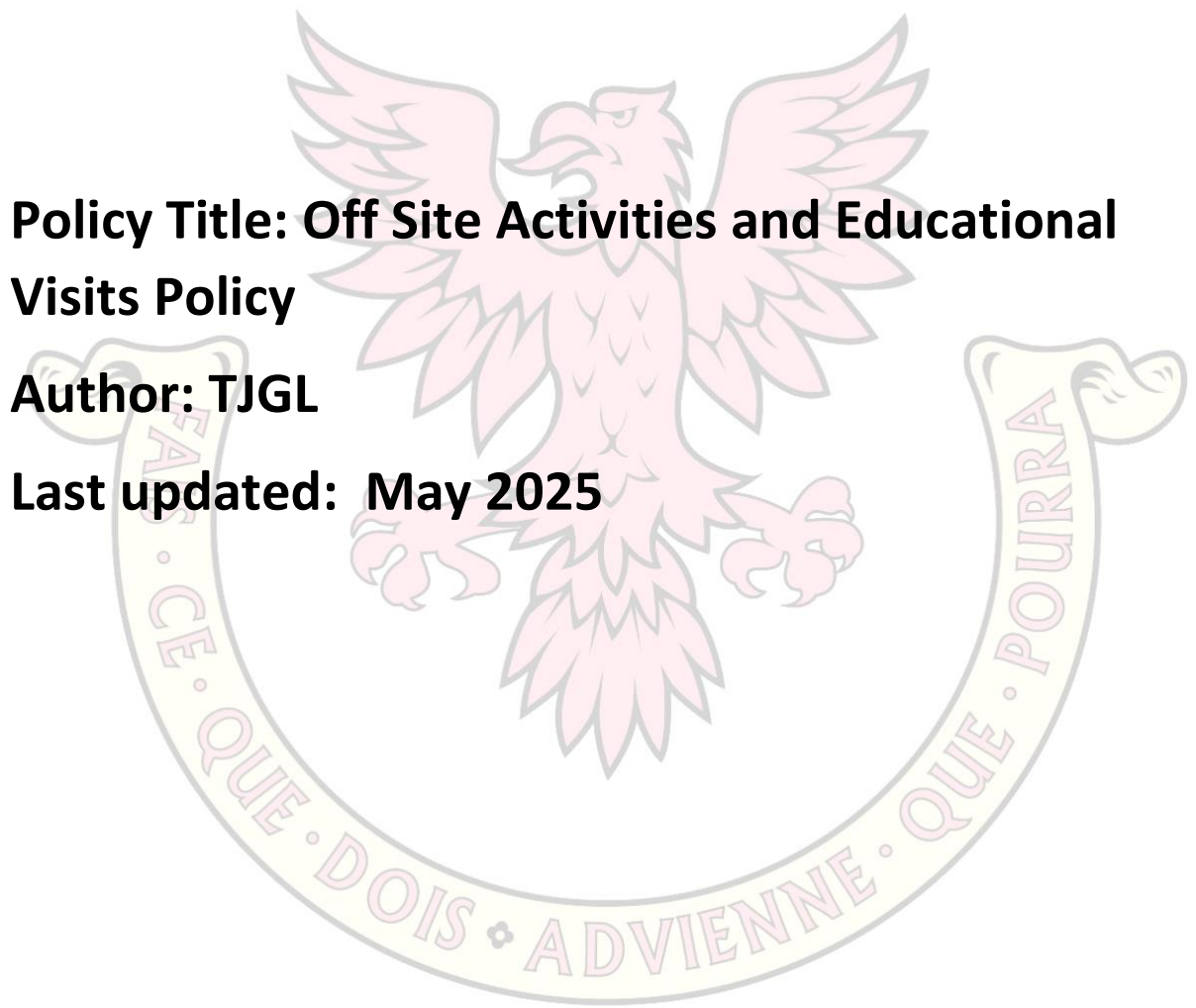


**Policy Title: Off Site Activities and Educational
Visits Policy**

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Off-Site Activities and Educational Visits Policy: The Whole School Policy including EYFS and Boarding

This Policy should be read alongside the Health and Safety Policy (including Risk Assessment Policy), First Aid Policy, Discipline, Behaviour, Sanctions & Rewards Policy, Safeguarding and Child Protection Policy and Supervision of Children Policy. It takes into account DfE advice on Health and Safety on Educational Visits and government advice on Driving School Minibuses.

