



Akaal
Primary School

Off-Site Education Policy



Approved by Trustees :June 2015

Approved by Staff :November 2015

Date for Review : November 2017

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Aims

The school positively encourages off – site education to offer the children a broader curriculum, assist in class topics and also develop social skills of living and working together.

Off-site Education will take place throughout the school to develop curricular areas and provide first hand experiences, many of these are related to the arts and humanities but others relate to physical education and science.

- Enhance curricular and recreational opportunities for pupils.
- Provide a wider range of experiences for our pupils than could be provided in the school site.
- Promote the independence of our children as learners and enable them to grow and develop in new learning environments.

In some case children will be taken on a visit for the purpose of sharing a day out with the class, education content may not be the priority but the building of social skills will be important.

Wherever possible the school will give as many children as possible the opportunity to attend a residential visit for one or more nights. We will make use of the Sandwell Centres and others. Visits abroad will also be organised if possible to give children an even wider experience.

Risk management

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Although the school positively promotes the use and development of off-site education it also acknowledges the risks involved in such activities. The school therefore has a code of planning, organisation and preparation before any trips take place. Trustees are informed and in agreement all trips will be signed by the chair for all residential trips. All day trips and out of hours activities are reported to Trustees.

Where possible all venues will be pre-visited to support risk assessment.

Staff

The school will have a trained EVC Educational visits co-ordinator in school.

All trips will be signed off by the EVC and Head Teacher.

All trips will be signed off by the Trustees – Chair of Trustees.

All trips will be led by a trained group leader.

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All trips will have a qualified first aider in attendance or available at the centre/venue to be visited for children in Early Years under 5 there will be a paediatric first aider.

All trips will have a good adult pupil ratio.

Under 5's	1:4
5-8 year olds	1:6
Over 8 year olds	1:10

All staff attending trips including volunteers will have DBS checks.

There will be at least 50% qualified staff, Teacher or NVQ L3 or equivalent on each trip.

Before a visit takes place

All teachers are asked to complete forms giving details of the trip including costing, staffing and destination. There must always be two qualified members of staff on every trip. This may include teachers and Learning Support with appropriate adult/pupil ratios. They complete the appropriate forms copies of which are attached. They are also asked to complete a risk assessment form outlining any possible dangers and how these will be controlled. These forms should be handed to the Head Teacher for signing before the trip takes place. High-risk residential visits require approval six weeks prior to the trip.

A copy of the risk assessment and list of pupils on the visit is taken on the trip and a copy left in school. All supervising adults on the trip should be fully briefed on all arrangements. A school **EMERGENCY** card should also be carried on all trips, which indicates what and who to contact in an emergency. The school also has a mobile phone which should accompany all trips especially ones where there is not likely to be a phone at hand.

Teachers should ensure that all adults accompanying the trip are responsible and have undertaken the necessary clearance, including a DBS check. Appropriate induction and training will be provided for all staff. For all such day and residential trips parents need to be informed and permission given in writing.

For short trips out of school to the park, McDonald's or the Gurdwara etc, a note home informing parents that their child will be out of school is sufficient. Teachers should discuss supervision arrangement and details with the Head Teacher before the visit.

Where the minibus or a coach is involved even on the shortest of journeys written permission should always be obtained from parents.

Transport

Where transport is required the school will hire a suitable coach for the journey or use the school minibus, provided there is a qualified driver available and enough support staff. Parents will NOT be asked to take other pupils in their cars by the school.

Staff transport

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Where staff are transporting children, they must always have the correct vehicle insurance – for use in connection with their business/profession. Where possible, staff should have an escort if carrying just one child.

Costing

Costings for all trips will be prepared before the trip is authorised. All charges will be made in line with the school's charges policy.

During the visit

All supervising adults should know exactly what, when and how things will happen. There should always be a qualified member of staff with any group. This may mean that a teacher will have two groups with a parent helper supporting. A helper should never be asked to take a group off alone - they should always be within sight of qualified staff.

The teacher in charge should state exactly what is to happen and the party should follow these directions. If there is a problem with a supervisor or child following these directions then the teacher in charge should step in and take charge of the situation.

All risk assessments and guidelines should be followed whilst out on a trip. If an accident takes place then emergency procedures should be followed. Children should never be left unsupervised at any time. There should always be two qualified staff on any trip so that one can deal with the emergency while the other supervises the children.

First Aid – A qualified first aider will attend or will be available at the centre to be visited on every trip. Staff should always take a travel first aid kit to cope with small emergencies. First aiders attend all residential trips, paediatric-trained first aiders will attend trips with under 5's. The class Asthma/Medical Box should always accompany a trip. This will also include Epi-Pen and diabetic supplies for appropriate children. Medical forms including permission to administer medication will be completed by parents for residential trips.

The highest level of discipline should always be insisted upon when children are off-site to ensure safety.

Residential visits

Prior to the trip, parents will be given the opportunity to detail any dietary requirements (which includes religious observances) medical needs, allergies and any other issue/condition which may impact on their child's safety and/or enjoyment during the trip. This may include any particular pastoral needs, travel sickness or condition such as sleep walking if staying overnight.

For all residential trips, parents are expected to attend a meeting in school with the staff who will be taking part/leading the trip. During this meeting, parents will be given all necessary information regarding how to prepare their child for the trip and the trip itself. There will be an opportunity to ask questions and gain all necessary information.

Teacher will also fully brief the children with how to prepare for the trip and any activities they may be undertaking. Teachers will also involve children in the risk taking process as well.

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After the visit

An evaluation will take place. Follow up work with pupils will take place after most trips. Any incidents should be reported to the Head Teacher, where this has involved miss behaviour the child/children will be disciplined in school. Where there has been an accident or other incident parents will be informed. Accidents will be reported as part of the schools accident reporting system.

