

Eden Park Academy



Eden Park Academy
Every Pupil Achieves

Off-site Activities (OA) Policy

Date: April 2018

Reviewed: November 2018

Review: July 2019

1. Introduction

Off-site Activities is defined as occasions when students leave the school premises to pursue activities organised by the school. These activities can be curricular, or recreational in nature and happen during or after the school day. Activities may be **Educational Visits** (eg. To a museum or place of worship), or part of a programme of **Outdoor Education**.

2. Rationale

At Eden Park Academy, we believe that the opportunity for Off-site Activities will offer the students the learning experiences that will enrich and build upon the learning in the school. The knowledge and experience gained beyond the classroom can consolidate and extend the curriculum from the school setting. These opportunities will allow staff to enhance the learning outcomes in National Curriculum Core & Foundation subjects and, more broadly, to develop personal and social skills.

3. Aims

The aim of this policy is to ensure the safety of the students of the school they are engaged in visits which require them to be take off school premises. We aim to:

- Enhance the Curriculum with a wide range of experiences.
- Develop personal and social skills.
- Promote self-esteem and self-reliance.
- Develop a respect for the environment.
- Encourage a respect for safe practice.

4. General Principles

Eden Park Academy operates an Equal Opportunities Policy and in accordance with that policy, all pupils regardless of

race, gender and ability have the right to participate in off-site experiences.

The school will, at all times, be mindful of identified individual learning need of participants.

However, because many of our students can display quite challenging behaviour, it may be occasionally necessary to bring a participant's day to an early end where his/her behaviour is considered to pose a risk either to him/herself or to other students.

5. The Off-site Activities Coordinator

The OAC will:

- A. Take the lead in regularly reviewing this policy on a 6 monthly basis to ensure that policy is relevant and up to date with current guidance.
- B. Ensure procedures outlined in this policy are adhered by using policy to assist in the completion of the pre-visit checklist.
- C. Ensure the completion of all risk assessments for off-site activities.
- D. Ensure the completion of all student-related risk assessments.
- E. Ensure that competent staff are supervising all activities. Leading staff must demonstrate previous extensive knowledge and understanding of the management and risk management of leading groups on outdoor and educational visits. To be assessed by school leader.
- F. Advise and support colleagues in their planning of learning outside the classroom activities and provide opportunities for staff to access training where necessary from an outside provider offering National Accreditation.

- G. Monitor the quality of learning outside the classroom activities regarding safety, value for money and their impact on the pupils' learning.

6. Planning and Preparation of Off-Site Activities

Staff planning off site activities should consult the National Guidance Guidelines, which are in the **Educational Visits** folder. In addition, they should refer to the DfE guidance document, Health and Safety of Pupils on **Educational Visits**.

- A. Permission in principle should be sought from Leadership. No firm bookings should be made and there should be no communication with parents/carers until the appropriate form (Appendix 1) has been completed and signed by the OAC.
- B. The Leader of the school should be consulted with regards to staffing and timetabling issues.
- C. There should be a pre-visit to the location which will inform risk assessment (where necessary).
- D. Risk assessment **must** be completed both regarding the activity, the transport and the individual students.
- E. The Leadership should be given as much notice as possible to ensure that funding is arranged.
- F. Staffing should be aware of the recommended student/adult ratios as stated in the pupil's care plan.
- G. In the case of Child Looked After students, there must be adequate notice for carers to obtain the permission of those with parental responsibility.
- H. The school should have given as much notice as possible of the change to lunch arrangements & possible arrangements for packed lunches.

- I. All accompanying staff should be thoroughly briefed as to their roles and responsibilities on the visit, including procedures for an emergency.
- J. There should be a designated first aider whose responsibilities will include taking the appropriate first aid kit, emergency rucksack and holding medication for pupil where required.
- K. All staff should carry mobile phones and should hold the 'phone number' of all staff on the visit.
- L. A pack will be provided for all group leaders which will contain – details of emergency procedures & important contact numbers.
- M. A visit checklist must be completed at least 24 hours before the visit (Appendix 2).

