

Remedicare Education Services

Off-Site Activities, Educational Visits and Outdoor Learning Policy

Updated: September 2026

Review Date: September 2027

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1. Introduction

Remedicare Education Services is committed to providing safe, meaningful and personalised learning opportunities for all learners.

As an Alternative Provision provider, Remedicare recognises that learning does not only take place within the classroom environment. Off-site learning, community-based education, outdoor learning and enrichment activities provide valuable opportunities for learners to develop confidence, independence, life skills, resilience and positive relationships.

This policy outlines the procedures and expectations for planning, approving and delivering safe off-site activities and outdoor learning opportunities.

All off-site activities must be planned carefully, risk assessed appropriately and delivered in a way that prioritises:

- Learner safety and wellbeing.
- Safeguarding responsibilities.
- Individual learner needs.
- Positive educational outcomes.
- Appropriate supervision.
- Professional standards.

This policy applies to all Remedicare Education staff involved in planning, approving or delivering off-site activities.

2. Related Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy.
- Learner Missing from Provision and Absconding Policy.
- Transport and Driving for Work Policy.
- Staff Code of Conduct.
- Staff Concerns and Conduct Protocol.
- Health and Safety Policy.
- Behaviour Support Policy.
- Equality, Diversity and Inclusion Policy.

3. Purpose

The purpose of this policy is to ensure that:

- All off-site activities are safe, appropriate and purposeful.
- Risks are identified and managed effectively.
- Staff understand their responsibilities when working away from the provision.
- Learners receive safe and meaningful educational experiences.
- Individual learner needs are considered before activities take place.
- Safeguarding responsibilities continue to be maintained off-site.
- Staff have clear guidance regarding supervision, communication and emergency procedures.

4. Scope

This policy applies to all activities delivered away from Remedicare Education premises, including:

- Community-based learning.
- Outdoor learning.
- Nature's Remedi programmes.
- Educational visits.
- Enrichment activities.
- Sports and physical activities.
- Vocational experiences.
- Life skills activities.
- Local community engagement.

5. Principles of Off-Site Learning at Remedicare

Remedicare believes that off-site learning can support learners to:

- Develop confidence and independence.
- Build positive relationships.
- Improve emotional regulation.
- Develop communication skills.
- Experience success outside traditional learning environments.
- Develop practical life skills.

Activities must always have a clear purpose and link to the learner's individual programme, EHCP outcomes where applicable, personal development goals or identified areas of need.

Off-site activities are not simply recreational opportunities; they are planned learning experiences that support learner development.

6. Roles and Responsibilities

Directors and Senior Leadership Team

Directors and senior leaders are responsible for ensuring:

- Appropriate policies and procedures are in place.
- Staff understand their responsibilities.
- Activities are appropriately monitored.
- Significant incidents are reviewed.
- Continuous improvement takes place.

Off-Site Oversight Manager

The Off-Site Oversight Manager provides oversight of off-site activities.

This responsibility may be delegated to:

- Centre Manager.
- Behaviour & Inclusion Manager.
- Team Leader.

The Off-Site Oversight Manager is responsible for:

- Reviewing proposed off-site activities.
- Ensuring appropriate risk assessments are completed.
- Confirming staffing arrangements are suitable.
- Ensuring learner needs have been considered.
- Approving activities before they take place.
- Reviewing incidents and lessons learned.
- Ensuring local venues remain suitable.

Staff Leading Off-Site Activities

The member of staff leading an activity is responsible for:

- Planning the activity.
- Understanding learner needs.

- Following approved risk assessments.
- Maintaining appropriate supervision.
- Carrying emergency information.
- Maintaining professional boundaries.
- Reporting safeguarding concerns immediately.

7. Planning and Approval Process

No off-site activity should take place without appropriate approval.

Before an activity takes place, staff must consider:

- The purpose and educational value of the activity.
- Learner suitability.
- Individual risk assessments.
- Staffing levels.
- Transport requirements.
- Medical needs.
- Behaviour support requirements.
- Safeguarding considerations.
- Emergency arrangements.

The activity must be approved by the Off-Site Oversight Manager.

8. Off-Site Venue Assessment and Pre-Visit Requirements

Remedicare recognises that different environments present different risks.

Before a new venue is used, a suitability assessment must be completed.

The assessment must be completed by an appropriate member of staff, such as:

- Centre Manager.
- Behaviour & Inclusion Manager.
- Team Leader.

The purpose of the visit is to ensure the location is suitable for Remedicare learners and that risks can be appropriately managed.

