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Marlborough St Mary's CE Primary School



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Off-Site Activities Policy

Together we believe, learn and achieve

Marlborough St Mary's CE Primary School

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.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. These are often the most memorable learning experiences, helping us to make sense of the world around us. They allow us to transfer learning experienced outside to the classroom and vice versa. Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance.

Aims

At Marlborough St Mary's Primary School we aim to ensure that our educational visits:

- enhance curricular and recreational opportunities for our children
- provide a wider range of experiences for our children than could be provided on the school site alone
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Planning

- Any proposed activity must be approved by the Headteacher prior to bookings being confirmed.
- A risk assessment should be completed by the group leader in advance of the visit which must be approved by 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.**
- The Full Governing Body must approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea.
- 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 normally 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

- The group leader should
 - Complete the planning and preparation of the visit including the briefing of group members and parents
 - Undertake and complete a comprehensive risk assessment. Carry a list of all the pupils and teachers involved, along with emergency contact numbers and a mobile phone in case of emergencies
 - Ensure staff pupil ratio is appropriate for the group
 - Ensure parental permission is obtained for all pupils
 - Clearly define each helper's role
 - Ensure adequate first aid provision is in place and children with medical needs are supported by trained staff
- For most off site activities individual group members should be clearly listed along with the person responsible for that group.
- 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

- If children are walking on the streets they should wear hi-vis jackets if they are available
- A recommended ratio of a **minimum** of one adult to six children is required in KS1 and Reception and one adult to ten children in KS2, with a minimum of two adults. Ratios may need to be higher depending on the activity. For children with SEN, ratios will be higher. 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
- Safeguarding and Child Protection 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

- Check the viability of the trip with the Headteacher
- Risk Assess the activity. Check with the office if the visit needs to be entered onto the EVOLVE system
- 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
- Ensure you have a check list of pupils and adults with emergency contact numbers
- 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

Appendix 2

MARLBOROUGH ST MARY'S CE PRIMARY SCHOOL

EDUCATIONAL VISIT TO

Guidelines for adult helpers

1. Attached is a list of the children in your group. Please help them to be responsible for their own coats, lunch-boxes etc.
2. All children to go to the toilet before they get on the coach (am and pm)
3. The children have been reminded to stay with you at all times. They should not go off alone. After visiting the toilet they should return to where you are waiting for them. Please remain vigilant and aware of the children in your group at all times.
4. There is fresh water, paper, towels, change of clothes and first aid kit on the coach.
5. Remind the children that if they do get separated from the group they should: Stand where they are and wait; never go with a stranger.
6. If you lose a child, or if a child has an accident or is ill: Remain calm; reassure the rest of the group; report to the nearest teacher; call the emergency services if necessary.
7. If you find a child from another group: Take the child with your group; pass the message that you have found the child to other adult helpers; report to the nearest teacher; check with the teacher which group or class he / she is in.
8. Be sympathetic but firm to children's demands and treat them as you would your own. If any child is difficult please tell the teacher and she/he will take the child into his/her group.
9. It is not appropriate to spend your own money buying treats/ice creams etc. for the children.
10. Please do not smoke in front of the children and only use your mobile in an emergency. Parents should not use their mobile phones as a camera on school trips under any circumstances.
11. Ensure that you know what time you need to be back at the coach for the return journey and aim to be there 10 minutes before departure so that the children have time to go to the toilet before getting on the coach.

Thank you very much for giving up your day to come on our outing. We do appreciate it