

Remedicare Education Services**Offsite Policy****August 2025****Review: August 2026****Aims**

The aim of the policy is to ensure off-site activities are safe and accessible to all students.

Statutory duty of the company under the Health and Safety at Work Act 1974 states that employers are responsible for the health and safety of their employees and anyone else on the premises. The management of Health and Safety at Work regulations 1992 made under the 1974 Act require employers to:-

- Assess the risks of activities
- Introduce measures to control those risks
- Tell their employees about these measures
- Record any findings.

This duty extends to staff taking young people on off-site visits. It is important that we do not expose others to risk by our activities.

Policy into practice

It is the discretion of the staff member to take a student off site and the service reserves the right to withdraw a student from any activity where he/she may pose a health and safety risk to themselves or others.

Approval

All off-site activities must be reviewed by the service. This responsibility is delegated to the Centre Managers for routine visits to approve and risk assess. This in turn will be approved by the commissioning provision or service as part of the support package.

Discipline

Remedicare's policy is for young people to behave in a way that keeps themselves and those around them safe. As role models, staff must ensure that their actions in front of students do not conflict with the company's agreed values and code of conduct.

Monitoring and Review

The Centre Managers will review this policy yearly and assess its implementation and effectiveness.

GUIDANCE FOR STAFF**Procedures - general**

All staff taking young people on off-site activities must ensure that they are familiar with the procedure. Before any visit is arranged, the member of staff in charge must request approval through the senior manager responsible for off-site activities.

All adults taking part in the visit will need to have been cleared by the DBS before they are allowed to accompany young people without supervision. Relevant off-site activity qualifications will also need to be checked.

Risk Assessment: The Staff member in charge is required to complete a risk assessment before the visit. (Where possible, this should be undertaken as part of a 'pre-visit' to the venue).

All activities will be scheduled within the provision's working day. However, if circumstances arise where trips are held up, staff will inform the provision and/or family. They will be provided with this information together, with student emergency contact details.

Mobile phones: The Staff member in charge of a group going off-site will take a mobile telephone for use in emergency and Live location must be activated at all times. Staff are not permitted to use mobile phones for personal reasons at any time when working with students.

Emergency Contact details/Equipment: Emergency contact numbers (of parents/guardians and management team), relevant medical information, student medication and first aid kits must be carried by staff and easily accessible at all times.

PHYSICAL ACTIVITY PROGRAMME

AIMS OF A PHYSICAL EDUCATION / LEISURE PROGRAMME

The broad aims of any physical/leisure programme, are:

1. To help instil in every student the positive benefits of physical activity for enjoyment and Health.
2. To encourage students to become physically active.
3. To try and introduce students into a variety of sports and experiences with the objective of encouraging each student to find an activity that they enjoy. They may therefore continue this activity not just out of the provision but for life.
4. To raise self-esteem, especially with those students who perhaps have more difficulty with the academic side of life.
5. To foster confidence in a physical learning environment.
6. To give each student the opportunity to take part in outdoor and adventurous activity and provide an opportunity to develop leadership skills.
7. To promote problem solving techniques outside the provision by working alone and in group situations.
8. To promote co-operation and empathy for others.
9. To support and encourage others.
10. To learn to cope with the successes and limitations of performance.

11. To learn to respond readily to instructions and to recognise and follow relevant rules and safety considerations.

12. To develop student's fine and gross motor skills.

KEY OBJECTIVES

- To promote the health and wellbeing of all students and staff.
- To provide adequate resources and funding to ensure that the promotion of physical activity.
- To help students understand the importance of physical activity overall to maintain a healthy lifestyle.

OFF-SITE MONITORING PROCEDURES/HEALTH AND SAFETY

Each off-site provider is to have access to a copy of the Remedicare Off-Site Policy.

After permission has been sought and approved by the Centre Manager and all staff have been notified of the likely activity, parental consent must be obtained, and a list drawn up of those students participating in the activity. Student's contact numbers for next of kin, must be taken by the adult responsible for the group. Each student's medical details will be accessible on CPOMs or in the medical file for reference where needed.

Students may sit in the front of the vehicle but only at the driver's discretion and if they meet the legal requirement to do so. All students must be provided with a seat belt which they are legally bound to wear. If staff are required to use their own cars, they will need to have notified their insurers and the Centre Manager must be satisfied that the vehicle driver are completely legal (e.g. MOT, road Tax, Driving License etc).

MANAGERIAL MONITORING

Each student to be given an individual programme to suit his/her needs.

DISSEMINATION AND REVIEW

Staff and students to be kept up to date following courses, meetings, reviews and any contact with parents and outside agencies.

ACCIDENT REPORTS

If any incident or accident occurs during the visit, it is a legal requirement that a member of the management team (Centre manager, Senior Leadership Team or director of education) or emergency contact must be informed immediately by telephone. The incident needs to be recorded as an incident in the company accident book. The following information must be given:

- i) The date, time and place of the accident or incident.
- ii) The name of the staff member in charge at the time.
- iii) The names and addresses of any witnesses.

A copy of the accident form is retained by the company, and another given to the student's parent/guardian at handover.

OFF-SITE ACTIVITIES, YOU AND THE LAW

The British Association of Advisers and Lecturers (1990) state that there is no law which requires that a practitioner must hold a specific award before teaching any P.E. activity. Local Education Authorities (LEA's) and providers have established their own policies and insist on certain requirements before they will insure an activity.

Common Law and statute law impose general duties on individual bodies. Any breach of these duties which cause injury or loss may give rise to a claim for damages (compensation), or sometimes criminal penalties.

Under common law, all practitioners are expected to act 'in loco parentis', exercising the same degree of responsibility for the student in their care as would any reasonable, careful parent/guardian looking after his/her child. This so called 'duty of care', exists whenever a staff member is in charge of students.

NEGLIGENCE

The standard of care required of a staff member, has been expressed as that of a "reasonable careful parent/guardian, judged not on the context of his or her home but in that of a provision". A claim for negligence will only succeed if it can be shown that there was negligence on the part of the staff member which directly resulted in the injury to a student.

To ensure that charges of negligence can be refuted it must be shown that:

- All reasonable steps had been taken to ensure the safety of premises and equipment.
- The students had been told what was expected of them with regard to safety.
- The students had been told what was expected of them to enable them to undertake the activity.
- That the work and manner in which it had been done, was in keeping with the regular and approved practices of the company
- Any visits or outdoor pursuits by other occasional activities had proceeded with prior agreement by parents/guardians by means of written consent with the commissioning provision or alternative provision.

Policy Reviewed August 2025.