



PONY PARTNERSHIPS



Transport & Off-Site Visits Policy – 2025–2026

Name of Organisation: Pony Partnerships CIC

Venue/Address: All venues

Date of Review: 1 September 2025

Date of Next Review: 31 August 2026

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1. Introduction

Pony Partnerships CIC provides learning and therapeutic experiences which may include off-site visits and the use of transport. We are committed to ensuring the safety of all participants during travel and visits.

2. Aims

- Provide clear guidance for planning, approving, and conducting off-site visits.
- Ensure safe transport arrangements.
- Safeguard all learners, staff, and volunteers.

3. Risk Assessment

- A risk assessment must be completed before all trips.
- Consider medical needs, supervision ratios, and safeguarding risks.
- Parental consent must be obtained for all off-site activities.

4. Transport Safety

- Staff transporting learners must have valid driving licences, insurance, MOT, and business use cover.
- Seatbelts must be worn at all times.
- Learners will not travel alone with one member of staff unless risk assessed and agreed.
- Minibus use must comply with DVSA and DfE guidance.

5. Supervision

- Appropriate staff-to-learner ratios will be maintained.
- At least one trained first aider will accompany each off-site trip.
- Emergency contacts and procedures must be in place.

6. Safeguarding

- Learners must never be left unsupervised.
- Staff will not use personal phones/cameras for trip photographs (see Photography Policy).

7. Monitoring

- Post-visit evaluations will be completed to review safety and wellbeing.