



Educational Visits and Offsite Activities Policy

We believe that school visits are an essential resource for the teaching of the National Curriculum. We aim to provide a broad, balanced curriculum and school visits are one aspect of this. Through educational visits, children are given the opportunity to develop their self confidence and leadership skills and to improve their ability to integrate socially.

For all educational visits and offsite activities, we follow the West Berkshire offsite activities guidelines.

An offsite activity is defined as being any occasion where a child is taken from the school premises, as part of an educational activity. This could be during the school day or for a sports match after school. It does not include journeys to and from the school from home.

Before any visit, the group leader should agree the visit with the Headteacher. A Risk Assessment should be completed with the SBM. This will then be uploaded into Evolve for approval. If a child needs particular care during a visit, they should be named on the risk assessment. Particular attention should be made to safety and safeguarding children..

Following approval of the visit, the group leader should seek written permission of the parents of those children involved in the visit and should arrange transport. Verbal permission from a parent is not acceptable.

For visits that involve an overnight stay, or are over 30 miles away from the school, outline permission needs to be sought at least 3 months in advance, 6 months for a residential visit, from the West Berkshire Outdoor Education Adviser.

A letter will be sent to parents each September to gain written permission for visits that need to happen within the school week. The letter will list the types of activities which may be included.

On the educational visit, West Berkshire guidelines should again be followed, but the following points should be particularly noted:

- There should be at least one adult for every 10 children in KS1 and one for every 15 in KS2 for day visits and 1 for every ten participants for residential visits. For foundation stage children the ratio is one adult to every four children.
- The group leader should carry a class list, any medication needed by the children (asthma inhalers, epipens etc.) and emergency contact details for the school and for parents
- Head counts should be taken on a regular basis
- A register and headcount must be taken prior to returning to school
- The group leader should carry a mobile phone
- The group leader is responsible for ensuring the safety of all members of the group. They must be fully conversant with the emergency procedures laid out on pages 65 to 69 of the offsite activities manual (kept in the school office).

Insurance for educational visits is provided by RPA, through the DofE.

For information on charging for school visits, see the school's charging policy.

This policy will be reviewed every two years by the Governing Body.

Date Approved

Reviewed June 2021