



## Off-Site Policy

Centre Name	Innov8 Workshops
Date Reviewed	28/08/2025
Date of Approval	29/09/2025
Approved by	innov8 Workshops CIO Trustees
Date of next review	28/08/2026

### Key staff

Head of Provision	Daniela Symons
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### Scope:

This policy applies to all Innov8 Workshops staff, volunteers, and any third-party providers involved in delivering or supervising off-site visits or outreach activities with students.

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 staff 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 staff 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

innov8 Workshops is a registered charity in England and Wales, No: 1202112. Registered Company Number 13428324 Registered office address: Integ House, Woodlands Business Park, Rougham, Bury St Edmunds, IP309ND.



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.

Where staff use personal vehicles, they must have appropriate business insurance and ensure vehicles are roadworthy. Where public transport is used, risk assessments will cover route safety, behaviour management and supervision. All transport methods must be approved by the Head of Provision or the Outreach Lead.

### **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 Staff going on off-site visits should be made aware of, and understand, the mitigating measures introduced because of the risk assessment.

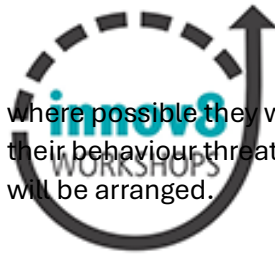
### **Behaviour Expectations**

During off-site visits, students are expected to adhere to the same behaviour expectations as on-site.

Staff have the authority to terminate the activity or return to base if a student's behaviour poses a safety risk to themselves or others.

### **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.

## **Emergency Procedures**

Staff must be familiar with the emergency procedures of both Innov8 Workshops and the visited location.

In the event of an incident:

- Ensure the immediate safety of all students and staff
- Contact emergency services if needed
- Notify the Head of Provision or other senior leader as soon as possible
- Complete an incident report form upon return

All staff must carry emergency contact numbers, including for the provision and the child's parent/guardian.

## **If a Student Goes Missing**

If a student goes missing during an off-site visit:

- Staff should conduct an immediate area search
- Notify the police without delay if the student cannot be located
- Contact the Head of Provision and the student's parent/guardian immediately
- Complete a written incident report

All off-site visit documentation, including risk assessments, consent forms, and incident reports, will be stored securely by the Head of Provision in accordance with Innov8's data protection policy