



St Mark's C of E Academy Policy

Policy Title	Off-Site Activities	Version No	2
Rationale	<p>Off-Site activities play an important part in pupils' education and should be encouraged & supported. They include activities such as: day visits; short & long stay residential journeys; field studies out of school; foreign language exchanges; sports tours in this country & abroad. Off-Site activities do not include work experience (unless involving group travel), usual journey to & from school.</p> <p>All Off-Site activities must serve an educational purpose, which is clearly related to the curriculum. Safety must be a prime consideration & party leaders must be aware of the degree of care expected of them.</p>		
Policy Statement	<p>Off-Site activities should be planned to fit into an organised programme at The St Mark's Academy, allowing access to pupils of all ages, abilities and backgrounds.</p> <p>All planned school trips and visits should take place in the agreed school trips and visits weeks identified on the annual calendar.</p> <p>Research: Whenever possible, staff should have visited venues on previous activities or preliminary visits. Evaluations and planning from previous trips can also aid in research.</p> <p>Planning: This should be done sufficiently far ahead to ensure that there is no unreasonable risk to safety, quality or finance. There are two stages to this; the first is an outline of a proposal so to obtain provisional approval. Once approved in principal the second stage requires in depth planning and is formally submitted to the Principal.</p> <p>Emergency Contacts: It is important that groups can be contacted or can make contact with the school. A member of professional staff not on the activity should act as contact for the group out of school hours. They should have available all relevant information.</p> <p>Risk Assessment: It is mandatory for staff to perform a formal risk assessment as part of the planning of any Off-Site activity & this should be an integral part of the planning held centrally by Pat Dunn.</p>		

	<p>Evaluation: On return from an Off-Site activity it is good practice for an evaluation to be carried out. This is to assist in the planning of future trips of a similar nature.</p>
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Staff Responsible		EHO	
School Group Responsible		Full Governing Body	
Date approved by Governing Body	September 2008	Review Date	September 2010