

Oakwood School

Educational and Off-Site Visits & Activities Policy **including Learning outside the Classroom (LOtC)**

This policy applies to the whole school, including the EYFS

1 Introduction

- 1.1** Educational visits are activities arranged by or on behalf of the school, and which take place either at school or outside the school grounds. The governors and teaching staff believe that off-site activities, in particular, can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.
- 1.2** In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our educational visits and activities (including learning outside the classroom), and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.
- 1.3** The school has regard to the Department for Education ("DfE") guidance *Health and Safety of Pupils on Educational Visits (HASPEV)* and *Health and Safety for Learning Outside the Classroom (HASLOC)*, including material on the LOtC website (www.lotc.org.uk). We keep up to date with Health & Safety consultations and make any necessary changes to our procedures in order to ensure continued compliance and best practice. Additional guidance is obtained from the DfE website (www.education.gov.uk).
- 1.4** Mrs Lobo is the Risk Assessment Co-ordinator, and she will ensure that the necessary assessment has been completed by the teacher in charge prior to all visits and outside learning activities, and that appropriate safety and child welfare measures are in place. Mrs Rafice is the Educational Visits Co-ordinator (EVC) and her main responsibility is to facilitate the extension of the curriculum beyond that offered in timetabled sessions by ensuring a full enrichment programme of educational visits and activities. Mrs Rafice will ensure that risk assessments are completed in the event of Mrs Lobo's absence.

2 Aims

- 2.1** The aims of our educational visits are to:
- 1 enhance curricular and recreational opportunities for our pupils;
 - 2 provide a wider range of experiences for our pupils than could be provided on the school site or within the classroom alone;
 - 3 promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards the end of Key Stage 2.

3 Curriculum links

- 3.1** For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists).
- English – theatre visits, visits by authors, librarians, poets and theatre groups;
 - science – use of the school grounds, visits to botanical gardens, nature trails;
 - mathematics – use of shape and number trails in the local environment;

- history – castle visits, study of local housing patterns, local museums;
- geography – use of the locality for fieldwork, village trails, river walks;
- art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- design and technology – visits to local factories or design centres;
- RE – visits to local centres of worship, visits by local clergy.

4 Sports activities

- 4.1** Some PE lessons for junior children are held at Warlingham Rugby Club in Limsfield Road, and these children also compete in sports matches throughout the year at a variety of local primary schools.
- 4.2** The children travel by school minibus and private vehicles, and seatbelts are worn at all times. Separate insurance policies exist for the minibus and parents or staff using private cars to carry pupils.
- 4.3** The teacher in charge of the sports session will carry out a head count both at the start of the lesson or match and prior to leaving any sports ground.
- 4.4** Two adults representing the school will always accompany the children in case there is an emergency. A first aid kit is situated in the school minibus and at least one member of staff on site will be trained in first aid. They will also carry a mobile phone.
- 4.5** Staff will use reasonable discretion when in extreme weather conditions (eg. allowing the children access to plenty of water in the heat and ensuring that children are warmly dressed in the cold).
- 4.6** Some children in Years 1 & 2 participate in a local swimming activity in the Summer Term, with written permission from their parents. A minimum of 2 adults will accompany the children, and they are taken by school minibus. The school ensures that all staff employed by the leisure centre have been CRB checked.

5 Residential activities

- 5.1** Children in Year 6 have the opportunity to take part in a residential visit. This activity is outside of school time (usually between 3 & 5 days) and some activities are linked to the National Curriculum. A charge is made for transport, board and lodging, and specialist instruction for certain activities.
- 5.2** The residential visit enables children to take part in outdoor and adventure activities. Qualified instructors are provided for all specialist activities undertaken, and the school ensures that all staff employed by the company have been CRB checked. Detailed risk assessments for all activities are carried out by the provider.

6 How visits may be authorised

- 6.1** A teacher will normally be the party leader responsible for running the visit or activity.
- 6.2** The teacher will be involved in the planning and management of all their class off-site visits. As part of this process they will:
- 1 ensure that risk assessments are completed;

- 2 support the Head in his decisions on approval;
- 3 assign competent staff and parents (if required) to help with trips;
- 4 organise related staff training;
- 5 make sure that all necessary permissions and medical forms are obtained;
- 6 keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

6.3 Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Head or Deputy Head before any commitment is made on behalf of the school.

6.4 Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Head will seek the approval of the governing body before permitting the activity to take place.

6.5 It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

7 Risk assessment

7.1 A comprehensive risk assessment is carried out by the group leader before the proposed visit, using the HSE guidance '*5 Steps to Risk Assessment*'. This will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- 1 What are the hazards?
- 2 Who might be affected by them?
- 3 What safety measures are needed to reduce risks to an acceptable level?
- 4 Can the group leader put the safety measures in place?
- 5 What staff : pupil ratios apply for the trip?
- 6 What steps will be taken if delayed or in an emergency?
- 7 Do any children have particular allergies or health needs which may require medication to be administered?

7.2 It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

7.3 An activity should normally have sufficient adults taking part to provide the following minimum ratios for pupil supervision:

- 1 adult to 8 pupils in Years 3 to 6 (juniors)
- 1 adult to 6 pupils in Years 1 to 2 (infants)
- 1 adult to 3 pupils in the Early Years

With regard to infant trips, the ratio for Year 2 children may be adjusted to 1:8 depending on the nature of the trip (for a theatre trip using the school minibus or hired coach for example).

