

**Plymouth Nursery Schools Federation:**

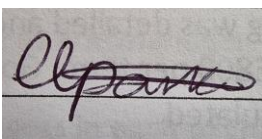


**Plymouth Nursery Schools Federation**

**Offsite Activities & Outdoor Education Policy**

Headteacher 

Dated 29/02/2024

Chair of Governors 

Dated 29/02/2024

**Review date- February 2024**

**To be Reviewed- February 2027**

## **Plymouth Nursery Schools Federation:**

### **Aims and objectives:**

Through the provision of outdoor education and offsite activities we aim to offer a full and extended curriculum which provides children with valuable learning opportunities away from the classroom environment. In doing so we will ensure all risks are assessed and staff and children's health and safety is safeguarded. This policy is to be used in conjunction with the DFE guidance on Health and Safety of Educational Visits, which can be found at:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

### **Planning:**

Staff undertaking an offsite activity will need to discuss the nature of the visit with a member of the SLT to ensure that it is appropriate and is in line with the identified educational outcomes. The allocated trip leader will undertake a risk assessment following the DFE guidance outlined above. This risk assessment will need to be approved by the Headteacher before the visit or activity is undertaken. Where appropriate, risk assessments and insurance information will be sought from the organisation hosting the visit or activity.

Signed consent will always be sought from parents/carers before children are able to participate in an offsite visit.

### **Monitoring:**

All Risk Assessments must be approved by the Headteacher and a copy held in the school office. These will be monitored regularly (at least annually and where there are any changes in the nature of the visit).

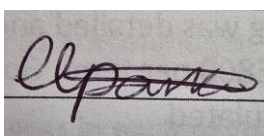
### **Inclusion:**

We strive to ensure all our pupils are included in all offsite activities that the school offers. Potential risks regarding individual needs / special needs are addressed through the risk assessment process.

### **Record Keeping:**

Copies of all risk assessments are held in the school office. All teachers leading offsite activities hold copies of the approved risk assessment / emergency contact numbers / consent forms and out of hours contact numbers where appropriate throughout the visit.

**Agreed and minuted at a virtual meeting of the Governing Body on: 29<sup>th</sup> February 2024**



Signed:

**Chair of Governors**

**Three yearly review ,  
Next review: February 2027.**

**Plymouth Nursery Schools Federation:**