St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Learning Outside the Classroom**
Policy Reference:	**SJN049**
Description:	Framework for off-site visits
Status:	Approved by Governing Board
Category:	Non-statutory
Review frequency:	Every two years
Contact:	governors@stjohnandstnicolasschools.org.uk
Version:	**V1.2**
Other relevant policies:	Charging & Remissions
Date for Review:	May 2028

Change Record				
Version Number	**Date Approved**	**Governing Board Minute Reference**	**Description of Amendments**	**Review Date**
1.0	23.05.22	FGB Minutes 23.05.22	New federation policy, ratified by FGB.	May 2024
1.1	2.7.24 15.7.24	S&C minutes 2.7.24 15.7.24 FGB minutes	Include vision statement. Update version number/dates.	May 2026
1.2	19.5.26	19.5.26 FGB minutes	Update version number/dates	May 2028
1.3				
1.4				

St John and St Nicolas Schools Federation
Learning Outside the Classroom Policy

Our vision is 'for the good of all – through curiosity, creativity and love'. As such, we believe that school visits are an essential resource for the teaching of the curriculum. We aim to provide a broad, balanced curriculum across our federation 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 Hampshire Offsite activities and educational visits guidance (available in the school office and online).

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 between the school and home.

Before any visit, the group leader should complete a proposal form and a risk assessment (using the Evolve system: https://evolve.edufocus.co.uk/evco6/evchome_public.asp?domain=westberkslotc.org.uk).

This needs to be approved by the Educational Visits Coordinator and the Executive headteacher, before the visit can proceed.

The annual pattern of offsite visits has been approved by the Governing Board with specific approval needed for residential trips, visits to London and those that involve costs exceeding £100 per child.

Following approval of the visit, the group leader should seek permission of the parents of those children involved in the visit and should arrange transport. For local visits the school does not need individual permission forms.

For visits that involve an overnight stay, outline permission needs to be sought at least 3 months in advance and the activity must be approved by the Local Authority (again using the Evolve system).

On the educational visit, Hampshire Offsite activities guidelines should be followed, but the following points should be particularly noted:

- There should be at least one adult for every 6 children in Reception, one adult for every 8 children in Years 1 and 2, one adult for every 10 children in Years 3 and 4 and one for every 15 in Years 5 and 6 for day visits and 1 for every 10 participants for residential visits. Where a child needs an individual adult to accompany, this should not be considered as part of the ratio.
- The group leader should carry a class list, first aid kit and emergency contact details for the school, as well as a throw line if the visit is near a body of water.
- Participants should carry asthma inhalers/epipens as required
- Head counts should be taken on a regular basis
- The group leader should carry a mobile phone

The group leader is responsible for ensuring the safety of all members of the group. Staff should be conversant with all procedures in the Offsite Manual, which is available through Evolve.

Insurance for educational visits is provided by the Local Authority and premiums are paid annually.

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

The Executive Headteacher will provide an annual report to governors on all offsite visits undertaken during the academic year. This will usually be presented at the last Governing Board meeting of the academic year.