



# SENSES Learning Hub

# **External Visits Policy**

Created: 02.09.24

Review date: 24.08.26

Dawn Oughtibridge (Director)

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John Fox (Director)

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SENSES Learning Hub will occasionally arrange trips, visits and learning off-site. We are committed to providing these as a positive tool to develop students' independent, investigative learning and to build their experience of the local and wider world.

All staff members have a responsibility to:

- take reasonable care of their own and others' health and safety
- cooperate with the Directors
- carry out activities in accordance with training and instruction
- inform the Directors of any serious risk

This policy has been produced to offer guidelines for the planning and organising of all offsite activities in order to ensure the health and safety of students.

The definition, for the purposes of this policy, of an 'educational visit' means any educational, cultural or sporting activity that requires the students to leave the provision premises having been authorised to do so by the Directors.

This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School
- Sporting activities

These trips are planned to support and broaden the students' understanding of the current topic. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

### **Planning and Preparation for a trip**

All off-site activities must be approved by the Directors prior to the trip.

### **Parental consent**

Parents/carers will be informed in advance of dates for trips with a request for consent.

### **Risk assessments**

A full risk assessment must be completed prior to a trip. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments, risk assessments completed by staff members who carried out the same trip and/or the generic risk assessments available.

The risk assessment must include details of any specific medical issues, additional support for individual students.

A copy should be taken on the trip, and another copy left in the office.

Parents will always be informed about the trip or activity by email or letter.



### **Trip Safety**

Students will always be reminded of the behaviour expectations before going off-site on their visit.

SENSES Learning Hub takes the safety of its students on off-site visits extremely seriously. All supervising staff must be made aware of the duty of care which is placed upon them. SENSES Learning Hub's Safeguarding Policy will be implemented during all off-site activities.

A qualified first aider will be on the trips.

### Review Log

Review date	Completed by who
20.08.25	John Fox and Dawn Oughtibridge