Risk Management *"is not about creating huge amounts of paperwork, but ... about identifying sensible measures to control risks in the workplace, and the role of others in supporting that."* DfE

1. Introduction

Learning out of the classroom is an important part of our curriculum and is vital in promoting a child's confidence and sense of well-being. Hall Grove has a well-developed programme for outdoor learning based in our own school grounds and gardens and at our residential centre in Devon (Battisborough House). Children also benefit from a wealth of other opportunities and experiences such as participating in sports fixtures away from the school grounds, other residential trips and tours (whether sporting eg. Ski, Tennis, Rugby or Cricket Tours, or cultural eg. Choristers' tours), participating in other off-site activities such as the Sailing and Swimming teams, and attending on numerous day outings and trips away from the main school. All activities organised through the School are expected to have a clear educational value. It is important that this is identified and understood by everyone concerned.

2. Planning and Preparation

- a. Hall Grove has established a clear structure for the planning and evaluation of our off-site activities and educational visits with the aim of ensuring that real risks to health and safety are identified and managed so far as is practicable. Risk assessment should be proportionate and focussed on minimising and managing real risks. It is always intended that visits and trips are available to all pupils including, wherever possible, those with SEND.

Boarders rarely go on trips not available to other pupils but occasionally such a trip is organised, such as to Longacres or to ten-pin bowling. The same principles and procedures apply to preparation and risk assessment as for other trips.

On joining the school parents sign permission for their child to go on trips that fall within the school day, except in the EYFS where written permission is requested each time. Parents are told in advance of each activity and are given the opportunity to withdraw their child from any particular school trip.

Where staff are proposing to arrange an off-site activity, the approval of the Headmaster or his Deputy must be obtained before any commitment, financial or otherwise, is made on behalf of the school. Whilst the Principal continues to have oversight on an annual basis, the Headmaster is ultimately responsible for the supervision of outdoor education, off-site activities and educational visits, and he must be satisfied that an outing has been properly planned before it may go ahead. All visits involving a residential stay and/or adventurous activities must be approved in principle by the Headmaster and are only undertaken after the most careful consideration of safety issues, transport arrangements and emergency procedures.

- b. Staff arranging or otherwise involved in off-site activities are advised to make themselves familiar with the regulations, advice and procedures as set out in the DfE guidance 'Health and Safety of Pupils on Educational Visits'. Whilst safety always has to be considered, Hall Grove staff are encouraged to have confidence in the school's well-established routines and

protocols, and where there are uncertainties, they should always seek guidance and support.

- c. We try to keep the documentation of outings and activities to what is required and to what is useful. A risk assessment is required for all off-site activities, which must be approved by the Headmaster before the outing takes place. Guidance is provided by the Headmaster as to how to assess risk and complete the risk assessment form when planning the trip. A prior visit is always advisable, and a discussion with the Section Head may well assist with aspects of planning. On the rare occasion where there is any substantial risk, this must be carefully documented. This could be related to a hazardous sport or activity.

- d. The person leading the activity is responsible for drawing up the risk assessment and ensuring all staff on the trip have a copy, or have been told the expectations and format of the trip. Risk assessments for the trip should ideally be completed at least two weeks prior to the trip and as a minimum should outline: the party leader, date, educational purpose, staffing (with level of supervision for staff:pupil ratios carefully considered), contact information, any individual needs of the staff and pupils (health, behaviour, dietary or otherwise), dress (in general pupils should be dressed uniformly bearing in mind that they are representing the school in public), food and general welfare. Travel arrangements must be considered (and approved by the Headmaster or his Deputy), and return times should be planned to reduce as far as possible congestion on the drive and inconvenience to parents.