Similarly, with regard to junior trips, the ratio may be adjusted to 1:10. Additionally, if other adults are involved in activities during school trips, they will be included as part of these ratios. Any trip will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases.

- 7.4 Preferably at least one adult accompanying the children should be trained in first aid. In the case of Early Years trips, one member of staff must have completed their Paediatric First Aid training. Teachers should ensure that they collect the portable first aid kit from the office prior to leaving on their trip, and this should be returned immediately upon their return.
- 7.5 The teacher in charge, and preferably other staff accompanying them, will carry a mobile phone with them in case of emergencies (either the school's or their own personal one).
- 7.6 A copy of the completed risk assessment will be given to the Risk Assessment Co-ordinator prior to departure. The risk assessment must also cover transport to and from the venue.

8 Transport

- 8.1 The costing of off-site activities should include any of the following that apply:
 - 1 transport;
 - 2 entrance fees;
 - 3 insurance;
 - 4 provision of any special resources or equipment;
 - 5 costs related to adult helpers;
 - 6 any refreshments the school has opted to pay for.
- 8.2 Transport arrangements will allow a seat for each member of the party. It is our policy only to use vehicles fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.
- 8.3 Where private cars are used for transport (either for school trips or sports activities), an insurance policy is in place which covers accidents and/or incidents for vehicles belonging to both staff and parents. The teacher in charge will ensure that all drivers have clear directions and will ensure that everyone arrives and departs safely. Parents and staff must complete a 'Self-Declaration form' prior to departure on any trip (See Appendix 1). This will be valid for all trips undertaken within a year.
- 8.4 All the seats in our minibus have seat belts and we instruct all children, whether travelling by car, minibus or coach, to attach their seat belts. Although not required by law, booster seats are available for any trips involving children in the Early Years. For anyone driving the school minibus, a copy of the drivers licence is also kept on file.

9 Communication with parents

- 9.1 The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit in good time. Parents give their consent in writing at the beginning of each academic year for all off-site activities.
- 9.2 Funding for off-site activities is provided by parental contributions, and costs are usually added to children's school accounts at the end of each term. This is made clear to parents in all correspondence about an educational visit at the planning stage.
- 9.3 The timetable for the payment of contributions should allow for the Head to make a decision about the financial viability of the activity in reasonable time.

10 Further health and safety considerations

10.1 The DfE guidance mentions ten important areas to consider for the types of activities envisaged. The essential elements which usually apply are:

- responsibilities for visits, including pupils' behaviour;
- planning visits, including risk assessments and first aid;
- supervision, including ratios and vetting checks (for example CRB checks for volunteers on overnight stays);
- preparing pupils, including special and medical needs;
- communicating with parents;
- planning transport;
- insurance;
- types of visits;
- visits abroad (not usually applicable to our school);
- emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted

10.2 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.

10.3 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. All staff have a common law duty of care and, together with other accompanying adults, they should act as any reasonably prudent parent would do in the same circumstances. This involves taking note of any specific health or medical information, and ensuring that children are both safe and well looked after at all times. The party leader must ensure that all adults taking part in the visit ensure the health and safety of everyone in the group. The group leader will make it clear to children that they must follow the instructions of staff (including those at the venue of the visit) and other accompanying adults, they should behave sensibly and responsibly at all times and must not take unnecessary risks.

10.4 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 Head the possibility of excluding that child from the activity.

11 Group leaders' planning

11.1 A copy of the following guidance notes for off-site activities is available in the Risk Assessments folder for reference:

***Health and Safety of Pupils on Educational Visits: A Good Practice Guide
Health and Safety for Learners Outside the Classroom (HASLOC)***

12 Monitoring and review

12.1 This policy will be reviewed every two years or before if necessary.

Signed: C Candia

Date: 6 May 2011



SELF-DECLARATION FORM FOR PARENTS & STAFF

USE OF PRIVATE VEHICLES ON SCHOOL TRIPS

Name:

Car Make and Model:

Registration No:

By signing this form you confirm that:

- You are the registered owner or entitled to drive the above vehicle
- The vehicle is in a roadworthy condition and if necessary has an up to date MOT at all times
- The road tax license for the vehicle is up to date and displayed
- You are insured to drive the above vehicle (the school's insurance only covers authorised school trips and activities)
- You have an up to date driving license (to be photocopied by us and attached to this form)
- You are over 23 years of age

Also you have not:

- Been convicted or have a prosecution pending of any motor offence
- At any time been refused insurance or quoted an increased premium or had special terms imposed
- Had a disqualification that prevents you from driving a vehicle
- Suffered from any heart complaint, diabetes, fits or any other physical or mental infirmity that renders you incapable of driving an insured vehicle
- Been regularly taking any prescribed medication, unless the condition has been notified to the DVLA and a license to drive has been granted

If you change your vehicle or if there are any other changes in circumstances regarding the above you must report them to the school immediately. This declaration is valid for 1 year.

SIGNED: Date:

(This form should be handed in to the school office prior to departure).