



## Off-site Visits Policy

**Last approved: 15th December 2025**

**Approved by: Quality Committee**

**Next review due: September 2026**

## **Safeguarding**

BN1 Arts supports government expectations that learning providers should support students to be resilient and mentally healthy. BN1 Arts is committed to providing a safe environment that fosters trust and to create a culture that supports mental health.

## **Purpose**

BN1 Arts values experiential learning and community engagement. Off-site visits enrich our students' education by providing opportunities to connect with industry, culture, and society beyond the classroom. This policy ensures that all visits are safe, inclusive, and purposeful.

## **Scope**

- Applies to all BN1 Arts students, staff, and visiting participants involved in off-site activities.
- Covers academic trips, performances, workshops, exhibitions, community projects, and industry visits.
- Applies to both local and international visits.

## **Responsibilities**

- Organising Staff: Plan visits, conduct risk assessments, and communicate expectations.
- Students: Follow guidance, uphold BN1 Arts values, and act responsibly.
- Parents/Guardians (where applicable): Provide consent for under-18 participants.
- BN1 Arts Leadership: Approve visits, ensure compliance with safeguarding and health & safety standards.

## **Planning & Approval**

- An Events and Guests booking form must be completed.
  - Booking procedure [BN1 Arts External Guest Booking Procedure.docx](#)
  - Booking form <https://forms.gle/EKCFaUdaJcskE2Mw7>
- All visits must be approved by BN1 Arts leadership prior to confirmation.
- A written risk assessment must be completed, covering travel, venue, activities, and participant needs.
- Accessibility and inclusion must be considered at every stage.

- Emergency contacts and contingency plans must be documented.

### **Travel & Logistics**

- Transport must be safe, reliable, and compliant with legal standards.
- Students must arrive promptly at designated meeting points.
- Staff will ensure headcounts and safe boarding/disembarking.
- International visits require valid travel documents and insurance.

### **Conduct & Expectations**

- Students represent BN1 Arts and must uphold its values of respect, creativity, and inclusion.
- Alcohol, drugs, and unsafe behaviour are strictly prohibited.
- Any breach of conduct may result in disciplinary action.

### **Health, Safety & Safeguarding**

- First aid provision must be available during visits.
- Staff must carry emergency contact details and medical information where relevant.
- Safeguarding procedures must be applied, with designated staff responsible for the safety welfare.

### **Inclusion & Accessibility**

- BN1 Arts is committed to ensuring all students can participate.
- Adjustments will be made for students with disabilities, health conditions, or other needs.
- Financial support may be available to ensure equitable access.

### **Consent & Documentation**

- Written consent is required for under-18 students.
- Information packs will be provided, including itinerary, contact details, and expectations.
- Attendance records will be maintained for all visits.

### **Communication**

- Clear pre-visit briefings will be given to students.
- Parents/guardians (where applicable) will be informed of arrangements.
- Post-visit evaluations may be conducted to improve future planning.

## **Compliance**

This policy aligns with:

- BN1 Arts safeguarding Policy
- UK Health & Safety legislation
- Equality Act 2010
- Insurance and liability requirements

## **Review**

This policy will be reviewed annually by BN1 Arts governance structure to ensure it remains current, inclusive, and effective.