

Trips and outdoor activities policy

Organisation: Lunar Hub

Policy owner: Lunar Hub Leadership Team

Date reviewed: May 2026

Next review date: May 2027

Applies to: All staff, learners, volunteers, and contractors



Purpose

Lunar Hub is committed to ensuring that all trips and outdoor activities are planned and carried out safely, with appropriate risk management in place. This policy applies to any activity that takes place outside the usual tuition room, including local visits, educational trips, off-site learning, and outdoor learning activities.

All trips are planned to support learning outcomes while maintaining the safety, wellbeing, and supervision of all learners.

Aims

Lunar Hub aims to ensure that:

- all trips are properly planned and risk assessed
- learner safety is maintained at all times
- appropriate supervision levels are in place
- risks are identified and managed effectively
- trips have clear educational purpose and outcomes
- safeguarding procedures are fully applied off-site
- staff understand their responsibilities during off-site activities

Planning and approval

All trips and outdoor activities must be approved in advance by the leadership team.

Before any trip takes place, the following must be considered:

- educational purpose and relevance
- suitability of venue and environment
- risk assessment completion
- staffing ratios and supervision requirements
- travel arrangements and transport safety
- accessibility and SEND requirements
- emergency procedures and contact arrangements

No trip may proceed without approval from leadership.

Risk assessment

A written risk assessment must be completed for every trip or outdoor activity. This will consider:

- travel risks
- environmental hazards
- learner behaviour and supervision needs
- medical and health considerations
- safeguarding risks
- emergency procedures

Risk assessments must be reviewed if circumstances change, including weather conditions, staffing changes, or learner needs.

Staffing and supervision

Staffing levels will be determined based on the nature of the activity, group size, and learner needs.

At least one member of staff will be designated as the trip leader and will be responsible for:

- overall supervision and decision-making
- maintaining headcounts
- ensuring the risk assessment is followed
- managing emergencies
- maintaining communication with the organisation

Staff must maintain active supervision at all times and ensure learners are accounted for throughout the activity.

Safeguarding on trips

Safeguarding remains a priority during all off-site activities. Staff must remain vigilant and follow all safeguarding procedures as they would in the tuition setting.

Any safeguarding concerns must be reported immediately to the designated safeguarding lead. Staff must also ensure that appropriate boundaries are maintained at all times.

Learner behaviour on trips

Learners are expected to follow the same behaviour expectations as in the tuition setting, with additional instructions given for safety reasons.

Staff will ensure clear expectations are communicated before and during the trip. Where behaviour presents a risk to safety, appropriate action will be taken, which may include removal from the activity or return to base.

Medical needs and first aid

Any medical conditions or needs must be known in advance and recorded as part of the trip planning process.

At least one member of staff will carry appropriate first aid provision, and any required medication (such as inhalers or epipens) must be accessible and managed in line with agreed procedures.

Transport

Where transport is required, it must be:

- safe and appropriate for learners
- legally compliant (including insurance and licensing)
- risk assessed
- supervised appropriately

Learners must remain under staff supervision throughout transport arrangements.

Emergency procedures

In the event of an emergency during a trip, staff must:

- ensure immediate safety of learners
- contact emergency services if required
- inform the leadership team as soon as possible
- follow safeguarding procedures where relevant
- record all incidents after the event

A designated emergency contact must be available throughout all trips.

SEND and accessibility

Lunar Hub recognises that some learners may have additional needs which require reasonable adjustments during trips and outdoor activities. These may include:

- additional staffing support
- adapted activities
- sensory considerations
- planned breaks or structured routines
- transport adjustments where needed

All learners will be supported to participate safely and appropriately wherever possible.

Consent

Written consent must be obtained from parents, carers, or commissioning schools before any learner participates in a trip or off-site activity.

Consent should cover:

- nature of the activity
 - transport arrangements
 - emergency procedures
 - medical information
 - behaviour expectations
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Review and monitoring

This policy will be reviewed annually or sooner if required due to changes in legislation, guidance, or operational practice. All trips will be evaluated after completion to identify learning points and improve future planning.

Linked policies

This policy should be read alongside:

- Safeguarding and child protection policy
- Health and safety policy
- Risk register policy
- Behaviour and relationships policy
- SEND policy
- First aid policy
- E-safety and ICT policy