The venue review should consider:

- Access and accessibility.
- Arrival and departure arrangements.
- Safeguarding risks.
- Public interaction.
- Boundaries and supervision requirements.
- Toilets and facilities.
- Emergency exits.
- First aid arrangements.
- Noise levels and sensory considerations.
- Potential behavioural triggers.
- Weather considerations.
- Mobile phone coverage where relevant.
- Suitability for individual learner needs.

A record of the visit must be retained with the activity risk assessment.

9. Risk Assessment and Risk Management

A suitable risk assessment must be completed before all off-site activities.

Risk assessments must consider:

- The activity being undertaken.
- The environment.
- Learner needs.
- Staffing arrangements.
- Medical requirements.
- Behaviour risks.
- Safeguarding concerns.
- Transport arrangements.
- Emergency procedures.

Risk assessments must identify:

- Potential hazards.
- Level of risk.
- Control measures.
- Staff responsibilities.

Risk assessments must be reviewed:

- Before each activity.
- When circumstances change.
- Following incidents.
- When learner needs change.

Dynamic Risk Assessment

Staff must understand that risks can change during an activity.

A dynamic risk assessment must be completed if:

- A learner becomes distressed.
- A situation becomes unsafe.
- The environment changes.
- Weather conditions deteriorate.
- Staffing arrangements change.

Staff have the authority to:

- Adapt the activity.
- Remove a learner from a situation.
- Return to the provision.
- End the activity where safety cannot be maintained.

10. Learner-Specific Considerations

Before attending an off-site activity, staff must consider:

- Individual risk assessments.
- Behaviour support plans.
- Communication needs.
- Medical information.
- Sensory needs.
- Emotional regulation needs.
- Safeguarding concerns.

Some learners may require:

- Additional staffing.
- Reduced environments.

- Additional preparation.
- Alternative activities.

11. Safeguarding During Off-Site Activities

Safeguarding responsibilities remain the same whether learners are on-site or off-site.

Staff must:

- Maintain appropriate supervision.
- Follow professional boundaries.
- Protect learner dignity.
- Follow safeguarding procedures.
- Report concerns immediately.

Staff must not:

- Leave learners unsupervised.
- Share learner information unnecessarily.
- Use personal devices to photograph learners.
- Engage in inappropriate conversations or relationships.

All concerns must be reported in line with the Remedicare Child Protection and Safeguarding Policy.

12. Nature's Remedi Outdoor Learning Programme

Remedicare Education Services recognises the significant benefits that outdoor learning can provide for children and young people, particularly learners who may experience barriers within traditional education environments.

The **Nature's Remedi Programme** provides structured outdoor learning experiences that support learners' confidence, independence, emotional wellbeing and personal development.

Through woodland activities, bushcraft, gardening and practical outdoor experiences, learners develop important skills including:

- Confidence and independence.
- Communication and teamwork.
- Problem solving and resilience.

- Emotional regulation and wellbeing.
- Practical life skills.
- Environmental awareness.

Outdoor learning activities are carefully planned to ensure learners experience success, develop positive relationships and build confidence in a safe and supportive environment.

Where appropriate, learners may work towards recognised **AQA Awards** linked to:

- Outdoor learning.
- Bushcraft.
- Gardening.
- Wellbeing.
- Personal development.

Nature's Remedi programmes are progressive and allow learners to develop skills at an appropriate pace.

Nature's Remedi Learning Pathway

Oak

The Oak pathway focuses on developing confidence, curiosity and engagement through:

- Sensory exploration.
- Nature activities.
- Creative crafts.
- Den building.
- Introduction to outdoor skills.
- Developing positive relationships with staff and the environment.

Silver Birch

The Silver Birch pathway develops teamwork and practical skills through:

- Habitat exploration.
- Shelter building.
- Knots and rope skills.
- Fire lighting.
- Outdoor cooking.
- Working collaboratively with others.

Hazel

The Hazel pathway supports greater independence through:

- Bushcraft skills.
- Safe use of outdoor tools.
- Woodland crafts.
- Outdoor cooking.
- Practical problem solving.

Maple

The Maple pathway extends learners' outdoor skills through:

- Advanced outdoor crafts.
- Creative activities.
- Independent challenges.
- Activities supporting confidence and emotional wellbeing.

Green Finger

The Green Finger pathway supports learners to develop:

- Gardening skills.
- Understanding of sustainability.
- Knowledge of food production.
- Responsibility through caring for plants.
- Environmental awareness.

13. Outdoor Learning Safety Requirements

Outdoor learning activities must be planned carefully and delivered safely.

