

## Safeguarding the Health and Safety of Learners on Visits

Martec is strongly committed to practices that protect children, young people and vulnerable adults from harm when undertaking visits outside the training centre. Staff recognise and accept their responsibility to develop the awareness of the risks and issues involved in safeguarding the learners.

From time to time learners will be able to take part in activities/visits which will enhance their experience with us. To facilitate this Martec will follow a procedure which will ensure the safety of learners.

### **Insurance**

Martec shall have in place insurance to cover learners and staff during activities/visits outside the training centre.

### **Parental Consent**

In order to take part in activities/visit outside the training centre, parental consent must be obtained. Parental Consent forms, which includes medical details, will be issued to learners on their first day of attendance with the request that they be returned, duly completed, as soon as possible.

### **Planning Visits**

Formal planning of the visit must take place. This will be done by the Tutor leading the visit who will ensure that a Risk Assessment is undertaken. He/she will complete an 'Application for Approval' Form and pass to the Centre Manager for approval, together with the consent forms for those learners taking part in the activity/visit.

No learner shall take part in activities/visits outside the training centre if parental consent has not been obtained, in writing.

### **Summary of Information**

A Summary of Information sheet shall be completed prior to the visit, giving details of each person taking part in the activity/visit, this will include names, date of birth, home address, next of kin, contact telephone number and any relevant medical information. This sheet will be taken on the activity/visit by the Lead Tutor.

### **Information given to Learners**

All learners will be given information, prior to the visit on their safety and security. This will include information on what the learner must do in the event of getting lost or into difficulties. All learners will be given an emergency contact number.

### **Following the Visit**

At the end of the visit and within five working days the Lead tutor will complete an evaluation of the visit for future reference.