



Rainbow Horses

Learning Centre CIC

Off- Site Activities Policy.

Health & safety of pupils on educational visits.

On each off-site visit an off-site checking form should be completed and signed by a senior member of staff.

This should include

- Objectives of visit
- Venue
- Times
- Transport arrangements
- Details of any hazardous activity
- Names of staff and any other adults accompanying the party, their qualifications and specific responsibilities
- Name and contact details of a contact person in the home area who has details in case of emergency

A risk assessment should be completed for each off-site visit. A copy should be retained in the risk assessment file and one should be kept by the group leader. Risk assessment should be seen as an ongoing process throughout the visit.

For full day visits parents/carers should be sent an information sheet and a parental consent form.

Learners will receive a written information sheet where appropriate to the visit.

When planning trips please take note of any policies and procedures imposed on Rainbow Horses by referring bodies

Both the group leader and the school/home contact will retain an emergency contact information list and emergency contact details for everyone in the group.

Following a residential visit or the first session of a regular off-site activity, an evaluation will be carried out by the group leader to include any incidents or concerns for future visits.

Any accidents or incidents should be recorded in writing as soon as possible and a copy sent to the referring body of any young person involved in the usual manner. A copy should be retained in the young person's file.

This policy will be reviewed annually

Signed Sue Coombes, Director September 2023



Rainbow Horses

Learning Centre CIC

Off-site Checking List

Objectives of visit

Destination & activity

Staff

Learner(s)

Transport arrangements

Any specific staffing arrangements

Medication needed

Emergency contact

Time out

Due Back

Approved

Date

Off site visits consent form

I give my consent for my child

to take part in a visit to

Signed..... Date.....