

Educational / Off-site Visits Policy

Document Control

Author:	Head of Centre
Version number:	1.00
Approved by:	RBET Trustees
Approved:	September 2026
Review cycle:	Annually
Date of next review:	September 2027
To be published on website (Yes/No):	Yes
Related policies:	Safeguarding and Child Protection Policy Behaviour for Learning Policy Health & Safety Policy First Aid Policy Driving for Work Policy Dash Camera/Mobile Recording Policy for Learner Transport Allergy Policy Mobile Phone Policy
Related documents:	RBAir Documents: Learner Risk Management Plans (RMPs) Activity-specific Risk Assessments Accident/Incident Report Form Parental/Carer Consent Forms Emergency Contact Procedures Allergy Procedure Missing Learner Procedure Allergy Risk Assessment RBET Documents: RBET Staff Code of Conduct RBET Data Retention Schedule RBET Data Protection Policy Legislation & Guidance: DfE: Health and Safety on Educational Visits Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Keeping Children Safe in Education (KCSiE), September 2026

	Equality Act 2010 Insurance and local authority guidance
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Key Contacts

Role / Position	Name / Contact	Responsibilities
Educational Visit Coordinator (EVC)	Vicky Ames vicky.ames@rbair.org.uk	Approve trips, oversee risk assessments, ensure policy compliance
Head of Centre	Hannah Curry hannah.curry@rbair.org.uk	Final authorisation, overall accountability
Designated Safeguarding Lead (DSL)	Hannah Curry hannah.curry@rbair.org.uk	Safeguarding support and reporting
Trip Leader / Staff in Charge	Varies per trip	On-site management and supervision during trips
Emergency Services	999 / local numbers	Police, fire, ambulance contact

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1. Purpose and scope

Red Balloon of the Air (RBAir) ensures that all off-site educational visits are planned, risk assessed and conducted safely in accordance with statutory requirements and safeguarding expectations.

This policy applies to all activities where learners leave the RBAir site, including:

- educational visits and day trips;
- off-site learning activities;
- work experience placements;
- any supervised activity off-site organised by RBAir.

All visits must support the educational, therapeutic, social or personal development objectives of RBAir and be accessible to learners regardless of additional needs or disabilities, subject to safe risk management arrangements.

2. Legal and statutory framework

This policy is informed by:

- DfE guidance: Health and Safety on Educational Visits
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Keeping Children Safe in Education (KCSiE), September 2026 (or most recent update)
- Equality Act 2010
- Relevant insurance requirements and local guidance

RBAir will also have regard to its duties under safeguarding, health and safety, data protection and SEND legislation when planning and supervising educational visits.

3. Risk assessment and authorisation

All educational visits must be supported by a suitable and sufficient risk assessment, taking into account the:

- nature of the activity;
- learners' needs, including SEND and medical requirements;
- location, environment and transport;
- safeguarding risks;

- staffing and supervision levels.

Risk assessments must also consider:

- individual learner Risk Management Plans (RMPs);
- allergies and dietary requirements;
- behavioural risks;
- adverse weather conditions;
- emergency evacuation arrangements;
- communication arrangements during the visit.

The Educational Visits Coordinator is responsible for the approval and quality assurance of all educational visits.

No visit may proceed without the Educational Visits Coordinator's approval and final authorisation from the Head of Centre.

For higher-risk activities, additional approval may be required from the Head of Centre and/or trustees.

Trip leaders must undertake dynamic risk assessments during visits and adapt plans where circumstances change.

Risk assessments should normally be completed and approved no later than five working days before the visit unless exceptional circumstances apply.

4. Parental/carers consent and medical information

Written parental/carers consent must be obtained for all off-site visits.

Relevant medical and emergency contact information must be collected in advance and made available to staff supervising the visit.

Parents/carers must be provided with clear information about the:

- purpose of the visit
- timings and location
- activities planned
- supervision arrangements
- transport details
- any associated costs.

Where a learner requires medication during a visit, arrangements must be agreed and documented before departure. Staff administering medication must follow the RBAir's first aid and medication procedures.

Parents/carers must notify the RBAir of any changes to medical information prior to the visit taking place.

