

OFF-SITE ACTIVITIES POLICY

Aims

- Ensure that children have access to a range of offsite educational activities within a supervised and safe environment.
- Make clear the responsibilities of group leaders & other staff when taking children offsite
- Inform governors, staff and parents of the regulations and procedures to be followed when planning an offsite activity.

Rationale

The school is committed to providing a range of educational visits during the school year to enhance and extend the curriculum. Such visits provide children with valuable first hand experience and opportunities to develop their personal and social skills.

The school recognises the responsibility placed on teachers, who manage and supervise off-site activities. The Pre-Prep has a long tradition of organising educational visits, with an excellent safety record. Staff have always proved themselves to be conscientious, professional and thoroughly trustworthy in their care of the children.

The County guidelines, "Regulations and Guidance for Off-Site Activities and Educational Visits, 2003" and the school's own procedures and training give staff the security of a clear framework and the confidence to make the correct judgements and decisions. It is not possible to anticipate every contingency, nor should this be tempted. The very point of taking children offsite is to take some risks within a supervised environment to prepare them for the unexpected so that they can take on challenges in later life.

Planning

As far as possible visits should:

- Be directly related to the curriculum being studied.
- Be appropriate to the age group.
- Take place within normal school hours.
- Be within an hour's travelling distance from school

Responsibilities

The Head of Pre-Prep, together with the governing body, is responsible for ensuring that this policy is fully implemented and for agreeing in principle all offsite activities.

The Group Leader is involved in the planning and management of offsite visits, The Head of Pre-Prep is responsible for approving all offsite activities. Before approval is given, the Head of Pre-Prep must be satisfied that the activity is being efficiently and safely organised, will be well supervised and is in all circumstances appropriate. The Head of Pre-Prep will also be responsible for ensuring that related staff training is organised for staff and regularly updated.

Before the visit the Group leader for the visit, in consultation with the Year group team is responsible for:

- Discussing the proposed visit with the Head of Pre-Prep.
- Liaising with the venues to make the necessary bookings and booking transport and informing the kitchen of any food that will be needed
- If required completing a hazardous pursuits form at least 6 weeks before the visit.
- Informing parents by letter requesting consent for their child to be allowed off-site under the care of West Hill Park
- Ensuring that there is sufficient and appropriate adult help to provide the required supervision to enable the children to be safe and to gain the maximum benefit from the learning experience. This includes having all CRB (Criminal Record Bureau) records checked for all staff and helpers on a regular basis.
- Making a preliminary visit to the site, carrying out a risk assessment and formulating the emergency plan.

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- Completing all the necessary paperwork including the Visit Preparation form and passing a copy to the Head of Pre-Prep for approval.

During the visit all teachers and group leaders (and by extension all adult helpers) are responsible for:

- The good order and discipline of the pupils in line with school rules and expectations.
- The health and safety of all participants
- Being familiar with all practical and safety arrangements.
- Accepting that they at all times should act as a careful parent towards the children in their care.
- Ensuring that the visit is as enjoyable and successful as possible.

Policy written March 2009
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