Bernards Heath Infant and Nursery School

Off Site Activities Policy

November 2015

Bernards Heath Infants School
Off Site Activities Policy

Bernards Heath Infant and Nursery School has adopted the 'HCC Off Site Visit' guidance and this is followed by all teachers planning off site visits.

Two members of staff, including the Head Teacher have both attended HCC training and refresher training is attended as appropriate.

A school visit lead teacher prepares a plan for the visit and arranges a pre-visit as necessary and completes all paper work for the Head teacher or Deputy to approve.

The off site visit file is kept in the staffroom. Master copies of all forms are kept in this folder.

Offsite activities are events arranged by the school that take place outside the boundaries of the school. These activities complement and enhance the curriculum of the school, providing experiences that are difficult to replicate within school.

Planning

- Staff arranging or involved in offsite activities must make themselves familiar with the regulations, advice and procedures published by Hertfordshire County Council in the Health and Safety Policy and Guidance located in the staffroom. All offsite activities must take place under the terms of these regulations, advice and procedures.
- In addition to the policies above staff must use the school's own guidance for visits posted on the notice board in the staff room (Appendix 1 to this document).
- **Where staff are proposing to arrange an offsite activity the approval of the Head Teacher must be obtained before any commitment is made on behalf of the school. The Head Teacher must be provided with sufficient details in order that an informed decision can be made.**
- Staff must ensure that the dates are agreed, all relevant staff (including PPA leaders, outside agencies, clubs, school kitchen and MSAs) are informed and the visit entered in the **School Diary.** Infant children are entitled to a school packed lunch when going out on a visit. Group leaders must discuss requirements for packed lunches with the School Cook.
- Wherever possible the staff planning an offsite activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the children, the size of the group, the time of year and probable weather conditions and the suitability of the facilities.
- When children are join Bernards Heath Infant and Nursery School the parents/carers are requested to sign a section in the admissions form giving permission for their child to be taken out of school on short local visits. Parents/carers must be informed of these visits in advance. The parents/carers of children taking part in an offsite activity should be provided with appropriate information about the activity. Where the activity is taking place entirely within a normal school day and is within walking distance of the school, it is sufficient to show that the parents/carers are aware of the arrangements ie through the school newsletter. Where the activity extends beyond the normal school day or is not a local visit, written permission from the parents/carers must be obtained.
- A meeting must be held for parents who are accompanying the visit so they are fully informed about school expectations/timetables. A list of parent emergency contacts must be obtained before the visit and left at school with the office staff.
- Details of timetables and groups must be handed in to the Head Teacher at least 48 hours before the visit.

- The Offsite Visit Organisation Form and Risk Assessment from the Offsite Visit file from the Local Authority must be completed.

Costing of offsite activities

The costing of offsite activities should include any costs associated with the visit which would not normally fall on the school, e.g. transport, car park/entrance fees, insurance, provision of any resources or equipment specific to the activity/ additional staffing costs. The costs related to adult helpers must also be included.

Organisation

The Head teacher will appoint a visit leader to be responsible for leading the visit. This will be a teacher employed at the school. Ratios for visits are:

SCHOOL YEAR	RATIO ADULT: CHILD
FS1	1:2/3 dependant on activity
FS2	1:4
YEARS 1&2	1:6

Transport

- Transport arrangements must provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts (consider air conditioning on hot days). Coaches are organised by the Visit Leader in partnership with school office staff
- Where private cars are used to transport children, each driver is asked to complete a declaration by the Visit Leader to ensure they have fully comprehensive insurance and vehicles are roadworthy.

Funding

- Funding for offsite activities is provided mainly by voluntary contributions with the possibility of a limited subsidy from the school.
- No child will be excluded from an activity within school hours because of the inability or unwillingness of the parent/carer to make a contribution. However, if voluntary contributions are not made to cover the costs it may not be possible for the activity to take place.
- The school can use Pupil Premium funds to support families as appropriate
- The timetable for the payment of contributions should allow for the Head Teacher to make a decision about the financial viability of the activity in reasonable time.

Health and Safety

- The Visit Leader must make all adults accompanying a visit aware of the emergency procedures that will apply. Each adult must be provided with an emergency telephone number – normally the school mobile phone number.
- Appropriate First Aid provisions must be taken and staff must ensure that inhalers or other medical equipment such as epi-pens are included.
- The safety of the visit, and especially the children, is of paramount importance. During the activity the Visit Leader must take whatever steps are necessary to ensure that children are safe.

Prior to any activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the Visit Leader should discuss with the Head Teacher the possibility of excluding the child from the activity.

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