LIMITLESS ALTERNATIVE PROVISION

EDUCATIONAL VISITS POLICY

Adopted: Feb 2026
Review: Feb 2027
EVC: Harriet Ann Fry

1. POLICY STATEMENT

Limitless Alternative Provision is committed to providing enriching educational experiences through carefully planned off-site activities, including gym-based enrichment, outdoor learning, sports, cultural visits, and work placements. This policy ensures all visits are safe, beneficial, and comply with Health & Safety legislation, DfE guidance, and Ofsted expectations.

2. AIMS & SCOPE

- Ensure health, safety, and welfare; support curriculum breadth, personal development, independence, and resilience.
- Applies to all pupils, staff, and volunteers participating in local trips, residentials, and vocational placements.

3. ROLES AND RESPONSIBILITIES

Proprietor (Dwayne Paul): Ensures policy compliance, approves high-risk/residential visits, and monitors procedures.
Educational Visits Coordinator (EVC - Harriet Ann Fry): Plans, risk assesses, and oversees trips; maintains training and qualification records.
Staff & Pupils: Staff supervise effectively and follow risk assessments; pupils follow instructions and safety rules.

4. PLANNING OFF-SITE ACTIVITIES

Staff must follow a structured process: define educational objectives, gain EVC and Proprietor approval, conduct written risk assessments (covering venues, transport, medical needs, and safeguarding), set appropriate staffing ratios, and obtain written parental consent.

5. SUPERVISION, TRANSPORT & MEDICAL NEEDS

- **Supervision:** Adequate staffing levels based on risk assessment with constant supervision during transport and activities.
- **Transport:** Roadworthy, insured vehicles with seat belts and verified transport providers.
- **Medical Needs:** Staff have access to medical information, medication, first aid provisions, and emergency contacts.

6. SAFEGUARDING, BEHAVIOUR & EMERGENCIES

- **Safeguarding:** The DSL is informed of all trips; tailored supervision plans applied for high-risk or SEND pupils.
- **Behaviour:** Expected to follow the Behaviour Policy; misbehaviour results in proportionate sanctions.
- **Emergencies:** Staff carry mobile phones, emergency numbers, know medical facilities, and follow clear action plans.

7. RESIDENTIAL VISITS, INSURANCE & TRAINING

Residential trips require higher staffing ratios, accommodation risk assessments, and sleep-in arrangements. All visits are covered by adequate insurance. Staff receive training in risk assessment, first aid, safeguarding, and off-site behaviour management.

Signed:



Name: Dwayne Paul | **Role:** Proprietor **Date:** 23/03/2026