In general we aim for ratios as follows:

1:15 – 20 adult supervisors for children in Years 7 and 8

1:10-15 adult supervisors for children in Years 4 – 6

1:6 adult supervisors for children in Years 1 and 2

1:5 adult supervisors for children in EYFS.

Numbers may be made up with GAP students and parent volunteers (though this would be very unusual and care would have to be taken that those not on the school's Central Register did not have unsupervised contact with children. Where such staff are used this must be sanctioned by the Headmaster and appropriate safeguards put in place). A volunteer will never be left in sole charge of children.

- e. Individual health requirements of pupils and staff must be considered. In accordance with the First Aid policy, the School Nurse will provide a list of specific medical needs (including allergies and dietary requirements) prior to every outing. Where necessary, medication required to be taken by a pupil during the trip will be provided to the trip leader by the School Nurse who will advise on the quantity of the dose and when it should be given. Parents will be asked in advance to sign the consent form for medication and to provide it to the School Nurse in advance of the trip. Parents should be aware of the Administration of Medicine Policy, in particular that only medication prescribed to the pupil in question can be accepted and that it must bear the label of a dispensing chemist to confirm this. First Aid kits should be obtained from the School Nurse. Trips within school hours can rely on contact being made with the School Nurse to check consents for minor medical treatment. Trips that extend outside school hours will require that the Party Leader carries the laminated sheet with the confidential information of health issues and consents. If the trip is overseas, the staff must take individually signed parental consent forms with medical/dietary information and consent for medical treatment. The School Nurse will advise on the wording to be used. Staff driving school minibuses must hold a driving licence with the correct vehicle category (D1). Staff must be approved by the school's Transport Manager before they are given permission to drive a bus. Staff driving a school car must hold a valid full driving licence, be aged over 25 and have taken a familiarisation drive with the Transport Manager. (see Minibus

Policy for more detail). If a coach is required, and hire has been costed and approved by the Headmaster, this should be obtained from the school's provider. Staff should contact the school office who will assist in making the booking.

- f. The person leading the activity is responsible for ensuring all staff on the trip have a copy of the risk assessment, or have been told the expectations and format of the trip and of any specific responsibilities assigned to them, such as the allocation of a specific group of children to them. All adults accompanying a party must be made aware 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 children out should have a mobile phone with them for emergencies. Before a party leaves school, the school office should be provided with details of who is going (staff and pupils), together with a programme/timetable for the outing. An iSAMS group may be required to contact parents. The safety of the party, and especially the children, is of paramount importance. During the outing the Party Leader must take whatever steps are necessary (if proportionate and sensible) to ensure safety. The over-riding duty of a staff member accompanying any expedition is to show good judgement and to apply common sense.
- g. Prior to departure, the trip leader must clearly prepare the group by spelling out the expectations of behaviour required of the children and explaining matters of safety, including the importance of listening to instructions, behaving responsibly and procedures in the event of separation from the group. Care should be taken to see that individual needs of children can be met. 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 Headmaster will consider the possibility of excluding the child from the activity. Reasonable adjustments will be made for pupils with SEND.
- h. Following any trip, the trip leader should evaluate the visit with the purpose of evaluating whether its planning worked, whether any improvements could be made and to learn from any incidents or near-misses. Risk assessments should be kept for the next occasion.

3. Specific Considerations

3.1 Sports Fixtures

Parents who attend matches may take their child home after the match rather than them returning on the school minibus. Staff must ensure that they sign their child out. If a parent is unable to attend the match and wishes another parent to take their child home from the match, the child's parent must email the school office and the staff member in charge at the fixture to confirm the arrangement.

3.2 Battisborough

All pupils from Year 4 upwards have the opportunity to take part once an academic year in residential activity trips at Hall Grove's residential field study centre, Battisborough House in Devon. This is considered to be part of the curriculum and all pupils are expected to take part. In addition there may be further visits to Battisborough House on sports tours or as part of the Year 8 Leavers' Programme.

