



Governors' Committee Responsible:	Student Experience Committee
Nominated Lead Member of Staff:	Deputy Headteacher
Status & Review Cycle:	Non-Statutory
Document Version Control:	
V1.1 March 2017	
V2.0 July 2019	Policy is changed to guidance.

## 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.

## Guidelines for Staff

- 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 are planned to take place over the academic year so that there are not too many visits for students or staff at the one time.
- All residential visits must be published in the school calendar.
- 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).
- Permission to plan a visit must be given by the Headteacher.
- All proposed visits must be fully discussed with the Educational Visits Co-ordinator (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 procedures in the "Off Site Activities and Educational Visits" booklets must be followed in their entirety.

ReferenceDocumentation - School Health & Safety Policy  
- Outdoor Education Advisor Panel National Guidance adopted by Surrey County Council