

OFF-SITE ACTIVITIES POLICY

Off-site activities are those activities arranged by or under the auspices of the school which take place outside the boundaries of the school. Off-site activities can complement and enhance the curriculum of the school by providing experiences which would be impossible within the school boundaries. Staff arranging or otherwise involved in off-site activities must make themselves familiar with the regulations, advice and procedures as set out in the DFES guidance 'Health and Safety of Pupils on Educational Visits'. You must request permission from the headmasters, ensure that it fits in with the school timetable with Mr Milne, and complete the relevant risk assessment forms with Christine in the Office.

All off-site activities must serve an educational purpose which is clearly related to the curriculum.

Where staff are proposing to arrange an off-site activity the approval of the Headmasters must be obtained before any commitment is made on behalf of the school. Sufficiently detailed proposals should be provided by the member of staff to allow for an informed decision to be made. Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue, in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the children, the size of the group, the time of year (and probable weather conditions) and the suitability of the facilities. The costs of such a visit may be reclaimed and should be included in the overall cost of the activity. Information about the trip should be given to parents

The Headmasters will appoint a party leader to be responsible for running the activity. An activity should normally have sufficient adults taking part to provide a minimum ratio of one adult to ten children. This is a minimum requirement, and should not automatically be taken as providing appropriate supervision. Parents on residential visits must have CRB checks if staying in the same accommodation as boys.

Transport arrangements should provide a seat for each member of the party. It is the policy of the school to use minibuses with seat/lap belts where available. Where private cars are used for transport the party leader is responsible for ensuring that the insurance of each driver covers such journeys. A list of boys requiring booster seats is posted in the common room. All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided. Staff taking boys out should have a mobile phone with them for emergencies.

Before a party leaves school the school office should be aware of who is going, together with a programme/timetable for the activity. The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should

discuss with the Headmasters the possibility of excluding the child from the activity.

PROCEDURES FOR OFF SITE ACTIVITIES

All off site activities should be formally risk assessed before being undertaken. The procedure below sets out how this is to be achieved for one off trips. (Sporting fixtures etc. will be risk assessed separately as a regular activity).

1. When planning an off site activity, a “Preliminary Considerations Questionnaire” should initially be completed to establish what the aim of the visit and how it fits into the pupils curricular needs. Copies of these can be obtained from the office, who will assist in its completion.
2. Wherever practical the activity organiser must precede any outdoor activity to a location off site with an exploratory visit.
3. Whenever an Activity/Adventure Centre is to be used for a proposed trip, a copy of the centre’s registration certificate should be obtained in advance.
4. Written approval of the trip by a headmaster must be applied for by completion of a “Off Site Activity Application” form. Copies of these can be obtained from the office, who will assist in its completion. A formal risk assessment of the activity must be carried out at this stage.
5. Where appropriate, a parental consent form must be completed in advance for each pupil attending the activity.
6. The activity leader must take with him/her on the trip a copy of the approved “Off Site Activity Application” form, which will detail all relevant contact telephone numbers and addresses. A “School Trip Accident Form” should also be taken to record any accidents, which might occur. It is essential that there is full insurance cover for any activity and that medical information and dietary requirements is taken by the organiser.