



Pool House C P School Off-Site Activities Policy

Off-Site activities are those activities arranged by or under the auspices of the school which take place outside the boundaries of the school.

The Governors of Pool House believe that off-site activities can complement and enhance the curriculum of the school by providing experiences which would not be possible within the boundaries of the school.

The school has an Educational Visits Co-ordinator (EVC) who will complete all the necessary paperwork and procedures for all school visits. The approval of the Headteacher will be sought before any commitment is made and the Governing Body will be informed of all off-site activities. The named EVC is Mr Paul Mearns.

Wherever possible the member of staff planning an off-site activity will make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability and the suitability of the facilities. The cost of the preliminary visit may be reclaimed and should be included in the overall cost of the activity.

The costing of an off-site activity should include any costs associated with the visit such as transport, entrance fee, insurance and provision of any resources or equipment relevant to the activity.

All off-site activities must have sufficient adults taking part to provide a minimum ratio of one adult to ten children with a minimum of two adults. All adults accompanying an off-site activity must be made aware of the emergency procedures which will apply.

The safety of the party is of paramount importance. During the activity the party leader must take whatever steps necessary to ensure the safety of the children remains paramount.

Transport arrangements will provide a seat for each member of the party and it is the policy at Pool House to use coaches with seat/lap belts whenever available. Where private cars are used for transport the party leader is responsible for ensuring that the insurance of each driver covers such journeys.

Parents/Carers of children taking part in an off-site activity will be provided with appropriate information about the activity. Written permission will be obtained from parents/Carers for all off-site activities.

Funding for off-site activities will be provided mainly by parental contributions (voluntary except in the case of residential visits). No child will be excluded from an activity because of an unwillingness or inability of the parent to make a contribution. The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of excluding the child from the activity.

Reviewed – Summer term 2021

