

Durston House

Outings Policy

Aims of the Policy

- to rationalise the use of Outings throughout the school, including EYFS
- to state the school's commitment to education beyond the classroom or lesson

Objectives of the Policy

- to provide an education beyond the classroom or lesson which complements the educational needs of the pupils
- to complement the Trips Policy
- to complement the Procedures for Organising an Outing
- to complement the Pupil Mobile Phone Policy
- to ensure the safety of pupils on Outings

Introduction

In line with the aims of the school, "To give each pupil a well-balanced academic education, developing his intellectual, creative and physical talents...". Outings are an integral part of the development of each individual and the rhythm of the school year. Not only are they important in the broad education of each pupil, but also as a means of learning through different media, outside the confines of usual school life. The school seeks to provide sufficient opportunities for all pupils to benefit from Outings during their time at Durston House.

What is an Outing?

An Outing is distinguished from a Trip by occurring for a day, or part of a day, beginning and ending at Durston House.

Principles

Durston House accepts the following principles in relation to Outings:

- Outings are an essential part of the educational development of all pupils.
- All pupils should take part in a range of Outings, covering all subject areas, throughout their time at Durston House.
- Teachers are encouraged to lead Outings.
- Heads of Department should include Outings in their Programmes of Study and Schemes of Work.
- Outings are funded by parents through the term accounts.
- Outings are organised according to the procedures which complement this policy, with due care given to the safety of pupils.
- Outings are run in accordance with the Pupil Mobile Phone Policy.

Head of Complementary Curriculum

The **Head of Complementary Curriculum**, in consultation with the Deputy Head, is responsible for overseeing and monitoring the use of school Outings, across the school, their organisation and their execution. He/she advises the Outing Leader

Staffing

Staffing on Outings is arranged by the Head of Complementary Curriculum, in liaison with the Deputy Head, to ensure the safety of pupils and an efficient deployment of human resources. The ratio of staff to pupils is as follows:

1:6 for Reception
1:8 for Years 1-2
1:10 for Years 3-8

One teacher is approved as the **Outing Leader**, another as the **Deputy Outing Leader**. One member of staff must be First Aid at Work trained and will be the designated **First Aider**.

Organising a School Outing

If a teacher wishes to take a group of boys on a School Outing, whether it is during the school day, or outside school hours, the **responsibility** for its organisation and execution rests with him or her. He or she is deemed to be the **Outing Leader**. It is essential, for the success of the Outing, that the Outing Leader is fully involved in its planning, organisation and execution. The respective offices help with certain aspects of the administration, according to the **Procedures for Organising an Outing**, which complement this policy, and which the Outing Leader must follow.

Evaluation of this Policy

This policy will be evaluated biennially by the school, amended where necessary and approved by SMT.

<i>Created</i>	<i>15 July 2009</i>	<i>WM</i>	<i>Version 1</i>
<i>Revised</i>	<i>18 July 2011</i>	<i>WM</i>	<i>Version 2</i>
<i>Revised</i>	<i>3 April 2013</i>	<i>WM</i>	<i>Version 3</i>
<i>Revised</i>	<i>16 Sept 2014</i>	<i>WM</i>	<i>Version 4</i>
<i>Approved</i>	<i>17 Sept 2014</i>	<i>SMT</i>	<i>Version 4</i>
<i>Revised</i>	<i>13 Sept 2015</i>	<i>CG</i>	<i>Version 5</i>
<i>Approved</i>	<i>15 Sept 2015</i>	<i>SMT</i>	<i>Version 5</i>
<i>Revised</i>	<i>15 August 2017</i>	<i>CG</i>	<i>Version 6</i>
<i>Approved</i>	<i>2 Sept 2017</i>	<i>SMT</i>	<i>Version 6</i>
<i>Next Revision</i>	<i>August 2019</i>		