A risk assessment will be prepared in advance of the trip by the trip leader, taking into account the planned activities for that visit and focussing on taking proportionate steps to minimise

harm from real risks arising from those activities. If an external provider is used to provide all or part of the trip, checks will be made to ensure they have appropriate safety standards and liability insurance, and they will be required to provide a risk assessment of the activities being provided. Adventure activities such as caving, climbing, and watersports, will be considered as high risk activities requiring a specific risk assessment and will be risk-assessed prior to the visit. The age and ability of the children, including those with SEND, will be taken into account when assessing risk.

Battisborough House has its own procedures in relation to safety in the house and grounds. Care must be taken to follow instructions given by the house staff and, where necessary, risks should be assessed. In particular, this applies to water safety on the beach, cliff-top walking and fire safety in the house. When allocating sleeping accommodation, care is taken to ensure adequate night-time supervision. Safeguarding protocols are also followed, including boy-girl separation of dormitories and washrooms. Care must be taken to ensure that the house is not over-crowded; numbers must be agreed in advance with the Headmaster.

3.3 Other UK based Residential Trips

A risk assessment will be prepared in advance of the trip by the trip leader, taking into account the planned activities for the trip and focussing on taking proportionate steps to minimise harm from real risks arising from those activities. If an external provider is used to provide all or part of the trip, checks will be made to ensure they have appropriate safety standards and liability insurance, and they will be required to provide a risk assessment of the activities being provided. Adventure activities such as caving, climbing, and watersports, will be considered as high risk activities requiring a specific risk assessment and will be risk-assessed prior to the visit. The age and ability of the children, including those with SEND, will be taken into account when assessing risk.

3.4 Overseas Residential Trips

Trips overseas are only undertaken after the most careful consideration of safety issues, transport arrangements and emergency procedures. Travel arrangements must be considered (and approved by the Headmaster or his Deputy). The Headmaster will generally insist that a reputable travel company (with ABTA/ATOL protection as appropriate) with local area support is used to make the arrangements.

A risk assessment will be prepared in advance of the trip by the trip leader, taking into account the planned activities for the trip and focussing on taking proportionate steps to minimise harm from real risks arising from those activities. If an external provider is used to provide all or part of the trip, checks will be made to ensure they have appropriate safety standards and liability insurance, and they will be required to provide a risk assessment of the activities being provided. Adventure activities such as skiing, caving, climbing, and watersports, will be considered as high risk activities requiring a specific risk assessment and will be risk-assessed prior to the visit. The age and ability of the children, including those with SEND, will be taken into account when assessing risk.

Advice from the FCO and from the tour operator should be heeded in the planning and preparation stages, and checked again prior to departure. When the trip is being offered, parents should be asked to provide scanned copies of passports, visas (where appropriate), and travel insurance documents (where appropriate). It may be appropriate for original passport and visa documentation to be kept by the Trip Leader during the visit to minimise the possibility of them being lost or misplaced by pupils. Scanned copies of passports, visas and travel insurance details should be saved onto a secure cloud-based storage system in case of lost documents. Travel insurance should be checked to ensure it covers, and does not exclude, the planned activities and also costs resulting from acts of terrorism, including

medical costs, repatriation and cancellation/curtailment. Contact details for the travel insurance Emergency Assistance helpline should be taken by the Trip Leader, as well as contact details of the British Embassy or Consulate at the destination in case assistance is required. Staff should take mobile phones in case of emergency and ensure that international roaming and data services are enabled before leaving the UK.

In addition to the considerations in section 2.5, the Trip Leader must obtain from the School Nurse the laminated sheet with the confidential information of health issues and consents for the pupils going on the trip. Staff must obtain and take on the trip individually signed parental consent forms with medical/dietary information and consent for medical treatment. The School Nurse will advise on the wording to be used.

Travel arrangements and a list of pupils and staff attending must be provided to the School Office and to the School Nurse prior to departure. A copy of the list should be taken on the visit and regular head-counts undertaken, particularly before leaving any venue.

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