
FAST FORWARD POLICY FOR OFF-SITE VISITS

Overview:

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life

AIMS AND OBJECTIVES

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Provide a range of taster sessions of work experience and related learning opportunities.
- Provide a wider range of experiences for our students than could be provided on the site alone;
- Promote the independence of our children as learners and enable them to grow and develop in new learning environments.

Curriculum Links

For each unit in the curriculum, there is a corresponding programme of activities that may include visits to specialist venues in work related or visiting opportunities to broaden the learning opportunities.

ROLES AND RESPONSIBILITIES

The Director and the Lead Tutor will ensure that they:

- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices for each activity within the visit or access the visiting provisions RA. Student Risk Assessments should be amended and referred to in planning of the trip and any medical needs.
- Agreed by parents' carers within referral information.
- Refer to Care and Support Plans and Transport RA.
- Assign competent staff to lead and help with trips. Ratio of Staff to Students correct.
- Verify that all accompanying adults have been DBS checked.

- Make sure that all consent and medical forms are obtained.
- Contacts lists with phone numbers in compliance of H&S and Fire Drills.

HOW VISITS ARE AUTHORISED

Staff proposing to arrange an off-site activity must seek and obtain the approval of the Manager in advance, before any commitment is made on behalf of the provision.

- Justification Sheet of the Trip/Visit
- Authorisation of student's participation
- Participations List, staff and students and emergency contacts for all.
- Risk Assessments – transport, site, students and any others relevant to the trip
- Public Liability where seen fit.
- 2 weeks prior to the trip

(Documentation within folder for staff to complete)

Training on the procedures and paperwork filling will be done by the QA Consultant.

Planning a Visit or Activity

The Visit Leader must ensure that the visit or activity is planned in advance and within sufficient time to ensure approval is granted. Cost will be a factor, encouraging enterprise ventures within the curriculum to raise funds for trips and visits.

Itinerary and Planning should be of high standard before leaving the premises,

Visit Plan - Evidenced and in Folder depicted Visit (online only)

Printing only for certain documentation. (See Environmental Policies)

The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities;
- Curriculum/development objectives
- Supervision/student ratios
- Itinerary
- Supervisory details
- Emergency contact details.
- Letters of confirmation from Parents/Carers for specific visits.

Risk Assessment

All relevant risk assessments must be carried out by the Visit Leader before any proposed visit or activity takes place. Existing risk assessments should be checked to ensure that they are still suitable and sufficient.

Key issues from the completed risk assessments or safe working procedures must be shared with adults/supervisors involved in the visit/activity.

Ensure the Student RA are accurate and be aware of higher risk students. Plan B options discussed with the Director.

Transport

Risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have been endorsed by Transporting Somerset.

Communication with Parents

The parents of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities. Via email or signed copies of letters given to students.

FURTHER HEALTH AND SAFETY CONSIDERATIONS

Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the Visit Leader and provided with an emergency telephone number. This will normally be the establishment number, but where an activity extends beyond the normal working day, the telephone number of a designated emergency contact should be provided.

FAST FORWARD/establishment Office to be provided with a list of everyone, pupils and adults, travelling with the group, together with a copy of the itinerary for the activity (print out of the summary sheet from software).

The safety of the group(s), especially the pupils, is of paramount importance. During the activity, the Visit Leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that pupils are both safe, well and looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Visit Leader should discuss with the FAST FORWARD Directors/Manager measures to put in place to enable the student to take part, especially if part of the curriculum. An example of these measures could be an Individual Safety Plan supporting extra supervision.

Covid-19 Guidance will continue and be monitored for offsite visits as on-going reviews.

Written by: Adele Meek (QA Consultant)

Approved by Director Steve Lee

Updated by Director Scott Ballam

4TH October 2024 / Review 31st August 2025.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.