



Offsite Activities Policy

Bitterne Park Primary School
Mansel Park Primary & Nursery School
Sinclair Primary & Nursery School

Our vision is to empower children to become architects of a better world.

We therefore continuously seek to evolve our holistic understanding and application of learning.

We hold a shared belief that this requires knowledge, effort, empathy, passion, and innovation.

This is our mission.

The school will strictly adhere to Hampshire County Council's guidelines for off-site visits as published in their document 'Off-Site Activities and Educational Visits

(Hampshire Green Book April 2013) and Safety in Adventurous Activities (Hampshire Pink Book, January 2015) and associated updates.

Our School provides the many opportunities for its children to enrich and enhance on-site learning through use of outdoor education and off-site educational visits. These include residential activities, environmental studies, adventurous activities, day visits to the library and art gallery, sports, (including swimming sessions) and musical activities. The activities are planned to be opportunities to raise achievement in children of all abilities. When a specific activity is unsuitable for a specific pupil, every effort will be made to offer an alternative activity.

The value of off-site visits is well-recognised by the Governors and fully supported. Safety is recognised as paramount and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well-managed and responsibilities recognised.

This document outlines the specific policies and procedures for Our School. It supplements and follows the advice and guidance contained within the following significant publications:

- Off-Site Activities and Educational Visits (HCC)
- Safety in Adventurous Activities' Book") January 2015 and associated updates. Department for education: 2012 Departmental advice on health and safety for schools
- Health and Safety Executive: 2012 Guidance on educational visits
- Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014.

Roles and Responsibilities

The Board of Governors must:

- ensure that arrangements are in place and that the Hampshire County Council regulations and guidance are being translated into working systems
- ensure that the Governors have their own systems in place to support this process: a named governor rather than a group; a signatory for the approval system; dedicated discussion and review time at meetings
- have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate

All off-site activities and educational visits that are residential, hazardous or overseas will need the approval of the Governors and such approval must be recorded in the minutes of the Governors.

The Headteacher is delegated by the Governors to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of the internal permission / cover arrangements / checklist form.

The Headteacher must:

- ensure that the management of visits and ventures meets the regulations and guidance offered by Hampshire County Council, DfE and others, as well as conforming to Our Schools Health and Safety Policy

- ensure that the Governors are kept appropriately informed and accreditation or verification of providers has been checked
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment
- ensure that all off-site activities follow the correct procedures
- approve the group leader for every visit and monitor the written risk assessments to ensure good practice
- support the group leader in identifying the purpose of the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. Newly Qualified Teachers should be accompanied by an experienced member of the teaching staff on their first visits.
- liaise with the Outdoor Education Adviser where appropriate
- ensure that procedures for DBS disclosures are in place as necessary
- to ensure that procedures for liaison with parents, and obtaining consent, are effective
- ensure that there are robust emergency procedures in place and know how to liaise with the LA team should an emergency occur
- ensure staff apply suitable record keeping practices for both children and leaders off-site
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- monitor and review procedures regularly
- report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

The Group Leader must:

- be approved to carry out the visit and is suitably competent and knowledgeable about school's policies and procedures
- plan and prepare for the visit and assess the risks to include the in school 'trip pack'
- define the roles and responsibilities of other staff and children and ensure effective supervision of what they do
- obtain the Headteacher's approval for the visit and trip pack to be signed off by the Headteacher
- have enough information on the children taking part in order to risk assess their suitability for the visit or specific activity
- consider stopping the visit if the risk to the health and safety of the children is unacceptable and have in place procedures for such an eventuality
- ensure the leaders have the school's contact details
- ensure the leaders and others have details of the children's special educational or medical needs which will be necessary for them to carry out their tasks effectively

Parents must:

- provide the school with emergency contact number(s)
- sign the consent form – most visits are authorized by parents once a year
- give the school information about their child/young person's emotional, physiological and physical health which might be relevant to the visit
- agree the arrangements for sending a child home early and who will meet the cost

The children must:

- not take any unnecessary risks
- follow the instructions of the leader and other supervisors including those at the venue of the visit
- dress and behave appropriately and responsibly if abroad, be sensitive to local codes and customs
- look out for anything that might hurt or threaten them or anyone in the group and inform the group leader or supervisor

