

## **Plymouth Nursery Schools Federation:**

**Not protectively marked.**



**Ham Drive Nursery School  
and  
Day Care**



### **Offsite Activities & Outdoor Education Policy**

#### **Aims and objectives:**

Through the provision of Outdoor Education and Offsite activities we aim to provide 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 are safeguarded. This policy is to be used in conjunction with the Plymouth City Council document for Outdoor Education Visits and Offsite Activities. A copy is held by the Headteacher (Educational Visits Co-ordinator EVC).

#### **Planning:**

Staff undertaking an Off Site Activity will undertake a risk assessment, which will be approved by the EVC co-ordinator and Headteacher. Staff will follow guidance from the 'Outdoor Education visits and Offsite Activities' document (Health and Safety Policy for Plymouth City Council staff).

#### **Monitoring:**

All Risk Assessments must be approved by the Headteacher and a copy held in the school office. For visits providing overnight stays, visits abroad and visits including Category C activities (see page 14 PPC Document) approval is also needed from the EVC Co-ordinator based at school (this change came into practice in September 2008 prior to this it was the Local Authority based at Windsor House).

#### **Inclusion:**

We strive to ensure all our pupils are included in all Offsite activities 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.

#### **Resources:**

PCC Outdoor Education Visits and Offsite Activities document: one copy is held in the Headteacher's office

#### **Signed:**

**Chair of Governors.**

**Date: 13.07.147**

**Date for policy review: Three yearly next review July 2017.**