



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

School Faculty October 2017

OFF- SITE VISITS POLICY

PURPOSE

To provide a consistency of approach for off-site visits which ensures the safety and wellbeing of children, staff and other accompanying adults.

POLICY STATEMENT

Off-site visits are activities arranged by the School which take place outside of the School grounds. DESS believes that off-site activities can supplement and enrich the curriculum of the School by providing a wider range of experiences for children than could be provided on the School site alone. All off-site activities serve an educational purpose, enhancing and enriching the children's learning experiences and opportunities and promoting independence.

The Headteacher will establish a clear and coherent structure for the planning and evaluation of off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of children and staff at all times. These guidelines are available on the Teachers' internal server. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits will usually take place within the School day, however some may take place over the planned School holiday break.

Off-site visits range from short excursions into the local area for Foundation Stages and Key Stage 1, and progress to overseas residential trips towards the end of Key Stage 2.

Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities which could include:

- Literacy – theatre visits, cinema visits, visits by authors
- Science – use of the School grounds, visits to the museums
- Numeracy – use of shape and number trails in the local environment
- History – visits to forts, local area, local museums
- Geography – use of local area for fieldwork, village trails
- Art and design – art gallery visits, use of locality
- PE- a range of sporting fixtures, extra-curricular activities, "team" visits
- Music – extra-curricular activities, theatre visits
- Design and technology – visit to local area, local industry
- ICT – its use in local shops/libraries etc
- PSHE and citizenship – visit to fire station, use of the local area
- Languages – visit to Embassies, interest week activities, cultural village



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Responsibilities

The Headteacher is involved in the planning and management of off-site visits in the following way:

- ensuring that Risk Assessments guidelines are understood and followed;
- ensuring that Risk Assessments are completed and checked prior to the activity taking place;
- supporting the Governing Body in their decisions in relation to off-site visits;
- assigning competent staff to lead and help with trips including a qualified First Aider;
- advising group leaders on staff: pupil ratio; as per the Staff H and S manual on the server under Risk Assessments guidelines (link below).
- liaising with the group leader prior to the activity to ensure that all off-site visit procedures have been completed and that medical and permission slips have been obtained; and
- keep records of visits and ensure there is regular generic assessments of the risks (e.g. road crossing, flight transfer, outdoor pursuits etc.)

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by air or sea, the Head teacher will seek the approval of the Governing Body before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that he/she is included. We may need to seek help/advice/guidance from parents to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Refer to the Risk Assessment guidelines. (Z:\Teachers Public\SCHOOL TRIPS and RA)

