

# **CRESSEY COLLEGE**

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## **OFFSITE EDUCATION POLICY**

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## Table of Contents

<b>Amendment Record</b> .....	3
<b>Introduction</b> .....	4
<b>Definition</b> .....	4
<b>Aims</b> .....	5
<b>Equal opportunities</b> .....	5
<b>Approval of off-site activities</b> .....	5
<b>Responsibility for organisation of off-site activities</b> .....	5
<b>Risk Assessment</b> .....	5
<b>Communications with parents/carers</b> .....	5
<b>Finance</b> .....	6
<b>Insurance</b> .....	6
<b>Code of conduct</b> .....	6
<b>Managing the activity – adults</b> .....	6
<b>Managing the activity – supervision</b> .....	7
<b>Emergency procedures</b> .....	7
<b>Evaluation</b> .....	8
<b>Legal responsibilities</b> .....	8

## **Amendment Record**

This Off-site Educational policy is reviewed to ensure its continuing relevance to the direction and processes that it describes. A record of additions, admissions and amendments is given below:

Version	Amendments	Date
1	Annual update to Policy. Minor amendments to formatting and wording. Approved at Management meeting dated 31 Aug 16. Authorised by JH, approved by Headteacher - AB.	01 Sept 16
2	Annual update to Policy. Approved at Management meeting dated 30 Aug 17. Authorised by JH, approved by Head Teacher – AC.	01 Sept 17
3	Annual update to Policy. Approved at Management meeting dated 29 Aug 18. Authorised by JH, approved by Head Teacher – AC.	01 Sept 18

# **Policy for the Planning and Organisation of Off-site Activities**

## **Introduction**

1. Students can derive a great deal of educational benefit from taking part in off-site activities. In doing so, they have the opportunity to undergo experiences not available in the classroom or on the school premises. Such activities help to develop a student's investigative skills and longer activities/visits in particular encourage greater independence.
2. Cressey College has the responsibility for the health and safety of students and staff and the actions of all employees while in the course of their employment.
3. All school employees have a responsibility:
  - a. To take reasonable care of their own and others' health and safety.
  - b. To co-operate with their employers.
  - c. To carry out activities in accordance with training and instructions.
  - d. To inform the employer of any serious risk.
4. This policy is designed to help staff to ensure that students stay safe and healthy on all off-site activities. It should be read in conjunction with the relevant policies and procedures in the Safety, Health, Environment & Fire Manual and refers to guidance in the DfE guidance 'Health and Safety for students on education visits'. All school policies apply and should be adhered to and followed as normal during any offsite visit.

## **Definition**

This policy refers to: "An educational, cultural or sporting activity that requires the students to leave the school premises having been authorised to do so by the Senior Leadership Team"

5. Cressey College recognises the value of the many educational and extra curricular visits that take place during the academic year.
6. These vary from regular sporting fixtures to residential trips – examples of educational visits include:
  - a. Residential visits that require an overnight stay.
  - b. Adventurous activities (See DfE handbook for definition).
  - c. Day visits to such establishments as museums, galleries, and places of historical interest.
  - d. Visits abroad.
  - e. Sporting activities.
  - f. Swimming sessions.
  - g. Visits to the local library.
  - h. Visits to the local shops.
  - i. Visits to the local leisure centres.

- j. Visits to the local parks.
- k. Musical activities.
- l. Surveys outside the school

### **Aims**

7. All off-site activities should have clear curricular or developmental relevance. A statement to this effect should be prepared to support the activity.

### **Equal opportunities**

8. All activities should be made available to all children irrespective of needs, ethnicity, gender or religion.

### **Approval of off-site activities**

9. All off-site activities should be approved by the SLT using the appropriate consent form.

10. Approval for visits involving residence, adventure activities, or visits abroad should be submitted to the SLT at least six weeks prior to the date of departure using the appropriate consent form.

11. Approval for activities involving non-routine activities of less than a day should be submitted to the SLT using the appropriate consent form.

### **Responsibility for organisation of off-site activities**

12. The school currently has no appointed Educational Visits Co-ordinator (EVC); the planning and management of these activities will all be approved by a member of the SLT.

### **Risk Assessment**

13. All off-site activities will be risk assessed; regular weekly visits may have generic risk assessments; all overnight and residential visits will have specific risk assessments that will be completed by the group leader before each activity.

### **Communications with parents/carers**

14. Parents/carers should be aware of every occasion that their child is taken off the school premises during the school day or on a school authorised activity out of school hours (timetable showing regular offsite activities should be sent to parents at the beginning of each term).

15. Parents/carers are entitled to be as fully informed as possible about the aims and planning arrangements of the proposed off-site activity.

16. A meeting for parents/carers should be held for all off-site activities involving residency. This meeting should be held well in advance of the departure date and should include all relevant details pertaining to the activity.

17. Consent for non-routine day activities such as class visits to places of interest, sports competitions, musical performances, and consent for routine activities such as swimming, sports lessons, should be gained by letter when a student joins the school (standard letter/consent form to parents/carers).

