

	<p><b>The Duston School</b></p> <p><b>Policy</b></p>	
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<b>Policy Title</b>	<b>Off-Site Activities</b>	<b>Version No</b>	<b>3</b>
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<p><b>Rationale</b></p>	<p>Off-Site activities play an important part in pupils’ education and should be encouraged &amp; supported. They include activities such as: day visits; short &amp; long stay residential journeys; field studies out of school; foreign language exchanges; sports tours in this country &amp; abroad. Off-Site activities do not include work experience (unless involving group travel), usual journey to &amp; from school.</p> <p>All Off-Site activities must serve an educational purpose, which is clearly related to the curriculum, or form part of agreed enrichment programmes. Safety must be a prime consideration &amp; party leaders must be aware of the degree of care expected of them.</p>
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<b>Policy Statement</b>	<p>Off-Site activities should be planned to fit into an organised programme at The Duston School, allowing access to pupils of all ages, abilities and backgrounds. They should be executed with due regard to their legal context &amp; good practice, following the LA framework (<b>Northamptonshire County Council - Educational Visits Policy</b>)</p> <p>It is essential that relevant sections are familiar to, &amp; understood by, all those planning to be involved in any Off-Site activity. For residential activities &amp; those involving a foreign country, party leaders must sign the appropriate part of the Off-Site activities monitoring form.</p> <p><b>Research:</b> If a trip is residential staff should have visited venues on previous activities or preliminary visits. Evaluations and planning from previous trips can also aid in research.</p> <p><b>Planning:</b> This should be done sufficiently far ahead to ensure that there is no unreasonable risk to safety, quality or finance. There are two stages to this; the first is an outline of a proposal to obtain provisional approval. Once approved in principal the second stage requires in depth planning and is formally submitted to the SLT responsible for visits via an EV1 form. All trip and visits should be submitted ahead of the yearly deadline that will be communicated to all staff. The dates for trips and visits will be collated and communicated to all stakeholders via the trips and visits booklet.</p> <p><b>Emergency Contacts:</b> It is important that groups can be contacted or can make contact with the school. A member of professional staff not on the activity should act as contact for the group out of school hours. They should have available all relevant information.</p> <p><b>Risk Assessment:</b> It is mandatory for staff to perform a formal risk assessment as part of the planning of any off-site activity &amp; this should be an integral part of the planning held centrally by the SLT responsible for visits.</p> <p><b>Approval &amp; Monitoring:</b> Approval and monitoring arrangements for all off site activities are centralised using the LA 'Evolve' online resource system. The Duston School categorises school trips in line with LA categories A, B and C. The approval procedure for each is as follows: Cat A: SLT approval. (EV1 form to SLT member in charge of trips and visits) Cat B: SLT – Governing Body. Cat C: SLT – Off-Site &amp; Outdoor Advisory Service on behalf of the Education Department – Governing Body. Approval should be sought before financial commitment to a venture.</p> <p><b>Evaluation:</b> On return from an Off-Site activity it is good practice for an evaluation to be carried out. This is to assist in the planning of future trips of a similar nature.</p>
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<b>Staff Responsible</b>	JBA/SBE		
<b>Date approved by GB:</b>	03/12/19	<b>Review Date</b>	December 2021

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