



MANOR INFANT SCHOOL & NURSERY

Approval By: School	
Review Frequency: 3 years	
Next Review Due: March 2021	
Last Reviewed: March 2018	
CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE	<i>R.E. Anderson</i>
Review Approved (signature):	
Date Approved: March 2018	

OFF-SITE ACTIVITIES POLICY

'Valued as Individuals, Inspired as Learners'

REGULATIONS

When an off-site activity leaves our school and nursery, a list of pupils, teachers and parents travelling will be produced. Copies of the list will be held by all adults on the trip and a copy retained at the school.

Class lists will be kept in the office and it will be the responsibility of the class teacher to sort out the groupings of the children and who will be their adult leader. This is to be completed before the class leave the premises.

A contact point must be established and known by all the adults on every trip. As our visits cover the school day, the school telephone number is sufficient.

In seeking parental permission for a child to go on an off-site activity, we will ensure that any variation to the known emergency contact point for the duration of the visit is collected from the parents.

Adult supervision ratio: 8 children to one adult is acceptable. For nursery this is: 4 children to one adult.

CHECKLIST FOR OUR TRIPS

Planning for safety

Warn children well in advance what your expectation is for their behaviour in particular environment e.g. especially near to risk areas; it may also be an unfamiliar environment. Take steps to protect children from danger in the event of their behaviour being unsatisfactory. This will depend on maturity and age of groups etc.

- are your skills competent for your venture?
- are you able to staff with adults of appropriate knowledge / skill / experience?

Are they effective in the open situation? Do you know?

- do you know / have you visited the location?
- do you need a weather forecast?
- do your party need boots with tread and waterproof clothing? If they do but you cannot get them for everyone, do you still intend to go?
- establish resources first and arrange location accordingly.
- are you able to administer First Aid? If not, have you ensured that someone can?

Are you fluent at administering resuscitation techniques?

- ensure you carry a First Aid Kit.
- have you arranged a clear recall signal if your group is working away from you?
- did you emphasise the 'lost procedure' so that any child getting separated from the group would know what to do? It would, of course, depend on the environments but should s/he stay still? Wait under a clock? Return to the front gate? etc
- do you have a list of your party with you?
- Have you explained the venture thoroughly to colleagues accompanying you, clarifying your expectations and arranging training as necessary, in particular for unqualified adults?

PROCEDURES FOR ORGANISING VISITS AND APPROVAL

When planning a visit staff need to:

- seek approval for the visit from Headteacher, having gathered all relevant information regarding arrangements, activities, risk assessments of establishment(if relevant), costs, transport arrangements. Parent transport is not used. Any staff using their own vehicles will be covered with suitable insurance.
- undertake a pre-visit, if possible and appropriate.
- ensure risk assessments are completed: these will be done with a member of the senior leadership team. Generic risk assessments are in place for a range of activities, including use of transport, local walks, and in planning the visit these should be reviewed for any activity-specific information to be added. These should be kept with the group leader.
- seek parental consent, if required. General consent forms are held by the office and cover a range of visits, including local walks, sporting events, school trips . Gather any relevant information about medical needs, SEND, etc
- submit the risk assessments and planning for the visit for approval from Headteacher. This must be done prior to the visit.
- Ensure first aid and medical requirements are planned for.
- Understand the emergency procedures
- Ensure adequate supervision is organised
- Ensure all accompanying adults, including staff and volunteers, have a clear plan of the activity and are clear on their responsibilities, they should know what to do in case of an emergency, and what the risk assessments are; they should have a register/list of their group members and regularly undertake headcounts; they should have a means to contact the visit leader, if required.
- Ensure catering staff are informed in advance if packed lunches are required.

- Monitor the progress of the visit throughout, ensuring all activities and procedures are taking place as planned.
- Evaluate the activity afterwards with a member of the senior leadership team – this may be through discussion or by completing the evaluation form (appendix 2).
- Ensure paperwork is completed in case of any near misses or accidents, and that all parties are informed.

The class teacher must ensure that:

1) All accompanying adults have groups lists showing:-

- Their own group responsibility
- List of children travelling on vehicle – all adults and children
- The name and telephone number of the school-based contact person.
- Unless informed otherwise, this person is Mr Howard, Headteacher.

2) Children requiring medication have sufficient amount of their normal medication with them to last the duration of the visit.

3) A First Aid Kit is readily available.

EDUCATIONAL VISITS EMERGENCY PLAN

Each educational visit must have a designated leader and a ‘second’.

In the event of an accident;

- the leader must telephone EMERGENCY SERVICES.
- If one child is injured, a teacher must accompany them to hospital and the school must be informed immediately by the ‘second’.
- The Headteacher will then contact parents.
- In the event of an accident involving a larger group of people, the Deputy Headteacher or a Year Leader will assume responsibility of the school and the Headteacher will go to the scene of the accident.
- The Deputy Headteacher and the Administrative Officer will contact all parents and the Chair of Governors as directed by the Headteacher, and will remain at school until contacted by the Headteacher or Chair of Governors.

LOCAL EDUCATIONAL VISITS

Timetable leading up to an educational visit within the local area.

Preliminary Stage –

- find out and assimilate information
- check on possible school dates that are suitable
- rough sketch of timetable – feasibility?
- accurate costing taking into account parent helpers – at this stage consult on price.

Three Weeks before Visit –

- letter to parents into the office at least 3 weeks before date of visit.
- office to book visit and coaches having found the most cost-effective.

One Week before Visit –

- detailed timetable of the day – timings and arrangements to the Headteacher

- Office to have collected all monies as payment for the visit
- List of helpers and contact numbers
- Next of kin contact names and contact numbers for all adults.
- Office to have details of visit – telephone numbers/timings

At least Two days before Visit –

- Re-check transport details
- teacher to check requirements for the day
- TA (teaching assistant) to ensure children’s medication is available plus spare clothing and a First Aid Kit

On Day of Visit –

- List children going on visit and make sure all adults have the up-dated version (See Appendix 1).

After Visit –

- all receipts to be returned to the Office
- First Aid Kit to be replenished
- teacher to fill in a Visit Evaluation Form (See Appendix 2)

Appendix 1



GROUP LIST FOR EDUCATION VISIT TO:			
..... ON			
CLASS:		CLASSTEACHER:	
ADULT:		ADULT:	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
ADULT:		ADULT:	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
ADULT:		ADULT:	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
School Telephone: (023)9282 0548. Coach Telephone: 'Visit' Telephone:			

Appendix 2



MANOR INFANT SCHOOL & NURSERY EDUCATIONAL VISIT EVALUATION FORM

Place of Visit:

Date of Visit:

Purpose of Visit:

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Number of Children:

Number of Adults:

Coach Firm Used:

Cost:

Names re: place of Visit (organisation/facilities/shelter/toilet facilities etc)

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Notes re: Transport:

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Factors for consideration if organising this visit again:

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Name of teacher completing Form: