

Statutory Policy

Initial Policy: May 2019

Policy updated:

Next Review: May 2020

Key Person: TLH

Policy for Off-Site Activities

Principles

To secure the Boorley Park Primary School's 'duty of care' in all off-site activities, it is intended to ensure that:-

- Trip organisers are aware of their moral and legal responsibilities for pupils in their care.
- Health and safety considerations will be given the highest priority.
- Detailed, appropriate and sympathetic planning will precede all trips.
- Foreseeable mishaps will be avoided.
- Appropriate communication with parents is a fundamental part of the planning process.
- Appropriate supervision of pupils is in place at all times and meets published Hampshire County Council (HCC) Guidelines.
- Normal standards of school behaviour are adhered to.
- Procedures are in place to cope with unforeseen emergencies.
- Appropriate arrangements are made for pupils with special educational needs.
- All trips are financially viable and include an element of cover costs.
- Trips are avoided at important times such as examination periods.

Practice

The following strategies will be used as appropriate, to meet the principles above:-

- Established procedures for planning trips within a suitable time-scale, which is to be adhered to.
- Induction training for all 'first-time' trip organisers led by trained staff.
- Co-ordination with the published school calendar.
- Special Guidelines for Day Trips, and Residential Visits available to all staff.
- Hampshire County Council guidelines on Off Site Visits consulted and followed.
- Guidelines for letters to parents available to all staff.
- Pre-trip visit to be part of the planning process where possible and if necessary.
- Consultation with trained staff and the Headteacher, at appropriate stages in the planning cycles if required.
- Risk Assessment procedures in place and used in all cases, as appropriate.
- The Headteacher must approve the visit prior to submitting the plan for the Executive Headteacher's approval.
- Approval for visits form to be completed.
- The SENDCo (Special Educational Needs and Disabilities Coordinator) must be consulted prior to any trip leaving school.
- Appropriate First Aid provision to be included.
- Guidelines for Emergency Procedures published, and fully understood by those taking part.
- Consider pupil ratios as laid down in County Guidelines, and check the availability and suitability of staff for the type of trip (see handbook).
- All staff taking trips where necessary have the appropriate qualification(s).
- Courses for appropriate training undertaken as required (eg Open Country Leadership).
- Planned use of support staff for pupils with special educational needs.
- Risk assessment must be completed in all instances and sent electronically to the Headteacher and Executive Headteacher.
- Confirmation of trip authorisation must be received prior to letters / communication being issued.

The Headteacher (responsible for Off-site activities) will:-

- Supervise and oversee the trip-planning procedure.
- Co-ordinate dates to fit with school calendar and identify cover implications.
- Act as consultant, and advise on all aspects of planning and organisation.
- Ensure that appropriate planning has taken place.
- Ensure all appropriate documentation and risk assessments are complete.
- Ensure all appropriate authorisations are in place prior to departure.
- Organise and conduct training for all first time organisers.
- Liaise with the Executive Headteacher as necessary.

The trip organiser will :-

- Follow the defined planning procedure and time-scale in every case.
- Consult the Headteacher for approval.
- Complete the offsite activity form at least one month prior to the activity ensuring finance section is signed as appropriate.
- Consult the SENDCo prior to final planning.
- Identify minibuss driver (where needed).
- Identify learning objectives, and prepare materials for use, if a curriculum based activity.
- Make appropriate use of published guideline materials in the planning process. Ensuring that the Hampshire County Council guidelines for offsite activities has been read.
- Inform and consult parents/guardians, seeking medical and other appropriate background information about each student.
- Complete a pre-trip visit and complete a risk assessment as appropriate.
- Complete electronic risk assessment forms.
- Work with school admin and finance staff to cost the activity.
- Arrange with Finance office for collection of monies.
- Consult with the Headteacher at defined intervals to discuss details of the organisation, staffing and timetable.
- Ensure that there are the correct staffing ratios in line with Hampshire County Council guidelines and that staff taking their own children do not count in this ratio.
- Establish a regular checking and supervisory routine for the duration of the trip.
- Liaise with, and thoroughly brief all participating staff, involving them in the planning process where possible.
- Book First Aid Kit/s from the school office. Collect and return.
- Inform kitchen of dates, changed numbers and packed lunches (where necessary).
- Arrange for the booking of a mobile phone / phones (school phone if necessary) for use on the trip.
- Liaise with SLT about contacts in the case of emergency. This should happen for all day trips that arrive back at school after school closes and any residential visits (2 contacts needed if more than one night away) (**Do not distribute SLT phone numbers to parents/guardians without consultation**). SLT phone numbers and signatures must be sought before approval of trips will be given.

APPENDICES will include:

- *Guidelines on letters to parents/guardians, day trip organisation, residential planning (including trips abroad).*
- *Step by step planning procedures for Residential Visits and Off-Site Day trips.*
- *Booking forms.*
- *Risk assessment advice and suggested assessments for some elements of visits.*
- *Emergency procedures for those on a visit.*