



Venture
Learning

Site-Based Activities Policy

Venture Learning

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Introduction

At Venture Learning we believe that student engagement is significantly enhanced by practical and immersive experiences. Practical activities outside of normal classroom learning may pose additional risks that are not covered by the site's general risk assessment and daily staff practices.

Venture Learning recognises that all practical activities involve some level of inherent risk. Risk management will be proportionate and will seek to balance educational and developmental benefits against foreseeable risks, ensuring that pupils can participate in meaningful learning experiences without unnecessary restrictions.

Site-based activities include any practical, vocational, recreational, enrichment, outdoor, construction, science, food technology, animal care or other activities taking place on Venture Learning premises that involve hazards beyond those encountered during routine classroom learning.

This policy lays out guidelines to ensure that such activities are enjoyed in the safest way possible. In particular it ensures that:

- Site based activities have an identifiable benefit, with clear objectives.
- The management of all activities will be based on the outcome of suitable and sufficient planning.
- Systematic written procedures, based on reasonable and sensible risk/benefit management process support staff when leading practical activities. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.
- While undertaking practical activities it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- There should be a member of staff on site who holds an appropriate current first aid qualification and have access to a first aid kit at all times (see Medical Policy).

Venture Learning recognises that safeguarding and promoting the welfare of children is everyone's responsibility. All site-based activities must be planned and delivered in accordance with the school's Safeguarding and Child Protection Policy, Keeping Children Safe in Education (KCSIE) 2026 and Working Together to Safeguard Children 2026. Any safeguarding concern identified during an activity must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with school procedures.



Key Staff and Contacts

Provision Based Contacts

Name	Role
Rhys Griffiths	Chair Of The Proprietary Board
Rich Hill	Head Teacher & Designated Safeguarding Lead
Gemma Waddington	Off-Site Visits Coordinator Designated Safeguarding Lead
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Section 1: Planning for Site-Based Activities

Any activity that falls within the parameters of normal classroom learning does not need special planning or approval. It is likely that there will be many small-scale practical activities that are built into classroom learning (e.g. learning games, basic arts and crafts) and these do not require specific risk assessments. However, if a teaching member of staff is unsure they should consult with the Head Teacher or a senior member of staff for advice.

If a practical activity involves asking students to do something or use some equipment that they would not usually use on a day-to-day basis (e.g. cooking, science experiments, construction), then the activity should be risk assessed and approved by the Headteacher and Deputy Headteacher.

Activities must be planned and delivered in a manner that promotes equality, inclusion and accessibility. Staff must actively challenge discriminatory language, prejudice and inappropriate behaviour.

1.1 Risk assessment for site-based activities

All practical activities should have a clear and meaningful learning objective, which can be recorded on the risk assessment.

Practical activities that take place regularly (such as cooking) do not need to be risk assessed per session but for the overall activity. However, if there is a particular session that involves a specific piece of equipment which may pose risk, the general risk assessment **must** be updated prior to that session taking place. A student specific risk assessment must also be completed so teachers are aware of increased or specific risks based on the students in their session. Individual risk assessments will consider SEND needs, medical conditions, behaviour support plans, safeguarding concerns, supervision requirements and any known vulnerabilities that may affect participation.

In addition they will include consideration of:

- Child-on-child abuse risks
- Sexual harassment
- Harmful sexual behaviour
- Bullying
- Discriminatory behaviour
- Online safety risks
- Vulnerability to exploitation
- Lone working with pupils
- Use of digital devices, photography and filming

Where site-based activities involve the use of technology, staff must ensure compliance with the school's Online Safety Policy, Acceptable Use Agreement and Data Protection procedures. Any online safety concerns must be reported through safeguarding procedures.



Relevant risk assessment information, safeguarding concerns and control measures should be shared with staff involved in activities on a need-to-know basis, in accordance with data protection legislation and safeguarding requirements.

All risk assessments must be approved by the Headteacher. Teachers leading practical activities must have familiarised themselves with the most up to date risk assessment prior to delivering the session. It is the responsibility of the staff member planning and risk assessing the activity to ensure this has been shared.

1.2 Risk management for site-based activities

The Head Teacher should be satisfied that staff are sufficiently competent to lead the activity. Specific levels of competence may be required depending on any activities being led.

In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and establishment risk assessment.

If a teacher feels uncomfortable leading an activity and managing the associated risks they must speak to the Head Teacher prior to the start of the session. In these cases, the Head Teacher **must** review the risk assessment with that member of staff to identify areas for improvement.

Constant and vigilant supervision is required for practical activities to manage identified risks as well as to identify any new risks that may arise during an activity. Staff must remain alert to child-on-child abuse, including bullying, sexual harassment, sexual violence, harmful sexual behaviour, initiation activities, abusive behaviour within relationships and online abuse. Concerns must be managed in accordance with the Child Protection and Behaviour Policies.

Staff must continuously assess both safety and safeguarding risks throughout activities. Where new concerns arise relating to behaviour, child protection, peer relationships, exploitation, inappropriate language, discrimination or welfare, staff must take immediate action and inform the DSL as appropriate. Any additional or increased risks during a session so the risk assessment can be updated accordingly.



Section 2: Incident Management

The following conditions should be ensured:

- all participants, including staff, are aware of all safety procedures and risks involved in the activity;
- students are briefed on what they must do in case of an injury or incident (for example, putting down or stepping away from any equipment)
- provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident;
- there are sufficient staff available to deal with an incident and take charge of the rest of the group.

All accidents should be recorded via normal accident recording procedures.

Safeguarding incidents, disclosures, allegations, concerns regarding conduct, child-on-child abuse, online safety incidents or welfare concerns arising during activities must be recorded and reported using Venture Learning safeguarding procedures

Section 3: Insurance liability

The following conditions should be ensured:

- that all new equipment is added to the insurers asset register to ensure the sufficient sum is insured
- confirmation from the insurer that no activity is classed as an excluded activity in the policy wording
- that all approved activities are thoroughly risk assessed, and specialist training provided where required

