



Ranvilles Junior School Policy for Off Site Activities

1. ACCESSIBILITY

This policy is available in large print or Braille.
Please contact the school office who will be happy
to arrange this for you.

2. PURPOSE OF POLICY

The purpose of this policy is to explain the major principles relating to our approach
to off-site activities.

3. APPROVAL

Approval date: 18 May 2016

Approver signature: Amanda Stevens

Approver position: Resources Chair

Date for next review: May 2018



4. INTRODUCTION

The guidelines apply to every activity that is organised by the school, which takes place away from the school site. It relates to all kinds of off-site activities, irrespective of whether the activity takes place during normal hours, evenings, weekends or during holidays and whether or not they include hazardous pursuits activities.

5. REFERENCES

- Off-Site Activities Regulations and Guidance Notes produced by Hampshire County Council.

6. CONTENT

6.1 Supervision

Before any activity takes place the approval of the governing body shall be obtained. This approval has been delegated to the Headteacher who has the authority to approve off-site activities.

The Headteacher will give approval if satisfied that the activity is appropriate and efficiently organised and supervised. Activities must:

- Have significant educational value
- Be suitable to the pupils concerned - having regard to their ages, abilities, disabilities and aptitudes
- Be linked to the normal work of the pupils by preparation and follow up activities
- Not unduly interfere with the work of the other pupils at the establishment

Residential and hazardous pursuit's activities require additional approvals and reference must be made to the Off-Site Activities Regulations and Guidance Notes produced by the LA.

Teachers will lead groups. Overall ratios of young people to adults shall not exceed the limit specified below:

- For pupils under 8 there will be no more than 8 minors to 1 adult
- For pupils aged between 8 and 18 there will be no more than 20 minors to 1 adult
- For activities beyond a 60 mile radius including the Isle of Wight there will be no more than 10 minors to 1 adult, with a minimum of 2 adults for all groups unless there are exceptional circumstances

For some activities the Headteacher may require tighter ratios than those specified above. For activities involving hazardous pursuits there are mandatory ratios specified for different activities, which are detailed in the Safety in Hazardous Pursuits document produced by the County Council.



6.2 Health and Safety Management

It is the responsibility of the Headteacher to ensure that:

- Leaders going off-site have read the current relevant sections of the Off-Site Activities Regulations and Guidance Notes produced by the LA.
- Leaders being responsible for instructing, leading or teaching any hazardous pursuits have read and are familiar with the current safety regulations and guidance for the activity as described in the current Safety in Hazardous Pursuits document produced by the LA.

6.3 Planning off-site visits

A risk assessment is mandatory (Appendix 1).

6.4 Transport

6.4.1 Mini-bus travel

A second adult is required in the vehicle apart from the driver.

On long trips an adequate number of rest periods lasting at least 15 minutes will be planned for. Ideally the second adult will be qualified to act as a relief driver.

All drivers will complete a MIDAS assessment or a course of training and assessment of a similar national standing.

By law seatbelts or lap restraints must be used by passengers if they are fitted in the vehicle. This responsibility rests with the driver to ensure compliance.

6.4.2 Travel by coach

The school will always book coaches fitted with seatbelts. Teachers will ensure that seatbelts or lap restraints are in use during travel. Supervising staff will be spread throughout the coach.

6.5 Information to parents

Parents will be kept informed of any off-site activity in writing. Parents will have full particulars and school advice before they are asked to give consent.

For young people under the age of 18 years consent may only be given by the parent who has parental responsibility or an adult who has delegated powers via a care order.

6.6 Hampshire County Council - insurance scheme

Hampshire County Council's policy for off-site activity insurance adequately covers the requirements of the school and it is not normally necessary for schools to make independent insurance arrangements for the usual range of off-site activities.



