



Wootey Infant School Off-Site Activities Policy

Created by: Policies Working Party

Responsibility: Full Governing Body

Reviewed by: Full Governing Body

This Review: April 2024

Next Review: April 2027

Cycle: 3 Yearly

Ratified by: Full Governing Body

Rationale

At Wootey Infant School we aim to widen the children's interests and experiences in a range of projects linked to the National Curriculum. These often include visits and activities off school premises, which are regarded as a highly valuable extension of classroom activities.

With any off-site activity there are inherent risks and dangers and it is our policy to recognise these risks and, by following strict criteria and guidelines, to ensure that supervision and care is such that maximum educational benefit and enjoyment can be gained from the opportunity.

The following criteria must be strictly adhered to:

- Hampshire County Council Off-site Activities regulations and guidelines are followed.
- The School based procedures (as outlined) are followed.

All staff leading groups off-site must have the appropriate qualifications and have read and complied with the above.

Wootey Infant School procedures for Off-site Activities:

- No off-site activity can take place without the knowledge and approval of the Headteacher.
- Staff should take care to plan visits that have significant education value and which is linked with the school curriculum with suitable preparation and follow up planned. The visit should have regard to pupil age, ability and aptitude.
- This policy should be read in conjunction with the Charging Policy.
- Parental consent is obtained if required – For routine and occasional visits, within walking distance of the school, parents are asked to sign a consent form at the beginning of the Reception academic year giving consent for these activities. Parents are usually aware of class activities and that such a visit will be taking place.
For visits further afield, involving transport, parents must be informed in writing and their consent obtained.
If the visit extends beyond the school day then parental consent will be needed. Only a person who has parental responsibility may give this permission.
- When any group goes off-site the party leader must ensure that an Off-Site Activities Record sheet containing contact and medical information is completed. Information detailing the members of the party, including all adults, the destination, estimated time of departure and return and if appropriate

who is travelling in which vehicle. Contact telephone numbers of base contact (i.e. school) and the mobile phone must also be added.

A copy of this record should be left in school with the base contact person. All accompanying adults must have a copy of this list

- All accompanying adults must be fully briefed before leaving the school site.
- All adults in the party must give emergency contact numbers.
- Medication as needed by members of the party must be carried at all times.
- Unless agreed with the Headteacher in advance, all venues will have been visited before and a risk assessment completed by the group leader.
- The supervision ratio is at least 1 adult to 8 children. Under 5 years 1:6.
- In the case of an accident or emergency the group leader must be aware of the agreed procedures. The school is the base contact. The person in charge at the base will instigate County measures, in the case of a major emergency, following the School's Emergency Response Plan.

APPENDIX 1 - Wootey Infant School Off-Site Activities Record Sheet.

Educational Visits Procedures

The booking of all visits is the responsibility of the office staff. The safety of the visits is the shared responsibility of all staff.

The following procedures must be followed to enable visits to be booked in advance and to ensure our strict health and safety standards are complied with.

Team Leader (TT/ST) responsibility:

- Trips/Visits must be approved in advance by the school Governing Body preferably at the start of each academic year. The Staffing Governor will take the information to the FGB. They must always be approved before parental permissions are sought
- A schedule of proposed trips/visits must be given to the office in September in order that a schedule may be prepared for this purpose. Minimum information required will be type of trip/visit, purpose, month, year group/class

Visit Leader's (any teacher in the team) responsibility.

- Plan and check with proposed visit what workshops are needed – provisionally book workshops (check to ensure that if a provisional booking is made, if the school needs to cancel the booking for any reason - the school does not incur a charge).
- When contact details are given to the proposed venue please ask that the office staff be included in all correspondence by giving the school admin (office) email address.
- Inform Office of the proposed visit.
 - Preferred dates?
 - Which classes/groups are taking part?
 - Destination?
 - Focus of visit- which workshops have been booked.
 - Number attending- bearing in mind adult to pupil ratios required (consider health needs of children and behaviour/safety requirements)
- A pre-visit must be made by the Visit Leader. All teachers new to the visit must also make a pre-visit. Exceptions to pre-visits may be made in consultation with the HT only
- Following the pre-visit a Risk Assessment is completed in conjunction with all teachers in charge of children during the visit. The risk assessment is approved and signed by the

Educational Visits Co-ordinator (H.J.) or Risk Assessment trained staff (T.M.) A copy is then placed in the Risk Assessment file (kept in the office) The Risk Assessment is shared with all other staff accompanying the visit (including students) prior to the day of the visit.

- If required (costs higher than £15 per child) the Visit Leader will write to the PTA to request a donation to make up the difference

Office's responsibility

- Any provisional bookings made by Visit Leader to be confirmed by office.
- Office will arrange transport (if required) to meet specified ratios. If coach costs are high for these numbers, the office will discuss the possibility of car transport also being used. No compromise to ratios will be made
- Office will cost the visit per pupil and inform the Visit Leader
- Office will draw up information letters for parents with consent, help and donation requests as required
- The office will handle the collection of all money and payments
- Regular information sheets giving information on helpers, permissions and donations will be provided to class teachers
- Pupil packed lunches will be arranged by the office. The office will need to be informed if any adult meals are required
- Copies of Consent Forms, Emergency contact and medical information sheets will be provided by the office

Class Teacher responsibility

- Ensure 1st aid packs are collected from the office the day before the visit and all medicines are gathered
- Ensure Emergency contact and medical information sheets are completed by all non-staff helpers prior to the day of the visit
- Ensure that all accompanying adults are briefed on format of day and safety procedures prior to leaving- ideally the day before
- Follow all safety procedures as specified by Visit Leader.