



## Off-Site Activities Policy

### Definition:

Off-site activities are those activities arranged or approved by the academy which take place outside the school boundary.

### Rationale:

At The Flying Bull Academy, we believe that off-site activities can complement and enhance the curriculum of the school.

### Aims:

Through taking part in off site activities we aim for children to:

- develop key skills,
- raise their achievement by boosting self-esteem,
- gain motivation,
- develop social skills and citizenship,
- develop a positive attitude to their environment.

### Procedures

- Staff arranging or otherwise involved in off-site activities must make themselves familiar with the regulations, advice and procedures published by Portsmouth LA. All off-site activities must take place under the terms of these regulations, advice and procedures.
- **Where staff are proposing to arrange an off-site activity the approval of the Headteacher must be obtained before any commitment is made on behalf of the school by completing an Off Site Activities form. (T Drive – Risk Assessments folder)**
- Where the activity involves a period of more than 24 hours, an overnight stay or a journey by sea or air, the Headteacher will seek the approval of the Local Governing Body and the University of Chichester Academy Trust CEO.
- Wherever possible the staff planning an off-site 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. A SCHOOL RISK ASSESSMENT form must be completed **at least 48 hours before the trip** and handed to the Headteacher. The costs of such a visit may be reclaimed and should be included in the overall cost of the activity.
- The costing and funding of off-site activities will be in accordance with “Charging for school activities DfE 2014” and the academy’s ‘Charging and Remissions Policy’. Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). No child

may be excluded from an activity because of the unwillingness or inability of the parent/carer to make a contribution.

- The Headteacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.
- An activity should normally have sufficient adults taking part to provide minimum ratios as laid out. This is a minimum requirement, and should not automatically be taken as providing appropriate supervision.
- Transport arrangements should provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts where available. Minibus drivers must have the current MIDAS qualification.
- Where private cars are used for transport the party leader is responsible for ensuring that the insurance of each driver covers such journeys and dependent on the age and height of the children, that appropriate car seats are used.
- The parents/carers of children taking part in an off-site activity will be provided with appropriate information about the activity. Where the activity is taking place entirely within a normal school day and within the local environs it is sufficient to use the parental consent given when children are admitted to the school. For all other activities written permission from the parent/carer must be obtained. In exceptional circumstances verbal permission can be accepted with the Headteacher's permission.
- All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided. For residential visits staff will be given a copy of the current "Response to Emergencies Off-Site Activities – Information for Emergency Support Team" guidance issued by the local authority
- Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme/timetable for the activity. Similarly party leaders must leave contact details with the school office.
- The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure safety.
- Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of themselves or others, the party leader should discuss with the Headteacher the possibility of additional adults (usually a child's parent/carer) accompanying 1:1 or excluding the child from the activity.

More detailed guidance on procedures and requirements can be obtained from the Education Department's Off-Site & Hazardous Activities File held by the office.

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