6.7 Record of groups who are off-site

The party Leader will ensure that have:

- A completed checklist for school visits (Appendix 2)
- Contact details for all pupils and adults on the day of the visit
- Contact details for the school and place of visit
- Details of all first aid and or medical requirements
- A detailed itinerary of all activities
- Details of who is travelling in which vehicle along with registration numbers of vehicles and the names and telephone numbers of any travel company
- First Aid Kit
- Mobile telephone

Accompanying adults will have copies of all the party Leader's paperwork and a First Aid Kit. In the case of a residential visit, one file holding details of all first aid and or medical requirements for those on the visit, including adults, will be held by the party Leader.

There is a base contact person available throughout the duration of the time off-site. This is particularly important to co-ordinate outside of normal working hours where it may be a person's home. If the stay is for more than 1 night 2 different adults will be arranged.

In addition to a full copy of all the paperwork held by the party Leader, the contact person will have available details for contacting the Director of Children's Services' representative in the event of an emergency.

6.8 Emergency Action

The emergency telephone number for contacting the Director of Children's Services representative is:

Daytime (office hours) - 01962 876218 or the Emergency Planning Team pager - 07623 960259.

Evenings/Weekend/24 hours - 07623 960259 (HCC Emergency Planning Team pager).

In the event of any incident or emergency, school staff will go direct to the Emergency Planning Team pager, who will take responsibility for coordinating any support required.



6.9 Use of mobile phones

The party leader will carry the school mobile telephone (or if not available, use their own mobile telephone) to ensure communication as required.

6.10 Crossing the road

The risk assessment will identify specifically how the party will cross the road.

6.11 Activities that involve residence away from home

A risk assessment will ensure effective provision in relation to statutory requirements. All relevant documentation will be completed by the party leader before being authorised by the Headteacher.

6.12 Health Issues in the outdoors

Participants and their parents will be told that if those who have been on a visit feel unwell at the time, some days or weeks later. Adequate First Aid provision will be carried and administered by the party leader.

6.13 Theme parks and adventure playgrounds

The school has due regard to specific LA advice on the above in both the organisation and participation of off-site visits proposing to incorporate the use of these facilities into an off-site visit.

6.14 Medical examination

It is generally an assault to subject someone to a medical treatment or examination without a valid consent. A child under 16 can give consent to treatment provided that the individual child has attained the necessary degree of maturity, intelligence and understanding to comprehend the nature of the treatment proposed. Anyone not in this category will generally be treated or examined only with parental consent.

A refusal of treatment by above categories can be overridden by a person having parental responsibility, but a refusal of treatment by a child must be taken into account by doctors in deciding what the best interests of the young person are. A medical professional can override the parental refusal of treatment of a child in an emergency.

No parent has the absolute right to veto treatment of their child if there is a requirement to act in an emergency. A Leader acting in loco parentis may do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare.

If parents are contacted by telephone and refuse consent, but the medical professional recommends that this refusal be ignored **because of the emergency**, the emergency medical advice will be followed.

6.15 Off-site activities which involve a hazardous pursuit

A list of those activities deemed to be hazardous is given in the Off-Site Activities Guidelines and Procedures produced by the LA. Teachers will consult with this list where an activity is considered hazardous.



7 GUIDANCE TO STAFF ON CONDUCT

First aid	Staff will try to make sure that they are never alone with a young person. If clothing has to be removed, they will try to ensure that an adult of the same sex as the young person is present.
Activities	If staffs have to hold or have physical contact with a young person for safety reasons, they will be open and clear about it and explain clearly, in advance, what they are going to do.
Swimming	Staff will only supervise young people in changing rooms who are of the same sex as themselves.
Residential	The party leader will ensure that there are two adults on duty in sleeping areas. Where possible, one adult of each sex will be present where mixed groups are involved.
Dropping off	Staff will avoid being left in the vehicle with one young person
Be sensitive	<p>If a young person volunteers information about abuse to a member of staff, it may sometimes be done obliquely rather than directly. An abused young person is likely to be under severe emotional stress and the staff member may be the only adult whom the young person is prepared to trust. When information is offered in confidence, the member of staff will need to display tact and sensitivity in responding to the disclosure.</p> <p>The member of staff will need to reassure the young person and retain his/her trust, while explaining the need for action, which will necessarily involve other adults being informed. (See Child Protection Policy).</p>
Misinterpretation	If staff acts in such a way that actions may be open to misinterpretation then they will report it to the Headteacher as soon as possible.

