

Learning, Educational Visits and Community Activities Policy

Academic year 2026–2027



LIMISHA

TRAINING ACADEMY

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Contents

1. Purpose	3
2. Approval.....	3
3. Learner-specific planning	3
4. Consent and information	3
5. External providers and due diligence	3
6. Staffing and supervision	3
7. Transport.....	4
8. Emergency response	4
9. Monitoring and Review	4

Off-Site Learning, Educational Visits and Community Activities Policy

1. Purpose

To ensure off-site learning, educational visits and community activities are educationally valuable, inclusive and planned so that foreseeable risks are identified, controlled and managed. This policy supports Hampshire County Council expectations for educational visits and outdoor learning, including proportionate planning, approval and assurance through Hampshire's EVOLVE arrangements where applicable, and reflects the duty to make suitable provision and reasonable adjustments for learners with special educational needs and disabilities.

2. Approval

Every activity must have a named visit leader, documented purpose, risk assessment or risk-benefit assessment, staffing and supervision plan, emergency contacts, consent arrangements where required, transport plan and approval proportionate to risk. Activities requiring external approval, adventurous activities, residential visits or higher-risk provision must be submitted through the appropriate Hampshire EVOLVE process or commissioner-approved route before taking place.

3. Learner-specific planning

Staff must consider each learner's EHCP or support plan, medical needs, medication, mobility, communication, cognition and learning, social, emotional and mental health needs, behaviour, safeguarding, transport, sensory needs, absconding risk, personal care, dietary needs and reasonable adjustments. The visit leader must check that the activity is suitable for the learner's age, ability, aptitude and special educational needs, and must record any individual adjustments, control measures and staff briefings required.

4. Consent and information

Parents/carers and commissioners will receive appropriate information about the purpose, venue, dates and times, staffing, transport, cost if any, activities, expected benefits, foreseeable risks and emergency arrangements. Specific consent will be obtained where required by the nature or risk of the activity. Up-to-date medical, additional needs, dietary, medication and emergency contact information must be collected and shared securely with staff who need it for safe supervision.

5. External providers and due diligence

Where external venues, instructors, alternative provision providers or community organisations are used, the Academy will complete proportionate due diligence before the activity starts. This will include safeguarding checks, insurance, qualifications or competence, risk assessments, first aid arrangements, accessibility, behaviour and supervision expectations, information sharing, emergency procedures and confirmation that the provision is suitable for the learner's needs. Use of an external provider does not remove the Academy's responsibility to assure ongoing safeguarding, suitability and oversight.

6. Staffing and supervision

Staffing ratios will be determined by risk, learner need, activity type, venue, transport and the competence of supervising adults, not simply by numbers. The visit leader must ensure staff understand individual support plans,

de-escalation strategies, communication needs, safeguarding arrangements, headcount procedures and emergency actions. At least one staff member must have access to emergency information, first aid arrangements and a charged telephone.

7. Transport

Only lawful, insured, accessible and suitable transport arrangements may be used. Seatbelts, driver checks, vehicle suitability, collection and return arrangements, passenger assistance, medication or equipment needs, behaviour support and contingency plans for delay or breakdown must be confirmed before travel.

8. Emergency response

The visit leader will contact emergency services where needed, then the Academy and relevant commissioner or parent/carer contacts in line with the agreed emergency plan. Attendance and headcounts must be maintained throughout. Staff must know what to do if a learner becomes distressed, unwell, missing, injured or unable to continue with the planned activity. Serious incidents, safeguarding concerns and near misses must be escalated promptly and recorded.

9. Monitoring and Review

Incidents, near misses and learning points will be recorded and used to improve future planning. Learner feedback, parent/carer feedback, commissioner feedback and staff learning points will also be considered where appropriate. This policy will be reviewed at least annually, or sooner following a significant incident, change in Hampshire guidance, change in SEND or alternative provision requirements, or change in the Academy's operating arrangements.