



Policy title	Outings & Visits Policy
Written by	Natalie Pitts (Nursery Teacher)
Policy owner	Rob Smith (Principal)

Status	Approved
Summary of change	Section 1, Section 2, Appendix 1

Approval date	May 2024
Approval authority	Principal
Review date	May 2025

1. Planning

- 1.1 We like to use the local area and wider environment to support the children's learning and development.
- 1.2 The Nursery Teacher or designated member of staff completes is required to complete a 'visit approval form' and submit this to the Principal prior to planning a visit.
- 1.3 Once approved, a 'visit risk assessment' requires completion and needs to be submitted to the Educational Visits Co-ordinator (EVC) one month prior to the visit occurring. *Please note: no offsite visit can occur until the visit risk assessment has been approved by the academy's EVC.*
- 1.4 When planning visits, all children's needs are taken into consideration, in order that everyone can participate. The children's safety and security is paramount when planning offsite visits and the procedures below are followed in order to ensure the smooth and safe running of such visits.

2. Authorisation

- 2.1 At admission, all parents/carers are asked to sign the educational visit form (Appendix 1), which gives authority for their child to participate in short outings on foot to the local area.
 - i. When an activity or outing is planned, parents are informed by a detailed letter, word of mouth and a message to parents/carers on Class Dojo. This will include any change to delivery/collection times.
 - ii. Parents/carers are required to return a signed consent form to enable their child to participate.
 - iii. Offsite ratios:
 - a. 1 adult for every 2 pupils under 3 years of age.
 - b. 1 adult for every 4 pupils 3-5 years of age

This policy should be read in conjunction with the University of Brighton Academies Trust Educational Visits and Offsite Activities Policy

This policy is an appendage to Churchwood Primary Academy and University of Brighton Academies Trust policies.

Appendix 1

Educational Visits Consent Form

During your child’s time at Churchwood Primary Academy School there will be opportunities for him/her to participate in off site activities such as school trips, musical events, drama productions and sporting events.

By signing this consent form, you are giving your consent for your child to participate in off site activities during their time at Churchwood. Your child may be travelling on foot, by minibus or by coach.

The school will notify you of the date, times and details of each visit, but not seek your individual consent for each visit if you have signed this form.

PUPIL NAME.....

CLASS.....

PARENT NAME.....

SIGNATURE OF PARENT.....

DATE.....