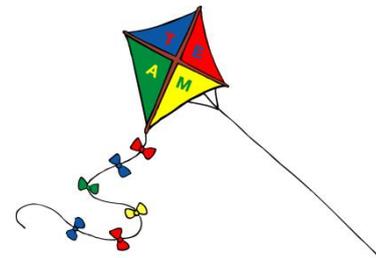


**Twyford St. Mary's C of E Primary School**

**OFF-SITE ACTIVITIES AND EDUCATIONAL VISITS  
POLICY**



### **Rationale**

At Twyford St. Mary's C of E Primary School we believe that safely managed educational visits and off-site activities with a clear purpose are an indispensable part of a broad and balanced curriculum. They provide an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. It is a priority of the school that all visits and off-site activities are safe, well-managed and educationally beneficial and it is to this end that we must assess and manage the risks involved.

### **Aims**

1. To provide a wider range of experiences for our pupils than could be provided on the school site alone.
2. To promote the independence of our pupils as learners and enable them to grow and develop in new learning environments.
3. To create memorable experiences for our pupils that will stay with them and enhance their learning back in class.
4. To ensure all visits are safe, purposeful and appropriate to meet the educational needs of the pupils.

### **County Regulations and Guidance**

The Off-site Activities and Educational Visits: Regulations and Guidance folder published by The Outdoor Education Unit of Hampshire County Council is available for staff reference. A summary of the key points from this green file is provided here with page references. For more detailed explanations on any of the points covered or further guidance on planning educational visits, staff should refer directly to the green file. In addition there is now the "Safety in Adventurous Activities" folder which also details more guidelines on specific activities which may be undertaken. Furthermore Hampshire also has a website dedicated to planning off-site visits which provides much of this detail too.

### **Group Leaders**

The group leader should demonstrate:

- an ability to manage such a venture
- an ability to undertake a comprehensive review of the needs of the venture and in particular be able to risk assess the locations, groups travelling and leader competencies
- an ability to manage behaviour using school policy
- an understanding of groups' sizes and ratios required for their venture
- an understanding of the importance of communication with other leaders

- an understanding of the need for first aid provision
  - an understanding of good planning and knowing the importance of changing plans as and when they are needed
- (Pg 19)

### Supervision Ratios and Qualifications Guidance

Activity	Qualifications/staffing	Maximum ratios
<b>Local visits</b> <i>Close to support base</i>	An experienced group leader (recommended) a qualified leader and other responsible adults <b>(A minimum of 2 leaders is required)</b>	Under 5 years - 1:6 Under 8 years - 1:8 Between 8 & 18 years - 1 per activity or supervision group (Max 1:20)
<b>Day visits</b> <i>more than 60 miles or one hour from support base</i>	An experienced group leader (recommended) a qualified leader and other responsible adults <b>(A minimum of 2 leaders is required)</b>	Under 5 years - 1:6 Under 8 years - 1:8 Between 8 & 18 years - 1 per activity or supervision group (Max 1:12)
<b>Residential visits</b>	An experienced group leader (recommended) a qualified leader and other responsible adults	Under 5 years - 1:6 Under 8 years - 1:8 Between 8 & 18 years - 1 per activity or supervision group (Max 1:12)  <i>These ratios do not include centre/residential base staff</i>
<b>Open country</b> <i>Working by water, away from road or building</i>	Open country qualified activity leader, qualified leaders (open country qualified) and other responsible adults  <i>The number of open country qualified leaders will depend on risk assessment.</i>	Under 5 years - 1:6 Under 8 years - 1:8 Between 8 & 18 years - 1 per activity or supervision group (Max 1:12)

Notes:

*Group leader* – the person who has overall charge of the venture

*Qualified leader* – a teacher, nationally qualified youth worker or lecturer

*Volunteers and other responsible adults* – any other adult, known to the establishment, who is deemed by the head of the establishment to be responsible enough to support the venture. (pg 64)

## Approval System - LA

Only two types of activity require LA approval. These are:

- Activities which involve children in residence away from home for one or more nights staying at a non-council managed centre.
- Activities deemed as adventurous and hazardous.

*Examples of adventurous and hazardous activities include: archery, camping, climbing, cycling, low and high ropes courses, field studies, orienteering, skiing, surfing and swimming in open water.*

To gain approval for these two ventures the offsite activities approval form needs to be sent to the Outdoor Education Unit at least eight weeks prior to departure.

## Approval System - Internal

The Headteacher, supported by the Educational Visits Co-ordinator and in liaison with the governors, can approve the venture, its aims, leaders and management after checking that all the key responsibilities have been met.

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## Risk Assessment and Risk Management Requirements

Risk assessment and risk management are legal requirements.

### What does the process involve?

#### 1) Looking for and at the hazards involved

Hazards are anything with the potential to cause harm.

A significant hazard is one that has serious possible consequences.

#### 2) Identifying the risk

The chance, great or small, that someone will be harmed.

The probability of occurrence is:

- HIGH (certain or near certain)
- MEDIUM (frequent)
- LOW (seldom)

## The three tiers of risk assessment and management

### First tier – Generic

Carried out by LA

### Second tier – Specific

Carried out by group leader and specifically concerned with:

- *the site* (pre-visit is always recommended)
- *the group* (knowledge of the behaviour of the group is essential)
- *the leaders and activity undertaken* (What experience/qualifications do your leaders have? Do they know what is required of them? How is the activity to be managed?)

- *the transport arrangements used* (knowledge of arrangements that follow a breakdown incident)

### Third tier – Ongoing

This involves responding to the situation as it unfolds, in particular to changing or unforeseen circumstances.

Change, adapt or revise as required.

### What does the group leader need to record?

The group leader will be required to complete a risk assessment and risk management record for each educational visit. If a class visits a location every year new records do not have to be written but old records need to be consulted and modified. The online version should be used. [www.hampshireoutdoors.com](http://www.hampshireoutdoors.com)

Identifying the Hazards <i>assessing the risks</i>		Control Measures <i>reducing the risks</i>	
Hazard	Risk rating	Control measure	Outcome
List <b>significant</b> hazards to do with : 1. The site and its environment 2. The group you are taking 3. The leader and activity arrangements 4. Transport	Use a risk rating to decide how likely they are to occur:  <i>High</i> – certain or near certain <i>Medium</i> – frequently <i>Low</i> - seldom	What control measures are you going to put into place?	Reassess the risk to see if the control measures are adequate. A low risk is required to continue with the venture.

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### Appendices

1. Hampshire County Council Application for approval (for all educational visits, sporting and hazardous pursuits)
2. Twyford C of E Primary School Educational Visit Approval Form
3. Risk Assessment and Risk Management Record
4. Risk Assessment and Risk Management Record exemplar
5. A short aide-memoire to planning control measures
6. Educational Visit Guidelines for Adult Helpers

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