Guidance Notes for Off-site Activities and Educational Visits

To ensure good practice and to comply with the necessary regulations it is expected that:

- All group leaders will familiarise themselves with the published guidance and attend training when appropriate which is available through the Outdoor Education Adviser.
- The headteacher should be involved in discussing plans for any off-site activity at an early stage. All off-site visits need to be planned including local and routine visits e.g. to the church or for games matches. No non-returnable financial commitment should be agreed until all relevant approvals have been gained.
- The approved centre list should be consulted and if the provider for a hazardous activity is not listed, the Hampshire Outdoor Education Adviser should be contacted.
- For some visits, additional parental consent needs to be obtained and copies of the medical/dietary requirements and emergency contacts details should be taken on the visit by the group leader. (See Appendix 1.)
- An internal approval form will need to be completed when the visit is non-residential, non-hazardous and checked by the headteacher. (See Appendix 2.)
- An Application for the Approval of Residential, Hazardous and Overseas Educational Visits by the Head Teacher will need to be checked by the EVC, signed by the Headteacher and a representative of the Governors.
- Off-site Visit Risk Assessment forms should be completed for all aspects of the visit e.g. the journey, activities and non-directed time if it is a residential visit. External providers may have their own risk assessments that will need to be seen by the group leader.
- A pre-visit is highly recommended to support the risk assessment process and should be carried out whenever possible.
- If volunteers are being used for the visit, they will need to be fully briefed, given a copy of the safeguarding guidance and a CRB check must be carried out if they are used regularly, and/or if the visit is residential.
- No adult should travel alone with children in their own vehicle. When coaches and minibuses are used the leaders should ensure the children are wearing seat belts.
- If the visit is mainly within school hours or for the curriculum, a voluntary contribution may be requested. Other visits may be charged for.
- School journey insurance may need to be arranged depending on the nature of the visit e.g. if deposits are paid; the children are taking belongings. Parents should be informed of the insurance arrangements.
- The supervision ratios need to meet the requirements summarised in the table below though these are minimum ratios and the group leader must consider the children involved, the type of activities, the site and the experience and competency of the supervising adults.

While it isn't possible to set down definitive ratios for a particular age group or activity, government guidance in 1998 suggested the following 'starting points' as a general guide for the consideration of staffing ratios:

- Years 1 to 3: 1:6 (reception classes should have a higher ratio)
- Years 4 to 6: 1:10 or 1:15
- Years 7 upwards: 1:15 or 1:20

Parent Helpers

Where an off-site activity involves the use of parents, or other assisting adults, it is imperative that their role is explained to them and that appropriate guidance is given during a full briefing session. Untrained adults should never be solely responsible for groups in high-risk situations e.g. by water.

- Volunteer adults should have DBS clearance if they will be in 'regulated' activity, unless the Headteacher has agreed otherwise.
- Parents supervising off-site activities must not bring other children (e.g. pre-school children) with them.
- Parents helpers and all adult volunteers must accept the normal common-law duty of care towards the children and young people.

Briefings to adult helpers should include:

- Procedures at all road crossings Behaviour management
- What to do if a pupil gets separated from the group
- Whether or not pupils are to walk in single file, as a group, etc
- The necessity for regular head counts throughout the day. When counting pupils onto transport the numbers should always be double-checked
- Procedures for the safe collection of children by parents at the end of the trip

Safeguarding Measures

As well as those mentioned:

- If an adult has to hold or have physical contact with a pupil for safety reasons, they should explain clearly, in advance, what they are going to do. If the physical contact is different from that which was explained in advance, e.g. because of an emergency, then the child should be told why it was different.
- Pupils should only be supervised in changing rooms by adults of the same sex. If this is not possible, males should never supervise females.
- There should be two adults on duty in sleeping areas. Where mixed groups are involved, one adult should be of each sex if possible.
- If an adult feels that any of their actions may have been open to misinterpretation, they should report it to the Headteacher as soon as possible.
- It is wise to ensure that no adult is left alone with a child.

