Trips and Visits Policy

1. Policy Statement

At Alpha Training, we believe that educational trips and visits are valuable opportunities to **enhance learning, promote personal development, and build real-world experiences** for our learners. We are committed to ensuring that all trips are **planned, risk-assessed, and carried out safely**, inclusively, and in line with statutory guidance.

This policy outlines the principles and procedures for organising off-site activities, including day trips, enrichment visits, and external learning experiences.

2. Aims of the Policy

- To provide safe, enriching, and meaningful learning opportunities outside the classroom.
- To ensure that all trips are planned thoroughly with **safeguarding, risk management, and inclusion** in mind.
- To clarify staff responsibilities and expectations before, during, and after visits.
- To support the physical, emotional, and behavioural needs of learners during off-site activities.

3. Scope

This policy applies to:

- **All learners** enrolled at Alpha Training.
- **All staff, volunteers, and external partners** involved in organising or attending trips.
- **All types of off-site activities**, including:
    - Curriculum-based visits
    - Local community walks or workshops
    - Educational or vocational site visits
    - Outdoor learning and enrichment trips
    - Transported activities (e.g. sports, theatres, museums)

Overnight and international visits are currently not within the scope of Alpha Training's provision.

4. Planning and Approval

All trips must be:

- **Planned in advance** and discussed with the **Head of Centre or designated trip coordinator**.
- **Approved** by the Head of Centre before any bookings, letters, or transport arrangements are made.
- Accompanied by a **comprehensive risk assessment** completed and submitted **at least one week** before the visit.

5. Risk Assessments

- Risk assessments must identify potential hazards, control measures, staff roles, and emergency procedures.
- Particular attention must be given to:
    - Behavioural risks
    - Learners with SEND, EHCPs, or medical needs
    - Supervision ratios and transport arrangements
    - Location-specific or activity-specific risks

Risk assessments will be reviewed by the Senior Leadership Team (SLT) prior to trip approval.

6. Staff Responsibilities

Staff leading or attending trips must:

- Read and understand the trip risk assessment.
- Carry emergency contact information and a basic first aid kit.
- Maintain **constant supervision** and accountability for all learners.
- Keep learners safe and respond appropriately to behaviour or welfare concerns.
- Report any incidents, accidents, or near-misses immediately to the Head of Centre.

A **trip leader** will be identified for every visit and will be responsible for final checks and coordination.

7. Supervision and Ratios

- Appropriate staff-to-learner ratios will be determined based on risk assessments and the needs of the group.
- Minimum recommended ratios:
  - 1:4 for learners with high or complex needs
  - 1:6–1:10 for low-risk visits with independent learners
- At least one staff member on the trip must be **first aid trained**.

8. Learner Preparation and Behaviour Expectations

- Learners must be briefed clearly on:
  - Trip purpose and schedule
  - Behaviour expectations and consequences
  - Health and safety guidance
  - What to bring or wear (e.g. packed lunch, waterproofs, footwear)

All learners attending a trip must have completed:

- A **parent/carer consent form** (if under 18)
- An up-to-date **medical and emergency contact form**

Learners may be excluded from a trip **if their behaviour poses a safety risk** to themselves or others.

9. Medical and Emergency Procedures

- Staff must carry essential medical information and medication for learners with health needs.
- Emergency procedures will be in place, including:
  - Clear communication plans
  - Nearest A&E or medical access points
  - Contacting the centre and parents/carers in the event of an incident

10. Transport

- Where transport is arranged, only **insured and approved vehicles** or operators will be used.
- Seatbelts must be worn, and all vehicles must meet safety and legal standards.

- Staff using their own vehicles must have valid insurance that covers business use and transport of students.

11. Cost and Accessibility

- Wherever possible, trips will be funded or subsidised to ensure no learner is excluded due to cost.
- Parents/carers will be notified in writing of any voluntary contributions or costs in advance.
- Adjustments will be made where necessary to include learners with additional needs or disabilities.

12. Post-Trip Review

- The trip leader will complete a short **post-trip evaluation** noting any incidents, feedback, or areas for improvement.
- Any safeguarding disclosures or concerns arising from the trip must be reported immediately to the DSL.

13. Monitoring and Review

All trips and visits will be logged, and feedback will be used to improve future planning. This policy will be reviewed annually or sooner if required due to changes in legislation or local guidance.

Approved by: Michelle Howdle