8 APPENDICES

- Appendix 1: Risk Assessment
- Appendix 2: Checklist for school trips



RANVILLES JUNIOR SCHOOL

RISK ASSESSMENT FOR OFF-SITE ACTIVITIES

Risk assessment and risk management are legal requirements. When planning off-site activities staff will:

- 1) Visit the locality beforehand to ensure environmental safety factors - Look for and at the hazards involved
- 2) Evaluate the risk - Ascertain staff / pupil ratio based on reducing the hazards while adhering to LA guidelines. Complete a Risk Assessment and submit it to the Headteacher for approval
- 3) Identify whether someone could be harmed
- 4) Decide whether existing precautions are adequate or more must or should be done
- 5) Put control measures in place and review the position
- 6) Record the process
- 7) Have contingency plan
- 8) Manage the strategies on the visit
- 9) Evaluate the process

If staffs are in doubt about any aspect of Risk assessment, they will refer to the County guidelines and Risk Assessment Training Manual.



Appendix 1

Risk assessment and risk management record Off-site activities and educational visits **Outdoor Education, PE and Sport**

Establishment

Leader

Location

Other staff

**Group
size**

Ratio

Benefits (aims, objectives, intended outcomes...)

- | | |
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Identifying the hazards – assessing the risk

Control measures – reducing the risk

Site and its environment

outcome

Group



Leader and activity arrangements	
Transport	

Generic/mandatory risk assessment, used and acknowledged 1 Council – risk assessments/guidance use 2 Establishment – risk assessments/guidance used
Alternative plans (Plan 'B'/Plan 'C')



Emergency contacts – take the emergency action cards with you!		Group details – ensure you have full details close to hand.	
Ongoing risk assessment	Examples		
1 Apply the control measures	monitor the weather	monitor group and leaders response and motivation	
2 Monitor how effective they are	monitor water/river levels	monitor behaviour	
3 Change, adapt, revise as required	monitor traffic on road	assess group risk awareness in different environments	
	monitor conditions underfoot	monitor the response of your supporting adults	
Completed:	Date		
Signed:	Group leader		
	Head of establishment or EVC		



Appendix 2

Ranvilles Junior School**CHECKLIST FOR SCHOOL TRIPS**

VISIT TO: (NAME, ADDRESS, TELEPHONE NUMBER)		
TAKING PLACE ON:		
YEAR GROUP / CLASS:		
PARTY LEADER:		
	Completed	Date
Coach ordered		
Police check on voluntary helpers		
Car insurance checked by drivers if applicable		
Free school meals ordered for all eligible pupils		
School mobile phone charged and ready to go		
Advise any classroom volunteers e.g. readers that they are not needed on this day		
If staff are on duty, rearrange duties		
List of pupils and adults going on visit with emergency contact details for the day		
List of pupils and adults in each vehicle and registration number		
Medical lists of pupils and adults attending		
Asthma inhalers checked		
First aid box / boxes and sick bucket for each vehicle		
Detailed itinerary for day		
List of pupils who are not allowed photos to appear on website		
Headteacher contact details during and after school hours if applicable		
Names and mobile numbers for all adults on trip		
Briefing for all adults on visit (to include disability and inclusion strategies)		
Risk assessment made or previous one read and understood		
Party Leader has copy of Hampshire emergency procedures		
Copy of all paperwork to school office, party Leader and school staff on visit		
Signature of HEADTEACHER to confirm all above procedures have been checked		