

# BLEND YOUTH PROJECT

## OFF-SITE VISITS POLICY

DECEMBER 2025



# Off-Site Activities Policy: *Procedures & Guidelines*

## Overview

Blend Youth Project (BYP) recognises that well planned and safely managed off-site activities and education visits are a vital part of believes that safely managed off-site/educational visits with a clear purpose are an indispensable part of young people's learning, development and wellbeing. Such activities provide opportunities to extend learning beyond the usual environment, support personal and social development, and promote inclusion, independence and resilience.

BYP acknowledges its statutory duty of care for the health, safety and welfare of children and young people, staff, volunteers, contractors and members of the public during all off-site activities for which it is responsible.

This policy reflects current UK legislation and statutory guidance, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 1989 and 2004
- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children 2023
- HSE guidance on school trips and outdoor learning
- Equality Act 2010
- Data Protection Act 2018

## Purpose

This policy aims to:

- Ensure all young people can safely access the benefits of off-site activities.
- Ensure visits are **safe, purposeful, inclusive and appropriately planned**.
- Clarify roles, responsibilities and accountability for staff and volunteers.
- Promote effective risk management and safeguarding practice.
- Ensure compliance with current statutory guidance and recognised good practice.

## Key Principles

- Safeguarding and welfare of children and young people is paramount.
- Off-site activities must have a clear purpose and intended outcomes.
- Risk management is proportionate, dynamic and ongoing.
- Decisions are informed by professional judgement and current guidance.
- Equality, diversity and inclusion are embedded in planning and delivery.

## Roles and Responsibilities

### Senior Leadership / Management

- Ensure this policy is implemented, monitored and reviewed annually.
- Approve Category 2 and Category 3 visits as outlined in Section 6.
- Ensure adequate resources, training and insurance arrangements are in place.

### Visit / Event Leader

Each visit must have a **named Visit (Event) Leader**, with a deputy where appropriate.

The Visit Leader is responsible for:

- Planning and organising the visit.
- Completing and implementing suitable and sufficient risk assessments.
- Ensuring safeguarding arrangements are robust and understood.
- Ensuring appropriate staffing levels, supervision and competence.
- Ongoing dynamic risk assessment during the activity.
- Acting as the lead decision-maker in an emergency.

### Staff and Volunteers

- Must hold an **appropriate enhanced DBS check** and have completed relevant induction and safeguarding training.
- Must follow BYP policies, codes of conduct and instructions from the Visit Leader.
- Must act in a way that promotes the safety, welfare and dignity of young people at all times.

**Please refer to the Event Leader Checklist (Appendix 1) which should be followed for all off-site visits**

## Parents / Carers

Blend Youth Project will:

- Provide clear information about off-site activities in advance.
- Obtain written informed consent (unless covered by standing consent for low-risk activities).
- Collect emergency contact details, medical and additional needs information.
- Provide additional briefings for higher-risk, residential or overseas visits where appropriate.

## Young People

- Young people will be prepared for visits through clear briefings.
- Expectations regarding behaviour and safety will be explained.
- Where appropriate, young people will be involved in planning, risk awareness and evaluation.

## Categories of visits

Visits will fall within three categories:

- **Category 1 – Routine / Local Visits**

Regular, low-risk activities within the local area.

Examples include:

- Local walks and community visits
- Regular delivery at partner venues
- Transport between BYP sites

**Approval:** Youth Work Manager / Alternative Education Manager

- **Category 2 – One-Off Day Visits**

Visits outside the immediate locality with no adventurous activities.

Examples include:

- Theatre or cultural visits
- Swimming (pool-based only)
- Farm or environmental visits
- Water margins (non-adventurous)
- Theme parks trips

**Approval:** Youth Work Manager / Alternative Education Manager

**Requirements:** Visit plan and risk assessments. Activity specific consent form.

- **Category 3 – Residential, Adventurous or Overseas Visits**

Includes:

- Overnight stays
- Adventurous activities
- Visits abroad

**Approval:** Head of Youth Services

**Requirements:** Enhanced planning, robust risk assessments, safeguarding checks and provider assurances. Activity specific consent form.

## **Planning and Risk Management**

All visits must include:

- Clear objectives and outcomes
- Suitable and sufficient risk assessments
- Consideration of safeguarding risks (including peer-on-peer abuse)
- Appropriate staff-to-young-person ratios
- Consideration of individual needs (medical, SEND, behaviour)
- Emergency planning and communication arrangements
- Itinerary of the visit

Risk assessment is an **ongoing process**, not a one-off document.

**Please refer to the Event Leader Checklist (Appendix 1)**

## **Safeguarding and Child Protection**

- All off-site activities must comply with BYP Safeguarding and Child Protection Policy.
- Concerns must be reported in line with BYP procedures and KCSIE.
- Staff must remain professionally curious and vigilant at all times.
- Appropriate supervision, privacy and boundary management must be maintained.

## **Transport**

- All transport arrangements must be risk assessed.
- BYP Transport Policy must be followed at all times.
- Seatbelts must be worn where provided.

## **Insurance**

- BYP will maintain appropriate employer's and public liability insurance.
- Visit Leaders must confirm activities are covered.
- External providers must hold appropriate insurance.

## **Emergency Procedures**

- A 24/7 emergency contact must be identified for all visits.
- A at site manager will be identified who will hold a copy of emergency contact information for all young people in attendance on the trip (Category 2 and 3).
- Clear procedures must be shared with staff.
- Serious incidents must be reported in line with BYP and statutory procedures.

## **Monitoring and Review**

- Visits should be evaluated to inform future practice.
- This policy will be reviewed annually or sooner if legislation or guidance changes.

## **Further Guidance & Help**

Health & Safety Executive: School trips and outdoor learning activities -  
<https://www.hse.gov.uk/education/school-trips.htm>

## Appendix 1

### **Event Leaders Check List**

- |                                                                                                                                                                       |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| I have met all requirements of my employer's and my establishment's policies relevant to the visit.                                                                   | <input type="checkbox"/> |
| I am confident to lead the visit and have the specific competence to do so, and have been judged so by my head / manager in line with my employer's requirements.     | <input type="checkbox"/> |
| I have planned and prepared for the visit, involving staff and young people in the planning and risk management process to ensure wider understanding.                | <input type="checkbox"/> |
| I have undertaken a preliminary visit if appropriate or required by establishment policy.                                                                             | <input type="checkbox"/> |
| I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy.                         | <input type="checkbox"/> |
| I have shared details of 24/7 emergency contacts and emergency arrangements with key staff.                                                                           | <input type="checkbox"/> |
| I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers. | <input type="checkbox"/> |
| I have checked whether insurance arrangements are adequate.                                                                                                           | <input type="checkbox"/> |
| Safeguarding/Child protection issues are addressed, including DBS checks and processes where appropriate.                                                             | <input type="checkbox"/> |
| I have disseminated relevant information to supporting staff.                                                                                                         | <input type="checkbox"/> |
| There is access to first aid at an appropriate level.                                                                                                                 | <input type="checkbox"/> |
| All risk assessments have been checked & signed off.                                                                                                                  | <input type="checkbox"/> |

## APPENDIX 2