The leaders need to know that in an emergency they should:

- Ensure the children/young people are safe
- Contact their emergency contact person and give them the details

- Follow the procedures to be followed in the event of a serious accident/incident or fatality
- It is recommended that on off-site visits there is a trained first-aider and a first-aid kit is carried. Check with the Educational Visits Co-ordinator (EVC) about how this will be arranged.
- On return from the visit, the group leader should report to the Educational Visits Co-ordinator (EVC) and complete an evaluation report where necessary. If there has been an incident, then the appropriate report form must be completed.
- All the planning for the visit is supported by the use of a checklist.

Appendix 1 Internal approval form

Appendix 2 incident forms kept in minibus

Appendix 3 minibus checklist

Appendix 4 visit evaluation form

Off-site Activities and Educational Visits Checklist.

This checklist should be used in conjunction with the Hampshire County Council's 'Off-Site Activities and Educational Visits – (April 2013) and associated updates

1. Is there an identified group leader who meets the definition of a leader in the above guidance?
2. Is there a clearly identified purpose and specific objectives for the visit?
3. Is there an identified location for the visit which suits the purpose?
4. Have the risk assessments been written for: the journey(s) the non-directed time (if necessary)
5. Have the risk assessments for the activities provided by the centre/venue been seen by the group leader according to the above guidance?
6. Have the plans been discussed with your Educational Visits Co-ordinator (EVC) and approved by the Headteacher?
7. If the visit is hazardous according to the above guidance, and/or residential and/or abroad, have the plans been approved by the Governors at least seven weeks before the visit?
8. Are the staff and volunteers suitably qualified and competent?
9. Have DBS checks been carried out if required? Essential for residential visits?
10. Are the staff/children ratios acceptable according to the above guidance and for the activities proposed?
11. Does the gender of adults reflect the pupils' gender? (essential for residential trips)
12. Has a preliminary visit been made?
13. Has parental consent been obtained?
14. Have the staff and volunteers been made aware of the children's dietary and medical needs?
15. Is a first aider and first aid kit available?
16. Is insurance arranged where necessary?
17. Have EHIC cards been acquired for visits to Europe?
18. Has appropriate legal transport been arranged?
19. Have adequate arrangements been made to finance the visit?
20. Have all the children been properly briefed e.g. clothing, significant hazards, rendezvous points, groups, behaviour?

21. Have all the staff and volunteers been properly briefed e.g. roles and responsibilities, supervision styles, significant hazards and their management, groups, emergency procedures?
22. Has an emergency contact person been arranged through the establishment who has copies of the children's and visit's information?
23. If the visit is hazardous according to the above guidance, and/or residential and/or abroad, have the plans been approved by the Outdoor Education Adviser at least six weeks before the visit?
24. Have other staff who will be affected by the visit been notified?
25. Have arrangements been made for an evaluation after the visit to be shared with the Headteacher/Outdoor Education Adviser?

Trips Checklist

Trip to :

Dates :

| | Person Responsible | Tick | Checked by SMT |
|-----|--|------|-----------------|
| 1. | Off-site Activity Form | | Teacher |
| 2. | Copy of letter sent to parents | | Office |
| 3. | Risk Assessment | | Teacher |
| 4. | Off-site Emergency Procedures –Base Contact | | Office Office |
| 5. | Class lists (SIMS) | | Office |
| 6. | Contact list (SIMS) | | Office |
| 7. | Medical lists | | Office |
| 8. | Minibus/coach bookings | | Teacher |
| 9. | Educational Visit forms – Borrowed from office | | Teacher Teacher |
| 10. | Returned permission slips | | Teacher |
| 11. | Itinerary and timings | | Teacher |
| 12. | Name Labels (if required) | | Teacher |
| 13. | Group lists | | Teacher |
| 14. | Order FSM packed lunches | | Office |
| 15. | Work pack | | Teacher |
| 16. | Medication from the medical room | | Teacher |
| 17. | Plans for those left behind (if applicable) | | Teacher |
| 18. | EVOLVE (for residentials & hazardous trips) | | Teacher |
| 19. | Partnership Trip Diary | | Teacher |

Appendix 1

Risk Assessment

Location of Visit: Group Size: Ratio: Under 5 – 1 : 6 (reception)
 Under 8 – 1 : 8 (Years 1 – 3)
 8 – 18 – 1 : 12 (Years 4 – 6)

Purpose and Educational Objectives: Art Workshop
Group Leader: Other Adults:

Assessing the risk by identifying the hazard
Site & its environment

Reducing the risk through control measures

Group

Leader & Activity arrangements

Transport -

Any additional assessments

Completed By & Date:..... Authorised By &
Date:.....

