



THE PETERSFIELD SCHOOL OFF-SITE ACTIVITIES POLICY

This policy should be read in conjunction with the DfES booklet

[‘Health and Safety of Pupils on Educational Visits’](#)

This governing body recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can strengthen pupils’ sense of belonging to the school and help generate positive relationships with their teachers and peers.

It is vital that such visits are competently run, in terms of the health and safety of all participants, and in order to achieve the aims of the visit.

The Governors delegate responsibility to the Headteacher for ensuring that such visits conform to this policy. The following steps should be taken before visits are agreed:

- Proposals for visits should state the educational purpose of the visit, its aims and objectives and how it conforms to the school’s curriculum aims
- The Headteacher must nominate the Educational Visits Co-ordinator (EVC), this may be the Headteacher.
- The Headteacher and the governing body must approve visits in categories 3, 4 and 5. Visits in categories 1 and 2 require the approval of the Headteacher, and the governing body to be informed.
- Staff competencies required for the EVC, nominated party leader and for teaching and non-teaching staff should be clearly defined. The EVC is responsible for assessing the competency of a nominated party leader. A judgement on a party leader’s competency will be based on their experience, relevancy of their training and for inexperienced leaders, the competency of staff accompanying them on the trip.
- Where the school is using external providers, a checklist should be completed by the provider. All necessary training must be provided, if there is any doubt advice should be sought from the LEA.
- Risk assessments and procedures for managing risks should be in place. Generic risk assessments may be used but specific risk assessments will still be necessary.
- The EVC will provide details of the relevant forms to be completed and will advise on the appropriate procedures for each activity.
- Approval of visits will require at least 2 weeks notice (depending on the category of visit). It may be that each relevant category may need a longer or shorter period. The EVC will provide this information.
- Proposed visits should have a clear organisational framework which will include a contact point for parents, emergency contact details and processes for the school to provide information to parents and pupils, and for the party leader to inform the Headteacher and

governing body. It is vital that all staff should be aware of the emergency procedures, and have the relevant numbers to hand.

- Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions
- Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form, and provide emergency contact number(s) and all relevant medical details
- Where coach or minibus travel is to be used it must be in accordance with LEA regulations.
- Records should be kept of any visits, including risk assessments and accident reports. Every visit should be reviewed by the EVC.

The governing body must be satisfied that suitable and sufficient risk assessments have been carried out and that appropriate safety measures are in place, including appropriate levels of supervision bearing in mind these may vary according to the nature of the visit. Where teachers are leading adventurous pursuits, ratios of less than one to ten may be appropriate.

The governors must also be satisfied as to appropriate levels of competency before approving any visit. Where adventurous activities are concerned, Hampshire LEA will be consulted to identify those activities that require LEA registration, and for those that do not the necessary competencies should be outlined.

Category 1

Routine visits to the library, other local schools, Festival Hall, swimming pool, etc.

Category 2

Non-hazardous day visits such as museums theatres, workshop events, geography field trips or college visits.

Category 3

Non-hazardous residential trip in the UK

Category 4

Non-hazardous trip abroad, residential and non residential.

Category 5

Hazardous activity such as:

- Adventure activities using licensed providers
- Adventure activities using non-licensable providers
- School-led adventure activities
- Remote supervision during adventurous activities
- Visits to coastal or mountain areas
- Swimming in the sea or other natural waters

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