



Off-Site Policy

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| Centre Name | Innov8 Workshops |
| Date procedure created | 18/04/2024 |
| Procedure created by | Lily Maguire |
| Procedure reviewed by | Board of Trustees |
| Procedure approved by | Board of Trustees |
| Date of next review | 18/04/2025 |

Key staff

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|---------------------|----------------|
| Operations Director | Daniela Symons |
| Operations Manager | Lily Maguire |

The purpose of this policy is to outline the preparation and arrangements of Off-Site activities. Every person has a duty of care for the welfare and safety of all young people taking part in a workshop session off site visit to ensure safe return. Every person has a duty to intervene where unsafe practice is observed or where it is likely to occur.

Our Outreach workshop will involve regular off-site visits, and these will be at locations we have visited before and approved as appropriate for our students. There may be occasions where other mentors wish to take students off-site for activities and in these instances a preliminary visit will be completed, a risk assessment obtained, and parental/guardian consent form completed before the Mentor and student attend.

Preparation:

As part of preparation for any off-site visit, staff will collect information on several areas:

- The facilities at the location,
- Equipment the mentor and student might need,
- Transport arrangements,
- Insurance,
- Risk assessments of the location,
- Signed consent from Parent/Guardian.

Preliminary visits

A preliminary visit is the first step in organising off-site visits. It will enable Mentors to familiarise themselves with the location and make a proper assessment of its viability for the students we have at Innov8. In circumstances where such a preliminary visit cannot take place, it is expected that comprehensive information and guidance will be obtained.

Supervision



As our model is 1-1 mentoring, off-site visits are likely to follow this model with the potential for group visits if required. It is very unlikely students will ever be left alone, unless in the situation of unforeseen circumstances.

Risk Assessment

Prior to any off-site visits we will obtain or carry out a risk assessment of the location. This will make the Mentor aware of the dangers and difficulties that may arise, and control measures must then be put into place to mitigate them.

The risk assessment will consider:

- The type of visit / activity and the level at which it is being undertaken.
- The location, route and method of transport.
- The pupils ages, competence and fitness and the suitability of the activity.
- Pupils with SEN or medical needs.
- Seasonal conditions and timings.
- Emergency procedures.
- Risks should be monitored throughout the duration of the visit and risk assessments amended as necessary.

It is the responsibility of the Outreach Lead/Mentor to check that the risk assessments are in place. All Mentors going on off-site visits should be made aware of, and understand, the mitigating measures introduced because of the risk assessment.

Parental Consent

The parents/guardians of students taking part in an off-site activity will be expected to fill in an Off-site Consent Form to give their consent. Parental consent must be informed consent; parents should never be in a position where they are not aware of where their child is or if they are being supervised. Due to the complex nature of our students' needs, plans can change but where possible they will be followed. In situations where a student's wellbeing is suffering or their behaviour threatens to become unsafe, the visit/activity will be ended, and alternate plans will be arranged.