18. Emergency telephone contacts should be obtained for all students participating in the above activities.
19. Communications should be made in languages other than English for those who require this facility.

### **Finance**

20. The financial implications of the activity should be discussed with the head teacher/senior teacher and charges or voluntary contributions agreed (for residential visits).
21. The senior teacher and group leader should discuss security arrangements for money, credit cards during the activity and agree procedures for their safekeeping.

### **Insurance**

22. No activity should commence unless there is adequate insurance cover in place.
23. The Group Leader should ensure that parents/carers are informed of all insurance arrangements for residential visits.
24. Parents/carers should be informed of their ability to increase the level of cover should they so wish.

### **Code of conduct**

25. A code of conduct should be drawn up for students and adults. Subjects for inclusion could include behaviour, dress, smoking, phones, boundaries etc.

### **Managing the activity – adults**

26. Supervising adults should be aware of the “duty of care” which is placed upon them. The overall responsibility rests with the SLT as overall managers of the school. The school’s Child Safeguarding Policy will be implemented during all off site activities.
27. The Senior Teacher/SLT will assess the competence of the adults accompanying the activity.
28. The appointed Group Leader should manage the whole activity. The role of the Group Leader will be as follows:
  - a. Complete preparations for activity using this Policy as a reference.
  - b. Complete all relevant paper work before and after the activity as required.
  - c. Demonstrate a knowledge of the venue of the visit/activity by making a preliminary visit.
  - d. Clarify the roles of all adults involved in the activity, providing them with a list of students in their care along with their personal details in case of emergency.
  - e. Ensure all adults accompanying the activity understand their ‘duty of care’.
  - f. Ensure that all risk assessments have been completed and signed by the appropriate staff.
  - g. Ensure that on going risk assessments are carried out for the duration of the activity and amend organisation if necessary.

- h. Ensure that regular head counts take place during the activity.
- i. Ensure that all students are aware of the purpose of the activity.
- j. Ensure that all students involved in the activity understand the expectations of their behaviour during the activity.
- k. Provide the school office with a list of students and staff going off site.
- l. Be aware of the school's emergency procedures.
- m. Ensure that all prescribed medication is kept secure.
- n. Follow Cressey College's procedures for administering medication.
- o. Ensure that all staff are aware of students' medication requirements, health needs and emergency medication procedures.
- p. The group leader should be aware of any medication requirements, health needs and emergency medication procedures for staff members participating in residential activities.

### **Managing the activity – supervision**

29. The **minimum** adult:student ratio should be 1 : 2 for all visits. However, a higher ratio is necessary when:

- a. Students are involved in adventurous activities 1 : 2 minimum (+instructor/teacher).
- b. Residential visits 1 : 2 minimum (but increasing depending on total number of group e.g. 2 staff:3 students; 5 staff:7 students) but this will always depend on the needs of the students and may require more staff than students in some instances.
- c. Visits abroad 1 : 1 minimum.
- d. Each off-site activity should be risk assessed to ascertain the level of adult supervision required. It is desirable that an adult of each gender should accompany mixed groups of students if possible.
- e. Residential activities for mixed groups require that adults of each gender accompany the group.
- f. If the activity requires remote supervision, parents/carers must be informed.
- g. Supervising adults should always include someone who has a knowledge of basic First Aid.
- h. Supervising adults should know of any special medical details relevant to a student.
- i. All supervising adults must have been DBS checked.
- j. Supervision is "full time". There should be no reduction in levels of supervision on routine or non-routine activities. Responsibility for students lies with the group leader and staff at all times.
- k. All "free time" should be planned for and supervised.

### **Emergency procedures**

30. The group leader should refer to the Emergency procedures as outlined in the SHEF Manual.
31. Always have a Plan 'B' in case of bad weather, accidents, etc.
32. A list of all participants – children and adults – should be held at the school and by each adult taking part in the residential activity.
33. All emergency details will be held by the school office and by each adult taking part in the residential activity.
34. An appointed person (usually the Head Teacher, Deputy Head or Heads of Department) will be the point of contact in case of an emergency. This person will also hold all contact and emergency details of each person (staff and students) participating in the residential activity.
35. The School's Office will maintain a record of staff competencies in relation to experience, training and qualification for off site activities. It should be ensured that the information held on record is current.
36. Regular head counts should be taken.
37. Safety briefings should be held regularly.
38. "Lost child" procedures should be established and understood by all adults involved in the activity.
39. Always assume that the mobile phone will not connect!

### **Evaluation**

40. All non routine activities should be evaluated by the group leader and a report submitted to the SLT as soon as possible after return.

### **Legal responsibilities**

41. Cressey College as the employer, has the responsibility for the health and safety of students and staff in school, and the actions of their employees while in the course of their employment.
42. Employees have the following responsibilities:
  - a. To take reasonable care of their own and others' health and safety.
  - b. To co-operate with their employers.
  - c. To carry out activities in accordance with training and instructions.
  - d. To inform the employer of any serious risks and incidents immediately.