



Offsite Policy and Procedure

Date: August 2025
Review Date: August
2026

Scope

For the avoidance of doubt and unless expressly stated to the contrary any reference to Little Gate Supported Employment (LITTLE GATE) should be treated as including Little Gate College and Little Gate Farm and any reference to client/participant should be treated as including a Student of Little Gate College, trainee of Little Gate Farm. This policy applies to all staff members and trustees, including full-time, part-time, casual and temporary employees, as well as volunteers who wish to offer their time on a regular basis. All employees and trustees who are responsible for and involved in recruitment and selection of all staff should adhere to the policy.

This policy applies to all off-site visits and activities organised by Little Gate Farm, College and Supported Employment. It encompasses a wide range of activities, including educational trips, sports events, external events, and offsite activities. The policy outlines the responsibilities of the Trustees, CEO, the Heads of Departments, Project Leaders, staff members, volunteers, students, and parents.

It adheres to the guidelines and procedures set forth by the relevant health and safety policies and ensures that all activities are conducted safely and with appropriate risk management. This policy is designed to ensure that all off-site visits and activities are educationally beneficial, inclusive, and promote the health, safety, and welfare of all participants. It complements the wider Little Gate Health and Safety Policy, reinforcing the commitment to providing enriching educational experiences beyond the immediate environment.

Introduction

This policy covers all risk assessments for off-site visits and activities organised through Little Gate, for which the Heads of department and Board of Trustees are responsible.

Little Gate seeks to ensure that every student has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Board of Trustees recognises the significant educational value of visits and activities which take place away from the normal Little Gate environment (based at the farm and/or college).

Little Gate aims to provide an educational environment in which all participants can thrive, regardless of race, religion, culture, gender, or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co- operation, teamwork and the application of problem-solving skills and develop independence and self- confidence.

The management of visits and off-site activities places responsibilities for the health, safety, and welfare of all participants on the boards of Trustees, Heads of Farm and

College. Little Gate also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider Little Gate health and safety policy.

It is a priority that all visits and off-site activities are safe, well-managed and educationally beneficial.

Education Offsite Visits and Activities

1. Responsibility of the Head of College and Farm

The Heads of Department will:

- Ensure that all visits and off – site activities have specific and appropriate educational and vocational objectives.
- Approve all visits and activities.
- Ensure off site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group.
- Check that the staffing ratio is suitable for each visit.
- Check that risks have been assessed, significant risks recorded, and any appropriate safety measures are in place.
- Establish with staff their responsibilities, including on medicines, drugs and alcohol.

2. Responsibilities of the Educational Visits Co-Ordinator

To carry out the above responsibilities effectively the Heads of Departments may delegate specified tasks to a suitably experienced and competent staff member (for example a lead teacher, project leader, or educational leader)

3. Approval of off-site activities

The Head of Departments will be responsible for approving all new off-site activities. This includes approving the party leader for each visit or off-site activity.

A risk assessment will be completed for the following categories of visit:

- Out of college or Little Gate Farm trip where there are no technical hazards such as a walk in a park, trip to town (Category A activities)
- Hazardous outdoor and adventurous activities (Category B activities)
- Activities where there is significant concern about health, safety, and welfare (Category C activities)

The Head of Departments will monitor off-site visits and activities.

4. Responsibilities of the party / visit leader

The party / visit leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval from Head of Farm or college, before any off-site visit or activity takes place
- follow health and safety policies and ensure appropriate risk assessments are in place, including understanding of medical needs
- assess the risks involved and amend as appropriate any previously recorded risk assessment
- inform parents/carers fully about the visit and gain their consent, where appropriate.
- Re-assess risks while the visit or activity takes place
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.
- ensure there are appropriate ratios of staff

5. Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- assist the party leader to ensure the health, safety, and welfare of young people on the visit
- be clear about their roles and responsibilities whilst taking part in a visit or activity

6. Responsibilities of students/trainees/participants

Whilst taking part in off-site activities students/trainees/participants also have responsibilities about which they should be made aware by the leader or other members of staff, for their own health and safety and that of the group. Participants should:

- avoid unnecessary risks
- follow instructions of the group leader and other members of staff
- behave sensibly, keeping to any agreed code of conduct
- inform a member of staff of significant hazards

7. Responsibilities of parents/carers

Parents/carers have a key role in deciding whether any visit or off-site activity is suitable. Subject to their agreement to the activity, parents/carers should:

- support the application of any agreed code of conduct
- inform the group leader about any medical or physical condition relevant to the visit
- provide an emergency contact number
- sign the consent form, if applicable (under 18yrs)

8. The provision of training and information

A copy of this policy and procedures will be made available to all staff at Little Gate who may be responsible for leading off-site visits and activities and to any parent/carers requesting a copy.

