



The Fountain School

Policy Documentation

Policy: Off Sites Activities

Responsibility for Review: Head teacher
Date of Last Review: February 2026

Off Site Activities Policy

The aim of this policy is to provide a climate within the school where staff, pupils and parents feel comfortable with the arrangements made for the children's safety when they are on activities beyond the immediate school environment.

The head teacher is responsible for monitoring all off site activities.

All visits must have an educational nature, be agreed by the team and by the head teacher.

The Principal will be informed of all off site activities.

Pre Visit Inspection

If the site is close enough staff is expected to make a pre visit inspection of the site to visit or to take advice from somebody who has previously visited the site. During that visit they should give particular attention to access to each area and to toileting facilities bearing in mind the special needs of some of our pupils.

Notification to School

The head teacher should be informed of a trip as soon as it has been arranged. An entry must be made in the school diary in the head teacher's office. The school office staff will need to know any details of trips and be informed of letters to be typed in plenty of time.

Notification to Parents

Parents will always be given reasonable advance notice of visits. If a visit takes place within the normal school day and within a 1mile radius of the school, the school will inform parents about the visit by text.

Parents will be asked to complete and return a consent form for each arranged visit, which is beyond a 1mile radius.

Adult/ Child Ratio

Adult/child ratios of 1:20 are the minimum requirements, with a minimum of two adults per group. For the purpose of this policy ratios should be appropriate of the venue and the age of the pupils involved. Special needs pupils will be catered for specifically with 1:1 cover if necessary.

Transport

If a coach is being used the administrators will make the booking. Coaches must have the seat belts and these must be worn by all. Only one person should sit on each seat. Staff should be sensibly positioned around the coach to ensure safety.

A risk assessment of the transport/journey should be carried out.

Accidents and Emergencies

A first aid kit should be taken on all off site activities. Standard Health and Safety rules apply wherever the visit. In case of an accident, the teacher should in the first instance ensure the safety of all members of the party. Emergency services should be called if required. The school or head teacher should be informed as soon as possible of the incident. Under no circumstances should anyone in the party talk to members of the press.

No Consent

When parents refuse permission for their child to take part in an activity every effort should be made in trying to explain to the parents the importance of the activity in concern. The school will try to assist with financial arrangements if necessary. If children are not to take part in an activity they must have alternative arrangements made for them in school. Work must be provided and a place in a class where their work can be monitored.

Day Visit Checklist

Before the visit:

- Book the visit
- Pre visit inspection
- Risk assessment form to be completed for visit and journey
- Inform the Head
- Inform the office staff – cost, special items required (waterproofs, packed lunch)
- Organise transport
- Have parents signed consent forms
- Inform lunch time supervisors
- Check money has been collected

On the day of the visit

- Check first aid kit
- For coach travel – buckets and plastic bags
- Check children's personal medication (and medical consent form)
- Class list given to the lead teacher with any medical requirements indicated