Staff delivering Nature's Remedi activities must ensure:

- Appropriate risk assessments are completed.
- Equipment is checked before use.
- Learners receive clear safety instructions.

- Activities are suitable for individual learner needs.
- Appropriate supervision levels are maintained.
- Weather conditions are considered.
- Learners have suitable clothing and footwear.
- First aid arrangements are available.
- Emergency procedures are understood.

Tool Use and Equipment Safety

Where outdoor tools or equipment are used, staff must ensure:

- Tools are appropriate for the learner's age, ability and needs.
- Learners receive clear instructions before use.
- Staff provide appropriate supervision.
- Equipment is stored safely.
- Any damaged equipment is removed from use.

Learners must be supported to develop independence while maintaining safe working practices.

Fire Lighting and Outdoor Cooking

Where activities include fire lighting or outdoor cooking:

- A specific risk assessment must be completed.
- Staff must supervise throughout.
- Safe boundaries must be established.
- Learners must receive clear expectations.
- Fire safety equipment must be available.
- Food hygiene requirements must be followed.

Activities must only take place where staff are confident that risks can be effectively managed.

14. Swimming and Aquatic Activities

Remedicare Education Services recognises the benefits of swimming and aquatic activities in supporting learner development, confidence, physical health and wellbeing.

Swimming can support learners to develop:

- Water confidence and safety awareness.
- Physical development and coordination.

- Emotional regulation.
- Independence and resilience.
- Confidence in new environments.
- Positive experiences outside the classroom.

Swimming activities must be carefully planned to ensure the safety, dignity and wellbeing of all learners.

All swimming activities must follow Remedicare's off-site risk assessment procedures and safeguarding expectations.

Planning and Approval

Before learners attend swimming activities, staff must ensure:

- The swimming venue has been approved.
- A suitable risk assessment has been completed.
- Learner needs have been considered.
- Appropriate staffing levels are in place.
- Medical information has been reviewed.
- Any additional support requirements have been identified.

The risk assessment must consider:

- Learner swimming ability.
- Water confidence.
- Additional needs.
- Behaviour and emotional regulation.
- Sensory needs.
- Medical conditions.
- Changing room arrangements.
- Supervision requirements.
- Emergency procedures.

Venue Assessment

Before using a swimming facility, the Off-Site Oversight Manager (Centre Manager, Behaviour & Inclusion Manager or Team Leader) must ensure the venue is suitable.

Where appropriate, a site visit should consider:

- Pool environment.
- Changing facilities.

- Accessibility.
- Staffing arrangements provided by the venue.
- Lifeguard availability.
- Emergency procedures.
- Privacy and safeguarding arrangements.
- Suitability for Remedicare learners.

Supervision and Safeguarding

Swimming activities require enhanced consideration of safeguarding and professional boundaries.

Staff must:

- Maintain appropriate supervision at all times.
- Follow the swimming venue's safety rules.
- Ensure learners are supported according to their individual needs.
- Maintain learner dignity and privacy.
- Follow professional boundaries during changing and changing room support.

Staff must not:

- Enter changing areas unnecessarily.
- Support learners with personal care unless this is an agreed requirement and appropriate procedures are followed.
- Take photographs or videos in changing areas or pool areas.
- Use personal devices during swimming activities.

Changing and Personal Care

Some learners may require support with:

- Changing clothing.
- Toileting.
- Personal care needs.
- Managing anxiety or sensory needs.

Where support is required:

- This must be identified before the activity.
- Appropriate arrangements must be agreed.
- Learner dignity must be maintained.

- Staff must follow safeguarding and intimate care procedures.

Staff should avoid being alone with learners in changing areas wherever possible and ensure arrangements are transparent.

Swimming Ability and Learner Assessment

Learners must not be placed into activities beyond their ability.

Staff must understand:

- Whether a learner can swim independently.
- Whether additional support is required.
- Whether flotation aids are needed.
- Any medical considerations.

Where appropriate, learners should be grouped according to ability.

Medical Considerations

Before swimming, staff must check:

- Medical information.
- Medication requirements.
- Allergies.
- Physical needs.
- Any restrictions advised by parents/carers or professionals.

Any concerns must be discussed with management before the activity takes place.

Behaviour Expectations

Learners are expected to:

- Follow staff instructions.
- Follow pool safety rules.
- Respect others.
- Behave safely around water.

Where a learner's behaviour creates a risk to themselves or others, staff may:

- Adapt the activity.
- Remove the learner from the pool environment.
- End participation following a risk assessment.

Emergency Procedures

In the event of an emergency:

Staff must:

1. Follow venue emergency procedures.
2. Ensure learner safety.
3. Contact emergency services where required.
4. Inform Remedicare management.
5. Record the incident.

