



Educational visits, trips & community activities

Approved by:
The Directors of Strive Alternative Provision

Signed on behalf of the Directors by:
Stacey Hickey, Provision Manager

Date Approved: July 2025
Review Date: July 2026

Policy Update Summary (2025)

- Updated to include Tesco and community-based learning
- Added ad-hoc same-day visits
- Reformatted to Strive template

1. Legal & Statutory Framework

Health & Safety at Work Act 1974

DfE Educational Visits Guidance

KCSIE 2025

Working Together 2023

Equality Act 2010

Bucks LA AP Guidance

2. Scope of Visits

Strive undertakes local community learning such as Tesco shopping, cafés, parks and ad-hoc same-day visits as part of programmes.

3. Policy Contents

- Trips & Offsite visits
- Our procedures
- Student information & consent
- Medical arrangements
- Transport & staff safeguarding
- Finance & expenses
- Review & monitoring

Trips & Offsite Visits

At Strive, we recognize the value of trips and offsite visits in supporting the learning, personal development and wellbeing of our students. Such experiences help to build confidence, encourage independence and support curriculum enrichment.

The safety and wellbeing of students and staff remain our highest priority during all offsite activities. This policy outlines the procedures and expectations to ensure all trips and visits are planned, approved and delivered safely and effectively.

Our procedures

All trips and offsite visits must be planned in advance and authorised by a member of the Senior Leadership Team

A risk assessment must be completed for every trip. This includes identifying flight risk students and any additional measures required to keep them safe

A first aid kit must be carried on the minibus and on person

High visibility vests must be worn for activities such as bike rides

Staff must wear lanyards identifying them as Strive staff

Students should wear a Strive sticker or badge on larger trips to support identification.

Student information & consent

Student Information

A digital student list will be created for each trip, containing:

- Full name
- Date of birth
- Home address
- Emergency contact details
- Medical needs / allergies

This will be created as a single-page, secure document that can be scanned or saved to staff phones for accessibility in areas with poor signal.

All digital copies must be deleted at the end of each trip.

Consent

Generic consent forms will be held for local, regular trips (e.g. community walks, nearby shops, local parks)

Specific consent forms will be required for larger or more complex trips (e.g. museums, residentials, theme parks, etc.)

Consent will also cover travel arrangements, photographs, medical support and emergency treatment if needed.

Medical arrangements

All student medication must be held by staff during trips (e.g. inhalers, EpiPens)

Medical forms must be completed and signed for students requiring medication (e.g. inhaler use sign-off)

Staff accompanying the trip must be aware of individual medical needs and trained to respond appropriately

A first aider must be present on every offsite visit.

Transport & Staff safeguarding

Where possible, students will travel using the Strive minibus

Where a staff member uses their personal car for a trip, additional safeguarding measures must be in place, including:

- Portable dashcams (where appropriate)
- Safety locks
- Senior approval for 1:1 journey

Consent must be obtained for ad hoc car journeys

Staff must adhere to all road safety and insurance requirements.

Finance & Expenses

All trips must have a set budget agreed in advance

A contingency fund may be set aside for emergencies or unexpected costs

All expenses must be recorded and submitted in line with Strive finance procedures.

Review & Monitoring

All trips will be reviewed post-visit to identify any learning points or additional actions needed

Any incidents, near misses or safeguarding concerns must be logged and reported to SLT

END OF POLICY

MONITORING & REVIEW

This policy will be reviewed annually, or sooner if required due to changes in legislation, statutory guidance, local authority requirements, or significant operational changes. The Provision Manager is responsible for ensuring timely review and for communicating updates to all staff.

Version Control

Version	Date	Changes Made	Approved By
2025.1	July 2025	Updated scope	Directors of Strive AP (via SH)