

Issue Date: *August 2026*

Review Date: *July 2027*

Lead Officer: Roxy Durran (Quality and Compliance Manager)



Off-Site Learning, Trips and Community Activity Policy

1. Purpose of this Policy

TOAST is committed to providing safe, inclusive and meaningful off-site learning opportunities that enrich the curriculum and support learners to develop the knowledge, skills and confidence required for independent living, employment and active participation within their communities.

Off-site learning forms an important part of the TOAST curriculum, enabling learners to apply classroom learning in real life contexts whilst developing communication, independence, problem solving, social interaction and employability skills.

This policy outlines the arrangements for planning, approving, supervising and evaluating educational visits, community activities and off-site learning to ensure the safety and wellbeing of learners, staff and volunteers.

2. Links to Other Policies

This policy should be read alongside the following:

- Curriculum Policy
- Teaching, Learning and Assessment Policy
- Safeguarding Policy
- Health and Safety Policy
- Risk Assessment Policy
- Attendance and Engagement Policy
- Positive Behaviour Support Policy
- Special Educational Needs and Disabilities (SEND) and Additional Learning Support (ALS) Policy
- Education, Health and Care Plan (EHCP) Review and Outcomes Policy
- Equality, Diversity and Inclusion Policy
- First Aid Policy
- Emergency Procedures Policy
- Data Protection and Confidentiality Policy

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3. Associated Procedures

The following procedures support this policy:

- Educational Visit Planning Procedure
- Off-Site Risk Assessment Procedure
- Dynamic Risk Assessment Procedure
- Emergency Response Procedure
- Transport Procedure
- Medication Administration Procedure
- Learner Consent Procedure
- Incident Reporting Procedure

4. Principles

TOAST believes off-site learning should:

- Enhance the curriculum.
- Promote independence and preparation for adulthood.
- Develop confidence and resilience.
- Encourage community participation.
- Support employability and life skills.
- Be inclusive and accessible.
- Promote positive risk taking.
- Be appropriately planned and risk assessed.
- Be enjoyable, safe and meaningful.

5. Types of Off-Site Learning

Off-site learning may include:

- Community learning.
- Educational visits.
- Work experience.
- Employer visits.
- Shopping and budgeting activities.
- Independent travel training.
- Health and wellbeing activities.
- Outdoor education.
- Recreational activities.
- Museums, galleries and places of interest.

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- Sporting activities.
- Volunteering opportunities.
- Environmental projects.

Activities will be planned to support curriculum outcomes and learner aspirations.



6. Planning Educational Visits

All off-site activities will be appropriately planned before taking place.

Planning will consider:

- Learning objectives.
- Learner needs.
- Staffing requirements.
- Supervision ratios.
- Accessibility.
- Transport arrangements.
- Medical needs.
- Medication requirements.
- Communication needs.
- Emergency procedures.
- Weather conditions where applicable.
- Venue suitability.

Visits will only proceed once appropriate approval has been obtained.

7. Risk Assessment

A suitable and sufficient risk assessment will be completed before all planned off-site activities.

Risk assessments will consider:

- The activity.
- The environment.
- Individual learner risks.
- Behaviour support needs.
- Medical conditions.
- Travel arrangements.
- Staffing levels.

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- Lone working risks where applicable.
- Emergency arrangements.
- Safeguarding considerations.

Staff will also undertake dynamic risk assessments throughout activities where circumstances change.

Positive risk taking will be promoted wherever appropriate to support learner independence whilst maintaining safety.



8. Staffing and Supervision

Appropriate staffing levels will be determined according to:

- Learner needs.
- Individual risk assessments.
- Behaviour support plans.
- Medical requirements.
- Activity risks.
- Venue requirements.
- Transport arrangements.

All staff supporting off-site activities will:

- Be familiar with learner needs.
- Understand relevant risk assessments.
- Follow safeguarding procedures.
- Carry emergency contact information.
- Know emergency procedures.
- Report concerns immediately.

9. Learner Preparation

Learners will be supported to prepare for off-site activities through:

- Pre-visit discussions.
- Visual timetables where appropriate.
- Social stories.
- Route planning.
- Travel preparation.
- Safety awareness.

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- Expectations of behaviour.
- Appropriate clothing and equipment.

Preparation will be personalised according to individual communication and learning needs.



10. Transport

Where transport is required, TOAST will ensure:

- Vehicles are safe and appropriate.
- Drivers are suitably authorised and competent.
- Seat belts are worn where available.
- Wheelchair users are transported safely where applicable.
- Medication accompanies learners where required.
- Emergency contact information is available.

Transport arrangements will comply with organisational health and safety procedures.

11. Safeguarding

Safeguarding remains paramount during all off-site activities.

Staff will:

- Maintain appropriate supervision.
- Follow safeguarding procedures.
- Respond promptly to concerns.
- Record safeguarding incidents in accordance with organisational procedures.
- Ensure learners know who to approach if they feel unsafe.

Where external providers are involved, appropriate safeguarding arrangements will be considered during planning.

12. Medical Needs and First Aid

Learners' medical needs will be considered before every activity.

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This may include:

- Medication requirements.
- Care plans.
- Emergency healthcare plans.
- Allergies.
- Dietary requirements.
- Accessibility needs.

Appropriate first aid provision will be available throughout the activity.

13. Incident Reporting

Any accident, incident, near miss or safeguarding concern occurring during an off-site activity will be:

- Responded to appropriately.
- Reported to the relevant manager.
- Recorded in accordance with organisational procedures.
- Reviewed to identify any learning or improvements required.

Parents, carers or relevant professionals will be informed where appropriate.

14. Roles and Responsibilities

Leadership Team

The Leadership Team will:

- Ensure safe systems are in place.
- Approve appropriate off-site activities.
- Monitor compliance with this policy.
- Support continuous improvement.

Tutors

Tutors will:

- Plan educational visits.
- Complete risk assessments.
- Ensure learning objectives are clear.

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- Maintain learner records.
- Evaluate learning following activities.



Learning Support Practitioners

Learning Support Practitioners will:

- Support learners throughout activities.
- Promote independence.
- Follow agreed support plans.
- Report concerns promptly.
- Contribute to risk management.

Learners

Learners are encouraged to:

- Follow safety instructions.
- Respect others and the community.
- Participate positively.
- Report concerns to staff.
- Take increasing responsibility for their own safety where appropriate.

15. Equality and Inclusion

TOAST is committed to ensuring all learners have equitable access to off-site learning opportunities.

Reasonable adjustments will be made to enable participation wherever possible, taking account of individual support needs, communication preferences and accessibility requirements.

16. Confidentiality

Information relating to learners, including medical information and emergency contact details, will be managed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and organisational policies.

Information will only be shared where there is a legitimate professional need or where safeguarding or legal obligations require disclosure.

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17. Monitoring and Review of this Policy

This policy will be reviewed annually or sooner where required following:

- Changes in legislation or statutory guidance.
- Health and safety guidance updates.
- Safeguarding updates.
- Serious incidents or near misses.
- Ofsted inspection findings.
- Organisational changes.
- Identified areas for improvement.

Any amendments will be approved by the Leadership Team and communicated to all relevant staff.