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Marlborough St Mary's CE VC Primary School Infants



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Off-Site Activities Policy

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Off-Site Activities Policy

Introduction

Off-site activities are those journeys or events arranged by the school that take place outside the boundaries of the school. We believe these activities complement and enhance the curriculum of the school by providing experiences that would be impossible within the school boundaries.

Aims

Marlborough St Mary's Primary School aims to ensure that:

- Outdoor activities, visits and journeys are available and accessible to all who wish to participate regardless of SEN, ethnicity, gender or religion
- All pupils have the opportunity to undergo experiences not available in the classroom
- All activities help to develop a pupil's investigative skills and encourage independence

Guidelines

Planning

- Any proposed activity must be approved by the Headteacher prior to any bookings being confirmed.
- A risk assessment should be completed by the group leader in advance of the visit and a copy given to the Headteacher. Where possible, any site should be visited beforehand and risk assessments requested where available.
- The following activities **must** be authorised by the LA: High risk activities including water sports, swimming other than routine lessons, climbing, coastal or cliff walking, cycling other than cycling proficiency, hazardous sites e.g. farms, open water. **The necessary form should be completed and sent online at least 4 weeks prior to the planned activity. Please refer to information in the Wiltshire Local Authority Health & Safety Manual – Outdoor Education section.**
- Full details of an activity should be retained at school whilst the activity is in progress. This should include:
 - Itinerary and contact numbers
 - List of group and members –and ratio of adult support
 - Contact names, addresses and telephone numbers
 - Copies of parental consent forms
 - Emergency contact numbers
- When children are admitted to school the parents/carers are requested to sign a form giving permission for their child to be taken out of school on short visits. Where an off-site activity is taking place entirely within a normal school day and is within walking distance of the school, it is sufficient that the parents/carers are aware of the arrangements. Where

the activity extends beyond the normal school day or is not a local visit written permission from the parents/carers must be obtained.

Organisation

- For most off site activities individual group members should be clearly listed along with the person responsible for that group.
- The group leader should carry a list of all the pupils and teachers involved.
- Class teachers are responsible for collating all pupil information and ensuring other staff/adult helpers are made aware of any pupils' medical needs, emergency procedures that may be required and of any pupils who should not be involved in photographs.
- At least one adult from each class must have a fully charged mobile phone with relevant contact numbers. Details of the mobile phone numbers must be left with the school.

Health and Safety

- For any visits that other than those when the children will be kept in close formation (e.g. walking in a crocodile to swimming lessons) all pupils should wear bracelets displaying the name of the school and the school phone number
- If children are walking on the streets they should wear hi-vis jackets if they are available
- A ratio of a minimum of one adult to six children is required with a minimum of two adults. If children are travelling in private cars two adults will be required in the vehicle
- Adults supporting the activity that have not been DBS checked will always be accompanied by a member of the school staff when working with the children
- Emergency procedures are an essential part of any visit. Should an accident occur the priorities are:
 - assess the situation
 - safeguard any uninjured members of the group
 - attend to any casualty
 - inform the emergency services
 - ensure that an adult accompanies a casualty to the hospital and that the rest of the group is adequately supervised
 - inform the school through the school contact number speaking directly to the Headteacher or in his/her absence, the Deputy Headteacher
 - complete an accident report as soon as possible following the LA guidelines
- All necessary transportation should meet legal requirements as set out by the DfE (health and safety of pupils on educational visits) and the LA. This will include the wearing of seatbelts at all times
- Where private cars are used for transporting children each driver must have appropriate insurance

Children with Medical Needs

- Every effort is made to ensure children with medical needs can participate fully in any out of school activities
- Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency

medication will be stored and administered, and where help can be obtained in an emergency.

- For any activity, the group leader should ensure that an adequate first aid box is available and one adult should be responsible as the appointee for first aid. Class teachers should ensure that medicine or equipment for children requiring particular prescribed medication is taken on the trip e.g. asthma inhalers, epipens
- If children with specific medical conditions are going on the trip an adult with the appropriate training must accompany them

Funding

Funding for off-site activities is provided mainly by voluntary parental contributions with a limited subsidy from the school.

- No child may be excluded from an activity within school hours because of the inability or unwillingness of the parent/carer to make a contribution. However, if voluntary contributions are not made to cover the costs it may not be possible for the activity to take place.
- The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

This policy should be read in conjunction with:

- Health and Safety Policy
- Medical Conditions Policy
- Equal Opportunities Policy
- SEN Policy
- Charging Policy
- Wiltshire 'Safety in Offsite Activities' Manual 2012

Review

This policy will be reviewed at least every two years by staff and governors.

Appendix 1

Outdoor Activities/ Visits Checklist

- Complete an activity/visits form
- Risk Assess the activity
- Cost the activity
- Ensure transport is booked and that it meets the requirements of pupil needs
- Advertise the activity
- Receive Parental Consent Forms
- Organise itinerary
- Discuss the itinerary and risk assessments with all staff and volunteers
- Collect the necessary medication and first aid
- Check which pupils should not be involved in photographs, including media photographs
- Ensure you have a mobile phone, that it is fully charged, switched on and that the school has the telephone number
- Order and collect packed lunches for children entitled to free school meals
- Check list of pupils and adults