



## Ash Manor School

### Off-Site Activities Guidance Policy

<b>Governors' Committee Responsible:</b>	Experience
<b>Nominated Lead Member of Staff:</b>	Deputy Headteacher
<b>Status &amp; Review Cycle:</b>	Non-statutory 3 years
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## **Purpose**

Ash Manor School aims to enrich and enhance students' learning in exciting and motivating environments and activities while taking all reasonable steps to ensure their safety and well-being.

At Ash Manor we believe that educational activities that take place off site are of immeasurable benefit to students giving them the opportunity to experience different environments and cultures. The school recognises off site visits encourage students to learn in fresh and innovative ways and contribute immensely to their academic progress, investigative skills, independence and self-esteem. This guidance notes that all reasonable steps to ensure the safety and well-being of students and staff are paramount.

## **Guidelines for Staff**

These are the general principles for offsite activities and must be read in conjunction with the policies listed at the end.

## **Principles**

- Visits must have an explicit educational value in order to run wholly in school time.
- Adult supervision should cause minimum disruption to classes; maximum use should be made of non-teaching adults. They must be appraised of their duties and be DBS checked.
- Visits should be arranged where possible to minimize disruption to student's time in lessons.
- Visits are scheduled to take place over the academic year so that there are not too many visits for students or staff at the one time.
- Visits must be costed to cover all expenses (please refer to Charging and Remissions Policy with regard to charging for educational visits during school time).

## **Process**

- Permission to plan a visit must be given by the Headteacher.
- All proposed visits must be fully discussed with the Educational Visits Coordinator (EVC) at a preparatory stage; all school, County and DofE procedures must be met in full.
- All applications for County permission will be completed via "Evolve".
- A risk assessment must be completed prior to the visit.
- All residential visits must be published in the school calendar.
- For residential trips there is an expectation that parents will be invited to an evening presentation where the expectations of the trip can be explained and parent/carers have the opportunity to ask questions.
- Every offsite visit out of school hours will have a dedicated SLT duty member of staff in line with Operation Duke.
- All procedures in the "Off Site Activities and Educational Visits" booklets must be followed in their entirety.

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### Reference Documentation:

- School Health & Safety Policy
- Outdoor Education Advisor Panel National Guidance adopted by
- Surrey County Council
- Off Site Activities and Educational Visits
- School safeguarding Policy