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WITH  
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## Offsite Activities & Outdoor Education Policy

MAYFLOWER COMMUNITY ACADMY PLYMOUTH POLICIES



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# Mayflower Community Academy

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## VERSION CONTROL SHEET

**POLICY NAME:** Offsite Activities & Outdoor Education Policy

**Policy Prepared by:** Nigel Gooding

Document date	Filename	Mtg submitted	Summary of changes required
July 2013		July PSG	New policy

**Date for policy review:**  
July 2014



### **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 in the school office and with Andrea Taylor (Administrator / EVC Co-ordinator).

### **Planning:**

Staff undertaking an Offsite 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) In addition the Risk Assessment Writer CD provides staff with step by step support in completing a comprehensive Risk Assessment.

### **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 school office.

Risk Assessment Writer CD is held in the school office.

