EDUCATIONAL VISITS AND OUTING POLICY 2025–2026

Organisation: Manchester Top Team Youth Project (MTTYP) – Alternative Provision

Reviewed: 1 September 2025 | **Next Review:** 1 September 2026

Designated Safeguarding Lead (DSL): Daryl-Anne Baguley – 07523 983890

Deputy Designated Safeguarding Lead (DDSL): George Smith – 07728 793456

1. Statement of Intent & Scope

MTTYP believes that educational visits, community outings, outdoor activities, and off-site 1:1 mentoring enrich the personal, social, and educational development of our alternative provision learners.

Because off-site activities introduce unique operational and safeguarding variables, this policy sets out rigorous planning, risk management, and supervision standards to ensure the absolute safety and wellbeing of every young person. This policy applies to all staff, sessional mentors, tutors, volunteers, and students participating in any off-site provision.

2. Planning, Approval & Ratios

- **Management Authorisation:** All off-site visits, community mentoring walks, sports outings, or residential trips must be formally approved in advance by Executive Management and the DSL.
- **Staff-to-Student Ratios:** Ratios are determined by the nature of the activity, location, and risk profile of participating students. For standard off-site mentoring, a **1:1 or 1:2 ratio** is typically maintained. Group outings maintain a maximum ratio of **1:4** (or tighter where high-risk behaviours or SEND needs require it).
- **Parental / Commissioning Consent:** Comprehensive parental/carer and commissioning school consent is secured during initial student onboarding for standard local mentoring activities, with specific written consent required for high-activity or residential trips.

3. Mandatory Dynamic Risk Assessments & Safety Protocols

Phase 1: Pre-Visit Planning

├── Complete Activity & Location Risk Assessment

└── Appoint Designated First-Aid Lead & verify emergency contact cards

Phase 2: Immediate Pre-Departure Check

├── Execute signed Dynamic Risk Assessment before leaving base

└── Log destination, travel route, and expected return time centrally

Phase 3: Ongoing Monitoring & Return

├── Active supervision and dynamic monitoring during visit

└── Confirm safe return and close out central activity log

3.1 Pre-Visit & Dynamic Risk Assessments

- **Standard Risk Assessment:** A formal written risk assessment covering the specific venue, transport method, weather contingencies, and individual student vulnerabilities must be completed and filed prior to the trip.
- **Mandatory Dynamic Risk Assessment:** Immediately prior to departure (for both 1:1 off-site mentoring and group trips), the lead staff member must complete and sign a **Dynamic Risk Assessment**. This evaluates immediate factors such as weather conditions, public crowd levels, student emotional state, and staff fitness, ensuring that any last-minute risks are actively controlled before leaving the base.

3.2 Emergency Contact Cards & First-Aid Provision

- **Emergency Contact Cards:** Every staff member leading an off-site session must carry physical or digital emergency contact cards containing:
    - Direct contact numbers for DSL Daryl-Anne Baguley and DDSL George Smith.
    - Commissioning school emergency lines and student emergency contacts.
    - Local emergency services and medical facility details.
- **Designated First-Aid Lead:** Every off-site trip or mentoring team must include a designated, qualified **First-Aid Lead** equipped with a portable first-aid kit and student medical/allergy profile summaries.

4. Outings for Meals, Cafes & Lunch Breaks

Given that MTTYP delivers community-based mentoring and full-day alternative provision, staff may incorporate lunch breaks or cafe visits into 1:1 or group timetables:

- **Approved Venues:** All meal breaks and lunch outings must take place in public, well-lit, pre-approved commercial venues (e.g., public cafes, food courts, or designated community venues). Private or secluded spaces are strictly prohibited.
- **Allergies & Dietary Profiles:** Prior to taking a student out for meals or purchasing food, staff must check the pupil's medical record, EHCP summary, or onboarding profile for known food allergies, intolerances, or dietary requirements.
- **Financial & Subsistence Controls:** Where MTTYP provides a lunch allowance or purchases food for students, expenditure must be pre-authorized, within agreed MTTYP daily budgets, and backed by itemized receipts submitted to finance. Personal money must never be exchanged or gifted directly to students.

- **Maintaining Professional Boundaries:** Staff must maintain professional adult-student boundaries during informal dining settings, ensuring conversation remains constructive, safe, and appropriate to mentoring goals.

5. Transport & Communication Standards

- **Public Transport & Walking:** When utilizing public transport or walking in the community, staff must maintain close proximity, clear line of sight, and adherence to public safety guidelines.
- **Staff Vehicles:** Transporting students in personal vehicles is strictly prohibited unless pre-authorised by management, covered by comprehensive business vehicle insurance, and verified against valid MOT and driving license checks.
- **Communication Checks:** Staff must carry a fully charged, MTTYP-issued mobile phone and check in with the base/DSL at scheduled intervals during extended outings.

6. Emergency Response & Incident Management

If an emergency occurs during an off-site visit (e.g., medical emergency, severe behavioural incident, missing student, or accident):

1. **Secure Safety:** The lead staff member prioritises the immediate physical safety of all students present.
2. **Emergency Services:** Call **999** immediately if police, ambulance, or fire services are required.
3. **DSL Notification:** Notify **DSL Daryl-Anne Baguley (07523 983890)** as soon as it is safe to do so.
4. **Parental & School Liaison:** Management will inform parents/carers and the commissioning school without delay.
5. **Post-Incident Review:** A full incident report and review of the trip risk assessment must be completed within 24 hours.