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| Governors' Committee Responsible: | Student Experience Committee |
| Nominated Lead Member of Staff: | Deputy Headteacher |
| Status & Review Cycle: | Non-Statutory |
| Next Review Date: | March 2020 |
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| 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.

Reference Documentation

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