7. Risk Assessment

- A. There must be a risk assessment of any activity that involves student education off site. A completed Risk Assessment Form (Appendix 4) should be given to the OAC at least a week prior to the week.
- B. Given the needs of our students at Eden Park Academy the individual risk assessment held for individual students should be consulted and reviewed.
- C. For a visit to an organised activity, a copy of the provider's risk assessment should supersede any RA that school has as otherwise we would not be covered under the provider's public liability.

8. Transport

Minibus Travel

All guidelines about use of minibus travel should be adhered when booking, driver competence and behavioural expectations. There should be at least one adult in addition to the driver and in most cases, there will be two.

Staff Cars

Staff may transport students using company's cars. They are responsible for ensuring that the pupils wear seat belts always and have suitable insurance coverage.

9. Supervision

The level of staffing required for an off-site visit will take account of the nature of the activity, the age and number of the students participating, and any risk involving an individual pupil (as per the student's care plan).

First Aid/Medical

- A. There must be a competent first aider accompanying all off-site visits. He/she should be aware of all medical needs of individuals and of the medication requirements where appropriate.
- B. In the event of any emergency requiring a student/s to be taken to hospital the first aider (please note this person should not be counted in staff ratio in case they need to leave the trip) will accompany them and the group leader will remain in charge of the group. School procedures will be followed regarding gaining carer consent for treatment where necessary. On return to school, appropriate accident forms should be completed if appropriate, in accordance with normal school procedures.

10. Unforeseen Difficulties

All staff involved with the visit should be aware of procedures in place for dealing with unforeseen problem. This should include planning for delayed return, transport breakdown in addition to more serious problems, for example, adverse weather conditions. The group leader should ensure that he/she can contact school or a member of Leadership if it is outside school hours. The school will deal with contacting parents/carers.

11. Emergencies

All group leaders must acquaint themselves with the emergency procedures as outlined in the National Guidance.

A copy of the National Guidance recommendations for dealing with an emergency will be available for all group leaders.

12. Visit Evaluation

This should be completed no later than a week after the visit.
(Appendix 3)

13. Appendices

Appendix 1

Approval Form

Appendix 2

Check List

Appendix 3

Evaluation

Appendix 4

Activity Risk Assessment Record

Appendix 1

OA Approval Form

Location of Proposed Visit	
Date/times	
Member of Staff leading the Proposed Visit	
Year Group & Number of Pupils	
Number of Staff required to assist	
Purpose of Visit & Intended Learning Outcomes:	
Approved in Principle.	
Signed: Date:	
Print Name:	
OAC	

Appendix 2

OA Check List

Date:

Year Group:

Itinerary/Times:

Staff:

Criteria	Required & Met	Not Required
Approval Form completed and signed by OAC		
School leader consulted re staffing & dates put in diary		
Pre Visit to location		
Kitchen/Reception informed of meal arrangements at least one week before date of trip		
Finance Department informed & funding secured		
Risk Assessments, group & individual pupil, completed & countersigned by OAC		
Parental/Carer consent forms sent and returned including use of images		
Minibus booked/transport arrangements made		
First Aid Kit collected		
Mobile phone collected & students signed out at office		
Medication collected from main office		
Transport checked on pupils return & mileage logged		
Staff & students signed back in on return		

Signed:

Date:

Print Name:

Please ensure that completed form is returned to the Leader of the school, as completion of this form is a pre-requisite for a trip to take place.

Appendix 3

OA Evaluation

Location of Visit:	
Date:	
Group Leader:	
Year Group & Number of Students	
Intended Learning Outcomes:	
To what extent were the Outcomes achieved?	
Evidence if appropriate (attach copy of student records, student evaluation, photographic evidence etc.)	
To be passed to leader of the school on completion.	

Appendix 4

OA Activity Risk Assessment Record (template)			
Establishment:		Assessment No:	
Activity Assessed:		Date of Activity:	
Activity Location:			
After all Control measures are in place assess risk: High, Medium, Low, Insignificant			
Who may be harmed?	Teachers () TAs/Carers () Pupils () Public ()		

Significant Risks	Control Measures already in place

Additional Control Measures Required	Date Implemented	By Whom

Completed by:	Signature:	Date:
	Print Name:	