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## 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 detail the major principles relating to our approach  
to off-site activities.

### 3. APPROVAL

Approval date: October 2021

Date for next review: October 2023

#### **4. INTRODUCTION**

The guidelines apply to every activity that is organised by the school, that 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:

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- For activities beyond a 60 mile radius including the Isle of Wight there will be no more than 10 minors to 1 adult

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.

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## **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 detailed and comprehensive risk assessment is mandatory and will be completed adhering to Local Authority guidance. Contextual templates will be used to plan for all off-site activities. All risk assessments will be authorised and signed by the Headteacher or Deputy Headteacher.

## **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.

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## **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
- 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 where possible.

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.

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### **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.