Any safeguarding concern must be reported in line with the Child Protection and Safeguarding Policy.

15. Staffing and Supervision

Staffing levels for off-site activities must reflect:

- The number of learners attending.
- Learner needs.
- Activity risk level.
- Location.
- Behaviour and safeguarding considerations.

Supervision arrangements must be planned before the activity takes place.

Staff must:

- Know which learners they are responsible for.
- Maintain appropriate awareness of learners at all times.
- Follow individual learner risk assessments.
- Communicate any concerns immediately.

Lone Working During Off-Site Activities

Remedicare recognises that some personalised Alternative Provision delivery may involve one-to-one or lone working arrangements.

Where lone working takes place:

Staff must:

- Follow approved risk assessments.
- Ensure their location is known by colleagues.
- Maintain agreed communication arrangements.
- Use appropriate professional boundaries.
- Report any concerns or changes in circumstances.

Where appropriate, staff should:

- Share planned locations and timings.
- Maintain contact with management.
- Use agreed check-in procedures.

Lone working must never compromise learner safety or staff wellbeing.

16. Transport and Driving Responsibilities

Where transport is required as part of an off-site activity, staff must follow the:

Remedicare Education Services Transport and Driving for Work Policy.

Staff driving learners must:

- Hold the appropriate driving licence.
- Have appropriate insurance.
- Complete required vehicle checks.
- Ensure seat belts are worn.
- Follow road safety requirements.
- Maintain professional conduct at all times.

Before using a Remedicare vehicle, staff must complete the required vehicle check documentation.

Checks must be completed:

- Before the vehicle is used.
- After the vehicle is returned.

Any defects or concerns must be reported immediately.

Learner Transport Safety

Staff must ensure:

- Learners understand transport expectations.
- Learners remain safely seated.
- Behaviour expectations are maintained.
- Any incidents are recorded.

Staff must not:

- Transport learners without authorisation.
- Allow unauthorised passengers.
- Use personal vehicles without approval and appropriate checks.

17. Mobile Phones and Communication During Off-Site Activities

Staff must carry an appropriate means of communication when working off-site.

This may include:

- Work mobile phone.
- Approved communication device.

Staff must ensure:

- Devices are charged.
- Emergency contacts are accessible.
- Communication arrangements are understood.

Personal mobile phone use must not take place while supervising learners unless required for an emergency.

Staff must not:

- Photograph learners using personal devices.

- Share learner information through personal accounts.
- Communicate with learners through personal social media accounts.

18. Learner Missing During an Off-Site Activity

Remedicare recognises that some learners may present with behaviours that increase the risk of leaving an agreed area or absconding.

Staff must follow the:

Learner Missing from Provision and Absconding Policy.

If a learner goes missing during an off-site activity, staff must:

- Prioritise the safety of all learners.
- Follow the individual learner risk assessment.
- Attempt to maintain visual contact where safe to do so.
- Contact management immediately.
- Follow agreed escalation procedures.

Emergency services should be contacted where there is an immediate risk of harm.

All incidents must be recorded and reviewed.

19. Emergency Procedures

Staff must understand emergency arrangements before leaving the provision.

Emergency situations may include:

- Accident or injury.
- Learner becoming missing.
- Safeguarding concern.
- Medical emergency.
- Unsafe environment.
- Severe weather.

Staff must:

1. Ensure immediate safety.
2. Contact emergency services if required.

3. Inform Remedicare management.
4. Contact parents/carers where appropriate.
5. Complete required records.

20. Accidents, Incidents and Reporting

Any accident, injury, safeguarding concern or significant incident occurring during an off-site activity must be reported.

Records must include:

- Date and time.
- Location.
- Learners and staff involved.
- Description of what happened.
- Actions taken.
- Any follow-up required.

Incident records must be reviewed to identify learning and improvements.

21. Weather and Environmental Conditions

Outdoor activities may continue in a range of weather conditions where risks have been assessed and appropriate controls are in place.

Staff must consider:

- Extreme heat.
- Cold weather.
- Storm conditions.
- Flooding.
- Ground conditions.
- Clothing requirements.

Activities may be adapted or cancelled where safety cannot be maintained.

22. Monitoring, Review and Quality Assurance

Remedicare Education Services will monitor the effectiveness of this policy through:

- Review of risk assessments.

- Incident reviews.
- Staff feedback.
- Learner feedback.
- Management observations.
- Commissioner and Local Authority feedback.

This policy will be reviewed annually or sooner if legislation, guidance or operational requirements change.