parental Consent Form received

Risk Assessment completed or updated.

Volunteer Code of Conduct. (If applicable)
 Educational aim clearly stated.
 Itinerary in place
 Staff trained and ratios met.
 Transport arranged and safe.
 Insurance in place.
 Emergency plan in hand.
 Inclusion plan for all pupils.
 Safeguarding arrangements confirmed.
 Medical information and medication checked.
 Emergency contacts available.
 Missing learner procedure understood.
 Behaviour expectations communicated.
 Accessibility and reasonable adjustments confirmed.
 Weather and environmental conditions checked where applicable.
 Dynamic risk assessment reviewed.
 Emergency arrangements confirmed with staff.
 Post-visit review completed where required.

Date of Completion	1.9.25	Signed:  Debbie Crookes (Tutor)
Date of Ratification	1.9.2025	Signed:  Julie Townsend (Director)
Date for Review	July 2026	
Next Review Date	August 2027	

Name

Location of off-site visit

Reason for visit

Staff members

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Learners

Name of Learner	Parental Consent acknowledged in file? (y/n)

Risk Assessments to be attached overleaf