

Castlethorpe First School

Offsite Visits & Outside Learning Policy

REVIEWED RESOURCES 30/1/17



An Educational Visit is Anything Outside the School Gate

This document will inform a Risk Assessment/Expectations

- Identify the educational purpose of the visit and ensure it is inclusive
- Adequate planning time is important
- The Headteacher & EVO will plan & manage the outing
- Identify cost / agree voluntary contribution, if applicable
- Ensure adequate insurance if not using the MKC policy
- Ensure headteacher approval and inform chair of governors
- The teacher leading the outing will always pre-visit and research the site, conduct a Risk Assessment, ensure any issues found can be satisfactorily resolved
- Informative letter to parents including: nominated point where all parent contacts will be held, away from those present at the outing (usually Acorn nursery) all arrangements for the day, information about who is leading the group and risk assess etc. Include timetable for the day and types of activities that may be undertaken
- Parental consent is always sought prior to visit involving transport (if vital—at the last minute—a telephone consent will suffice, if witnessed by at least 2 members of staff). Our admission pack includes a consent form for activities throughout the village. Where practicable, parents will be advised before the event
- Pupil/staff ratio should be clearly defined before each visit according to the risk assessment. Parent/other helpers are not left alone with a group unless CRB checked
- We always use a reputable transport company—children are not allowed behind the driver or in the centre of the back row
- Emergency procedures: agreed central meeting point in case of emergency, arrangements for first aid or sick children, emergency contacts for parents and adults on the visit, mobile phones for groups and all numbers circulated to each other. Incident/near miss reporting procedure in place
- SEN arrangements as appropriate
- Discipline—each group leader is responsible for the behaviour of their group
- Clothing—ensure clothing is suitable for the activity. The teacher leading the trip will inform parents by an information letter of all things relevant to the outing
- Code of Conduct (in Staff Handbook)
- Observe check list for walks/outings (displayed in staff room)