Appropriate training will be made available to leaders and other staff and volunteers taking part in off-site activities in order to reflect identified health and safety priorities and educational priorities.

HR will maintain a record of the relevant qualifications and training held by staff and volunteers involved in outdoor /offsite activities in a single central record.

9. Action in the case of emergency

The Heads of Departments will ensure that emergency arrangements are in place, known to staff and in line with the Health and Safety Policy. This will include a minimum of two emergency contact numbers. At least one member of staff attending will have first aid training.

10. Accidents and incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the Little Gate Health and Safety Policy. Accidents and incidents will subsequently be reviewed to identify any learning points.

11. Monitoring and review policy and practice

Boards of Trustees will review this policy:

- Annually
- When there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities
- Should significant issues be brought to the attention of the Boards of Trustees, through the report of the Heads of Farm and College

12. Safeguarding

The safety and welfare of participants is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the Visit Leader should follow Little Gates Children and Young People or Adult Safeguarding Policy and Procedures. All staff and volunteers will have ongoing safeguard training. Arrangements should be in place to enable contact with Little Gates Designated Safeguarding Lead and/or Safeguarding Lead of College. Contact details should be communicated to all staff/volunteers on the trip (and the Visit Leader) in case the safeguarding concern is about them. Refer to safeguarding policies.

Risk assessment and controlling hazards

When completing a risk assessment, a staff member must identify all hazards that may relate to the activity. The hazards are then assessed using the risk assessment key by identifying the likelihood and impact and finally level of risk.

- Level 1: Little or no risk
- Level 2: Acceptable amount of risk that can be managed with minimal controls
- Level 3: Risk of harm that will require controls
- Level 4: Risk of significant harm that will require high level controls
- Once the level of risk for each hazard has been identified the members of staff must identify control measures to minimize risk. These may include additional staffing, safety equipment, training, or supervision. Once the control measures have been identified the members of staff must reassess the risks using the risk assessment key. Any risk still over Level 3 must be reassessed and if sufficient controls cannot be identified, the activity must not take place.
- There may be times when a low to medium risk activity or trip spontaneously arises and it may be inappropriate to prevent the child, young person, or adult from participating simply because of a risk assessment not being completed. In these rare moments, the staff member can dynamically risk assess, considering the individual's needs, the current staffing arrangements and the likelihood/impact of risk. These dynamic risk assessments must be signed off by an on-call shift leader or senior member of staff.

Medicines

Visit Leaders should ensure that they have relevant information about the medical needs of participants

These records should be treated confidentially by the Visit Leader.

Staff members should ensure that their medicines are stored safely.

Staff and participants smoking (over 18yrs)

Staff must be clear about the times and places they may smoke. The rules followed whilst on school premises will usually be applied.

Alcohol

No alcohol will be consumed on trips by on, or off duty staff or volunteers

Drinking/Drugs and Driving

Employees driving in connection with Little Gate, must comply with the Road Traffic Act and supporting regulations. Therefore, Little Gate:

- expects that employees whose duties require them to drive will abstain from alcohol consumption and/or the misuse of medicines, controlled drugs, or other substances during their normal working hours or at times which may later lead to adverse effects

during working hours

- considers drinking and driving under the influence of prescribed drugs that adversely affect the driver's capability to safely control a vehicle to be a disciplinary offence. (These rules apply to Little Gate owned vehicles, e.g. pool cars and minibuses, lease cars and minibuses and employees' own vehicles that are insured for business use, and /or for which Little Gate pays business mileage rates).

Signed by trustee	Maxine Leigh	<i>Maxine Leigh</i>	20/08/2024
Signed by CEO	Andrea Randall-Smith	<i>Andrea Randall-Smith</i>	20/08/2024

Reviewed by	Date	Changes made	Next review date