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Educational visits co-ordinator

Self-evaluation

	Focus	G, S or U	Action
1	There is a named Educational Visits Co-ordinator.	G	
2	There is a school policy statement for outdoor education and health, safety and welfare, which reflects the range of off-site activities undertaken at the school.	G	As a minimum the statement should endorse and cross refer to the Sandwell Policy and Guidance
3	The policy statement includes objectives of young people participating in off-site activities.	S	
4	The policy statement identifies the respective roles of Trustees, the Head, the EVC, group leaders, staff, volunteers, parents and young people.	S	
5	Generic and activity/site specific risk assessments are carried out for all off-site activities and are on-going during activities.	G	
6	There is a system of approval for all off-site programmes.	G	
7	There are arrangements to monitor off-site visits and activities.	G	
8	Documents relating to off-site visits and outdoor education are available to staff.	S	
9	Accidents and incidents are reported and recorded.	G	
10	Accidents and incidents and near misses are reviewed and findings shared to identify learning points.	S	
11	Induction and staff development opportunities are available, reflection school and health and safety policies	S	
12	Staff have access to information and advice when planning off-site programmes, including a checklist to ensure procedures are followed.	G	
13	Parents/Guardians are informed about and agree to their child participating in specific activities.	G	
14	Group leaders and staff know of medical and other relevant needs of group members including staff.	G	
15	Off-site programmes are led by competent staff who are appropriately experienced and qualified	G	
16	Activities are carried out in ways, which reflect normal and accepted practice.	G	

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	Focus	G, S or U	Action
17	A school based record is kept of staff qualification, including mini-bus driving and first aid.	G	
18	The use of external providers complies with good practice and are AALA inspected where appropriate.	G	
19	The school has emergency procedures to cover the range of activities undertaken and the times at which they take place.	S	
20	Arrangements for insurance are known and understood by the EVC	G	
21	Pupils and staff have adequate personal and protective equipment to undertake activities safely.	S	
22	School equipment is inspected and results recorded, maintained and fit for purpose.	S	
23	There are suitable child protection arrangements for vetting staff and volunteers.	G	
24	Transport arrangements for visits are suitable and sufficient.	G	
25	Policy and practice is monitored and reviewed on a regular basis.	G	

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Outdoors procedures

On-site – Out of Hours.

Short trips around the neighbourhood

1. Complete forms for consent of the Head Teacher.
2. A letter should be sent to parents informing them of trip beyond the school gates, written permission is not necessary as this is part of schoolwork and is covered by the annual activities and medical permission forms for insurance purposes.
3. A risk assessment should be prepared beforehand and copy agreed by the EVC and Head Teacher.
4. The planning must ensure adequate supervision 1.4 under 5 years and 1.6 under 8's and 1:15 over 8 years as a minimum. All adults should be briefed beforehand and risks outlined to them.

Offsite visits – sporting events etc.

1. Complete forms for consent of the EVC and Head Teacher.
2. A letter requesting permission should be sent to parents. No child should be taken without written permission.
3. It is advisable to give details of transport arrangements. STAFF should not carry children in their car unless they are covered by insurance – in connection with business or profession. Where parents are used to transport it is advisable for parents to sign to say they agree for their child to travel in the car of another parent.
4. A written risk assessment should be completed and a copy agreed by the EVC and Head Teacher.
5. Appropriate staffing levels should be considered for the activity – list on risk assessment form.
6. Medical and insurance details will be used from the annual activities and medical permission form.
7. All staffing procedures should be followed.

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Swimming

This is part of the normal school timetable and an on-going occurrence each week. Parents are notified of the activity in the school prospectus and by letter.

A risk assessment should be completed jointly to cover the visit.

Adequate supervision should be provided for travel on the coach with. All coaches have seat belts and children are supervised to use them. Permissions are covered as part of the annual activities and medical permission forms.

Day visits

1. Complete forms for consent of the EVC and Head Teacher.
2. A letter requesting permission should be sent to parents. No child should be taken without written permission.
3. A written risk assessment should be completed and a copy agreed by the EVC and Head Teacher.
4. Appropriate staffing levels should be considered for the activity – list on risk assessment form.
5. All staff should be made fully aware of activities and risk assessment. They should also have a full list of trip members and emergency procedures.
6. An emergency contact at school a member of staff should be known and contact details. A list of all trip members should be left in school and with the contact person.
7. Medical and insurance details are recorded on annual activities and medical permission forms.

Residential visits

1. Complete forms for consent of the EVC, Head Teacher and Trustees six weeks prior to visit.
2. A letter requesting permission should be sent to parents. No child should be taken without written permission.
3. A written risk assessment should be completed and a copy agreed by the Head Teacher. The appropriate authority forms should also be completed and signed by the Head Teacher and EVC
4. Appropriate staffing levels should be considered for the activity – list on risk assessment form. All staff should be made fully aware of activities and risk assessment. They should also have a full list of trip members and emergency procedures.

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5. An emergency contact at school a member of staff should be known and contact details. A list of all trip members should be left in school and with the contact person.
6. Medical and insurance details should be completed alongside parent consent letter for all residential visits.

HELPERS ON ALL TRIPS SHOULD BE CONSIDERED CAREFULLY AND SHOULD BE DBS CLEARED. THIS IS ABSOLUTELY ESSENTIAL FOR RESIDENTIAL VISITS.

Other safety procedures

Trips should take the school mobile phone for emergency contact.

Staff should always carry a copy of the emergency procedures.

Pupil trip form which includes medical and allergy details should be taken on visits.