



Off-Site Activities Policy

Approved by Governors	Standards & Effectiveness Committee
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Review Date	May 2020

1. Scope of this policy

This policy applies to all activities that take students of Castle Hall Academy away from the Academy site, except:

- Sports fixtures not involving an overnight stay.
- Events that take place away from the Academy to which parents and students may be invited, e.g. awards evening.

Activities that form part of the curriculum should be treated in exactly the same way as extra curricular 'clubs'. There is no legal distinction between these two groups of activities, both are planned Academy activities.

2. Running an off-site activity

- 2.1 All off-site activities must have a named leader and an emergency contact.
- 2.2 The leader should initially discuss the proposed activity with the EVC.
- 2.3 The leader must check cover implications with Joanne Anderson and strategic calendar implications with Justine Tallis.
- 2.4 Formal permission for the activity should be obtained via the completion on Evolve. This must be completed at least 2 weeks before a trip is planned to depart and at least 6 weeks for a residential visit (giving time for Kirklees to complete all checks)
- 2.5 A parental briefing letter should be drafted and checked by the SLT line manager. This must comply with the guidelines in this policy.
- 2.6 Risk assessments must be carried out and uploaded on to Evolve. The risk assessment must be printed off on a hard copy signed by all staff accompanying the trip.. A generic '*Risk assessment form for off-site activities*' is available.
- 2.7 The parental briefing letter should be sent home to inform all parents. If the trip intends to return outside of school hours a '*Parental Consent form for Off-site Activities*' must be completed and signed.
- 2.8 Parental Consent forms should be returned to the Academy and should be checked and signed by a designated member of staff.
- 2.9 Where visits run outside of Academy hours an Academy emergency contact should be nominated (this will normally be a member of the SLT) and the '*Emergency contact information for visits*' form should be completed.
- 2.10 A proposal must be put to SLT in the first instance.
- 2.11 All trips must be checked against the checklist for trips (see below)

CHECK LIST FOR TRIPS

Check with Justine Tallis against the Strategic Calendar	
Check with Joanne Anderson cover availability	
ENSURE YOU HAVE A CONFIRMED SENIOR MEMBER OF STAFF AS EMERGENCY CONTACT. THIS MUST BE ORGANISED BEFORE YOU MAKE ANY FURTHER ARRANGEMENTS	
Send out invitation letter for parents (please ensure your line manager has checked it beforehand)	
Send a copy of every letter to Paula Birch in SEN for information only	
For overnight trips organise a parental briefing to inform parents of the details	
Speak with Justine Tallis/Nikki Jackson about setting up ParentPay.	
Complete your Risk Assessment and Castle Hall Off-Site Application. (See Abbey Schofield if you have any questions)	
Log onto Evolve and attach your risk assessment and off-site application. All trips should be on Evolve at least 6 weeks before the trip goes. See Abbey Schofield for support.	
This will be approved by Abbey Schofield and Paul Brook. If it is overnight, it must also be approved by Local Authority.	
Please make three copies of Risk Assessment, Off-Site Application and parental consent forms.	
Personally hand a copy to your Emergency Contact and two further copies one to Justine Tallis and one to your line manager. You must collect the school mobile from Dave Firth on the day before	
Send an all staff email so staff can plan for student absence	
Remember to give a full list of participants to the attendance office and reception for attendance purposes	
The trip leader must sign to say that the trip has returned but leave the paperwork on reception until the following day.	
PLEASE NOTE: WE RESERVE THE RIGHT TO REFUSE TO ALLOW A STUDENT TO TAKE PART IN THIS VISIT IF HIS/HER BEHAVIOUR IN/AROUND SCHOOL IS A CAUSE FOR CONCERN (please ensure this sentence is placed in every letter)	

In addition to the above:

- 2.12 The curriculum implications of the visit should be discussed with the SLT line manager.
- 2.13 The catering manager should be informed.
- 2.14 Staff should be made aware of the visit via briefing.
- 2.15 When the trip departs a file containing the following information must be left with the nominated '*Academy Emergency Contact*' and on reception.
 - A copy of the application form from Evolve
 - Signed risk assessments.
 - Copies of parental consent forms.
 - Medical details for all children / staff on the trip – see Pete Norcliffe/Joanne Anderson
 - A copy of the '*Emergency contact information for visits*' form.