The Key Assessment Steps

Look at the hazards stand back from your situation and look afresh at what could cause harm.
identify the significant hazards to you and your group (this will clearly vary on age, experience etc)

Evaluate the risk how likely is it to actually occur?
This is important!
the probability can be graded as high , medium or low

Decide who might be harmed and how the children and young people, their leaders, voluntary helpers or others who share the site

Decide whether existing precautions are for each significant risk, are the existing adequate or more should be done precautions adequate or do you need some more? The aim is to reduce the risk so the chance of harm is low

Put control measures into place and review the what control measures can you put into position place to reduce the risk?
do they reduce the probability of any incidents or accidents to a level that is controllable and allows the activity to go ahead?
If the probability of anything happening is low then the visit or venture can proceed!
you are not removing the risk, but reducing it by managing it

Record the process record the necessary details for all leaders to use

FORM FOR APPROVAL OF HEAD OF ESTABLISHMENT – OFFSITE ACTIVITIES

Proposed school visit to:.....

Date:.....

Is this a hazardous pursuit? Yes / No

Date:.....

Date:.....

Purpose of visit:.....

Number of pupils: Boys..... Girls:..... Total:..... Classes

involved:.....

If in schools time, will any pupils be left behind: Yes / No

(List with reasons and arrangement's made for their supervision).....

Staff accompanying pupils Driver 1: Driver 2: Driver 3:

Adult: Adult: Adult:

Any additional adults:

Any specific travel arrangements (shuttle runs):

Mode of transport: Walk Minibus Coach

Time & place of departure: Return Time:

Recommended dress: Reason if not uniform:

How many pupils normally taking a school meal, will not do so on account of the trip?

Are free school meals children going, for which a packed lunch is required?.....

Has information worksheet been issued? Yes / No

Is a first aid box being taken? Yes / No

Have you checked on medical / behavioural cases? Yes / No

If Yes – Detail

Requirements:.....

Total anticipated costs: Total anticipated receipts:

Entry Charge: Pupil contributions:
Transport:
Additional Costs:
Total:

APPROVED BY HEAD OF ESTABLISHMENT:.....DATE:.....

Serious Incident Form

Date : Time of Incident

People Involved:

Description of incident (bullet points):

Actions Taken – By Whom. When & What:

Signed - Dated -

Educational Visit Evaluation Form

Location / Date /

Year Group

Purpose of Visit

Please comment on any relevant areas

Preparation & In hindsight are there any aspects you would do differently?

Planning

Aims & Objectives Comments about the aims, did the visit meet the aims?

Objectives

Staffing / Supervision Were ratios adequate? Was supervision provided appropriate?

Travel & Transport Parking / Access arrangements etc

Venue Suitability / appropriateness. Issues encountered you would like to change for next time

First Aid Suitability of 1st Aid if required / administered

Incidents or near misses Record here anything you feel was a potential problem for other groups

Additional Comments

Positive Comments

Negative Comments

| | | | | |
|---------------------|----------------------------|-------------------------------------|--------------------------------------|----------------------|
| Tick as appropriate | Would use again addressing | Good but minor issues were resolved | Would only use if significant issues | Will never use again |
|---------------------|----------------------------|-------------------------------------|--------------------------------------|----------------------|

Visit Checklist - Children Where are you going?

.....

What is the reason for the visit?

.....

What group are you in and who is in charge of your group?

.....

Do you have a buddy for the day?

.....

What sort of clothes should you wear?

.....

What sort of behaviour do school expect?

.....

What do you do in an emergency?

.....

Residential Visit

What is the name and address of your centre?

.....

Which room are you in? Who are you sharing with?

.....

Where are the leaders' rooms?

.....

What are the rules in the accommodation?

Access to rooms?.....

Movement around the building?.....

Meal and meeting times?.....

Fire Drill

What is the signal for a fire?.....

What do you need to do?.....

Where do you need to go?.....