5. Safeguarding

Safeguarding is paramount during all off-site visits.

All staff must follow the latest KCSiE guidance and RBAir safeguarding procedures.

- The Designated Safeguarding Lead (DSL) must be informed immediately of any safeguarding concern.
- Staff must maintain professional boundaries at all times.
- Appropriate supervision must be maintained throughout the visit.
- Any disclosure or concern must be recorded and reported in line with policy.

When visiting external venues, trip leaders must consider safeguarding arrangements, including toilet facilities, changing areas, public access and supervision requirements.

Any learner who becomes separated from the group must be managed in accordance with the visit's Missing Learner Procedure and be reported immediately to the trip leader.

Staff must adhere to the RBAir's Mobile Phone Policy and photography guidelines during all visits.

6. Supervision and staffing

Supervision ratios are determined through risk assessment and must consider:

- activity type and risk level
- learner age, maturity and needs
- SEND and medical requirements
- environmental conditions
- duration and travel requirements.

Staffing must be sufficient to ensure safe supervision at all times.

At least one member of staff attending the visit must have current safeguarding training.

Where visits involve one-to-one support arrangements or lone-working situations, additional safeguards must be identified through the risk assessment process.

Volunteers and contractors must be appropriately vetted and supervised where applicable.

7. First-aid provision

At least one appropriately trained first-aider must accompany each visit.

A suitable first-aid kit must be available and accessible throughout the visit.

Any incidents must be recorded and reported in line with RBAir procedures.

Learner-specific medical equipment, medication and emergency healthcare plans must accompany the learner where required.

Near misses, as well as accidents and injuries, should be recorded and reviewed where appropriate.

8. External providers and venues

Where external providers are used, suitability checks must be completed and recorded prior to the visit.

This includes confirmation of:

- safeguarding arrangements
- insurance cover
- health and safety procedures
- suitability of activities for learners.

Where work experience providers are used, appropriate safeguarding, supervision and welfare arrangements must be confirmed prior to placement.

The trip leader must ensure that any specific learner vulnerabilities have been considered when selecting venues or providers.

9. Transport safety

All transport used must be safe, appropriate and compliant with legal requirements.

Checks must include:

- driver suitability and relevant checks where applicable
- vehicle insurance and roadworthiness
- seatbelts and seating arrangements
- safeguarding suitability of provider
- emergency equipment availability.

When transporting learners in staff vehicles, arrangements must comply with RBAir's Driving for Work Policy and insurance requirements.

Learner collection and drop-off arrangements must be clearly communicated and recorded where applicable.

10. Emergency procedures

Clear emergency procedures must be in place for all off-site visits.

These must include:

- immediate response to incidents
- escalation to the Head of Centre
- contact with emergency services (999) where required
- communication with parents/carers
- liaison with external agencies if necessary.

Trip leaders must carry emergency contact information for learners and relevant staff at all times whilst off site.

Where a visit is impacted by severe weather, transport disruption or other unforeseen circumstances, the trip leader will determine whether the visit should continue, be modified or be terminated following consultation with senior leadership where practical.

11. Record keeping

The following records must be retained for all visits:

- risk assessments
- consent forms
- medical information
- staffing and supervision arrangements
- transport and provider checks
- incident reports

- post-visit evaluations.

All records must be stored securely in line with data protection requirements.

Records must be retained in accordance with the RBET's Data Retention Schedule and Data Protection Policy.

12. Post-visit review and continuous improvement

Following each visit, the trip leader must complete a review considering:

- what went well
- any incidents or issues
- learning points for future visits
- updates required to risk assessments or procedures.

The Educational Visit Coordinator reviews procedures regularly to ensure ongoing compliance with statutory guidance and organisational requirements.

Significant incidents, near misses or safeguarding concerns must be reviewed to identify lessons learned and any required amendments to procedures, training or risk assessments.

13. Policy review

This policy will be reviewed annually, or sooner if:

- statutory guidance changes;
- an incident occurs;
- operational practice requires amendment.

The Educational Visit Coordinator and Head of Centre will monitor implementation of this policy and ensure staff receive appropriate information, instruction and training regarding educational visits.