3. Student removal from an offsite-activity

Castle Hall Academy reserves the right to remove any student from an off-site activity if their behaviour or conduct in school is unacceptable and if they are involved in or are being investigated for a serious incident including dealing in illegal substances, assaulting a student or staff member, bringing in a weapon, causing serious disruption to a public examination or any other serious incident that the academy deems severe enough to lead to removal.

If a student is removed from a trip if their behaviour or conduct is deemed unacceptable, the cost of the trip (either deposit or full amount dependent on the trip) will still need to be covered by parents/carers.

This statement will be included in every off-site visit letter:

Please Note: *'We reserve the right to refuse to allow a student to take part in this visit if his/her behaviour in/around school is a cause for concern'*.

4. Guidance for the organisation of off-site activities.

The following guidance is not intended to be comprehensive. Additional guidance is available from the publications listed at the end of this policy. Copies of these publications are held by the pastoral manager.

- 3.1 **Staffing Ratios:** Ratios of at least 1 adult to 15 students and 1 adult to 8 students for journeys abroad should apply. With a minimum of two supervisors in each case. Particular attention should be given to supervision ratios for students with special educational needs.

Where a group is of mixed sex one supervisor of each sex should be present.

- 3.2 **Leaders:** Visit leaders should be familiar with the current DfE guidance as set out in the publication 'Health and Safety of Pupils on Educational Visits' (DfE, 1998).

- 3.3 **First Aid:** Due consideration should be given to the provision of first aid cover for off-site activities. Where activities are run at venues that do not provide first aid cover, a qualified first aider should be included in the staff for the visit. The DfE recommend that this person be qualified to the equivalent of the 'Public First Aid' qualification.

Appropriate first aid kits must be available at all times.

- 3.4 **Charging:** Clarification of what charges can be made for visits is available from the SLT link (LM). DfE circular 2/89 contains this information.

All visits are to be costed to include the costs of any cover required.

- 3.5 **Insurance:** The Academy holds both Public Liability and Personal Accident insurance policies which cover trips in this country and abroad. It should generally be unnecessary to purchase additional insurance cover. Full details of these policies are available from the Business Manager.

- 3.6 **Using the information on consent forms:** Provision must be made for the medical and educational needs of all students taking part in a visit. It is the responsibility of the visit leader to ensure that all staff are aware of this information. On large visits a summary sheet may be helpful.

This information needs to be taken into account when planning activities.

- 3.7 **Risk assessment:** There is a legal requirement to risk assess all of the activities we undertake. This can be a very useful exercise in planning a trip. Ideally all staff on a trip should be involved in producing the risk assessments. The process simply involves 'brainstorming' a list of the risks which face our students and looking at risk reduction strategies. These should be recorded.

It is important to concentrate on significant risks and to remember that these may well be greatest in everyday activities, walking round shops, crossing roads etc. rather than when involved in adventurous activities such as climbing.

- 3.8 **Use of hired coaches:** All coaches used to carry students must be fitted with seat belts. Supervising staff must ensure that these are worn correctly at all times.

Coaches should be checked carefully before and after use for damage, litter etc.

- 3.9 **Use of Academy/hired minibuses:** Use of minibuses should be in accordance with the Academy's minibus policy.

- 3.10 **Fire Safety:** The difficulties of evacuating unfamiliar accommodation in the event of fire should not be underestimated. Staff must ensure that students are aware of fire procedures and escape routes. Staff should consider carrying out a fire practice. An up-to date 'fire list' must be maintained at all times.

- 3.11 **Adventure Activities Licensing Authority:** the law requires that all providers of Adventure Activities to under 18's, who charge for this service must be licensed with ALAA.

It is the responsibility of the Academy to ensure that the correct license is held and is current. The ALAA license number of any such provider is required on the 'Application for Approval...' form.

5. Documents available for Guidance

The following documents are available for reference from the SMT link (LM). Visit leaders should make themselves familiar with their contents:

'Health and Safety of Pupils on Educational Visits' (DfEE, 1998).

The current definitive guidance from DfEE on which this policy is based, very useful.

DfEE circular 22/98 'Safety in Outdoor Activity Centres: Guidance. (DfEE 1998)

Despite the title this contains a lot of useful information for all trips.

Kirklees Outdoor Education Guidelines. (Kirklees Outdoor Education 2000)

The Academy has not adopted this document, it does however contain a lot of useful information.

Safety in Outdoor Education (DES, 1989)

Slightly dated now but still the definitive book on outdoor education safety.

Self-Assessment and Guidance for Providers of Adventure Activities (ALAA, 1998)

A framework against which our safety management structures can be assessed.