L-FIT PATHWAYS

Educational Visits & Off-Site Activities Policy

Planning and delivering off-site provision safely

15-17 Irlam Road, Bootle, Liverpool, L20 4AE · Alternative Provision for Ages 5–25

ADOPTED POLICY

This policy has been formally adopted by L-Fit Pathways' co-directors and is in effect from the date shown below. Any section still shown in [square brackets and amber text] is organisation-specific detail that remains to be confirmed and inserted - it does not affect the rest of the policy's validity but should be completed as soon as possible.

Version: 1.0 (Adopted)
Date Adopted: 16 September 2026
Next Review Due: 16 September 2027 (or sooner following any legislative change or relevant incident)

1. Statement of Intent

L-Fit Pathways delivers some provision off-site, including outdoor Forest School elements and community-based Life Skills sessions such as travel training. Forest School is delivered in partnership with an outsourced, registered Forest School provider; L-Fit Pathways retains responsibility for safeguarding, supervision and the planning of each session. This policy sets out how off-site activities are planned and delivered safely.

2. Legal Framework

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Activity Centres (Young Persons' Safety) Act 1995 and the Adventure Activities Licensing Scheme (AALS) — applies to specific licensable activities (caving, climbing, trekking, watersports) for under-18s

3. Scope

This policy applies to any session delivered away from our 15-17 Irlam Road premises, including Forest School outdoor sessions, community-based Life Skills sessions, and any other planned excursion. None of L-Fit Pathways' current off-site activities fall within a licensable AALS category (caving, climbing, trekking or watersports); this is reviewed before any new off-site activity is introduced, and an AALS licence would be obtained before delivering any activity that did require one.

Before working with any outsourced Forest School provider, L-Fit Pathways checks evidence of a recognised Forest School leader qualification, current public liability insurance and Enhanced DBS checks for every adult who will work with young people, and records these on file.

4. Planning & Risk Assessment

- A written, activity-specific risk assessment is completed before any off-site activity — see our Risk Assessment document
- Venues and routes are checked in advance by staff wherever possible
- Staff-to-young-person ratios are increased for off-site activities compared with on-site sessions

5. Consent & Information

- Parental/carer consent is obtained before a young person takes part in any off-site activity
- Emergency contact details are carried by staff on every off-site session

6. Transport

L-Fit Pathways does not transport young people by vehicle; parents/carers or referring settings are responsible for transport to and from any off-site meeting point.

7. Emergency & Missing Person Procedure

Staff carry a means of contacting L-Fit Pathways and emergency services at all times off-site. Our Missing Child Procedure (set out in the Safeguarding & Child Protection Policy) applies equally to off-site sessions.

8. Insurance

Off-site activities are covered under L-Fit Pathways' Public Liability insurance.

[OUTSTANDING - Adam/Craig to confirm insurance provider/policy number and that off-site/outdoor activity is explicitly included (see also Health & Safety Policy)]

9. Roles & Responsibilities

The member of staff leading an off-site session is responsible for that session's risk assessment and ratios, with overall responsibility held by the Co-Directors.

10. Monitoring & Review

This policy is reviewed annually, or sooner following an incident or the introduction of a new off-site activity.

Policy adopted on: 16 September 2026 — Next review due: 16 September 2027