

Re-approved: July 2016

Review Date: June 2017

<b>Policy Title</b>	<b>Off-Site Policy</b>
<b>1. Purpose</b>	<p>The purpose of this policy is to identify the arrangements that will apply to any off-site activities in order to ensure the safety and wellbeing of pupils outside the Academy.</p> <p>It is closely linked to the Academy's Health and Safety Policy and comes under the overarching Safeguarding and Pupil Welfare Policy</p> <p>Appendix 1: details of national guidance and further sources of information  Appendix 2: list of adventurous activities  Appendix 3: consent form template</p>
<b>2. Summary</b>	<p>School trips and educational visits have clear benefits for children and they will form an important part of Trinity Academy's curriculum, expanding the experiences of pupils and adding depth to their learning.</p> <p>In order to ensure that pupils obtain maximum benefit from off-site activities whilst being kept safe, all school trips and educational visits will be planned in a consistent and structured manner, with a minimum of form filling, commensurate with the nature of the activity.</p>
<b>3. Aims</b>	<p>The DfE Health and Safety Advice (February 2014) states that:</p> <p>"Children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them."</p> <p>This policy seeks to provide staff with support and guidance to enable them to plan and deliver off-site activities without overloading them with unnecessary bureaucratic demands, whilst ensuring that the Academy meets its responsibilities as an employer under the Health and Safety Act 1974.</p>
<b>4. Objectives</b>	<ul style="list-style-type: none"> <li>• To ensure that the Academy has procedures in place that encourage participation, are proportionate to the level of risk and avoid bureaucracy.</li> <li>• To ensure that all documentation is clear, understandable and easily accessible.</li> <li>• To create a climate that encourages the use of off-site activities as positive learning opportunities for pupils.</li> </ul>

	<ul style="list-style-type: none"> <li>• To support staff in planning activities so that they can be confident that they have taken sufficient precautions for each activity.</li> <li>• To ensure that the Academy meets its obligations under the Health and Safety at Work Act 1974.</li> <li>• To encourage and work with pupils to help them to understand and manage the risks that are a normal part of life.</li> </ul>
<b>5. Roles and Responsibilities</b>	<p>The Headteacher will have overall responsibility for the implementation of this policy. Delegated responsibility will lie with a nominated Senior Leader who will:</p> <ul style="list-style-type: none"> <li>• Be the principal contact for off-site activities planned by the Academy.</li> <li>• Assist and advise staff in undertaking risk assessments and deciding on the required levels of risk management.</li> <li>• Be involved in the planning, management and review of all off-site activities.</li> <li>• Ensure that this policy is implemented, regularly reviewed and updated as necessary.</li> <li>• Be required to attend training and update training of staff where appropriate.</li> <li>• Ensure that this policy, Outdoor Education Advisers' Panel (OEAP) national guidance, and any other relevant documentation is readily accessible to staff.</li> <li>• Be required to keep appropriate records of off-site activities and to make these available, as required by the Headteacher and Board of Trustees.</li> </ul>
<b>6. Implementation</b>	<p><b><u>Health and Safety Act 1974</u></b></p> <p>As required by the Health and Safety Act 1974, Trinity Academy will take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities out of school as well as on the premises. These steps include:</p> <ul style="list-style-type: none"> <li>• Assessing the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment.</li> <li>• Introducing measures to manage those risks (risk management).</li> <li>• Telling employees about the risks and measures to be taken to manage the risks.</li> <li>• Ensuring that adequate training is given to employees on health and safety matters.</li> </ul> <p><b><u>Health and Safety Executive</u></b></p>

The Health and Safety Executive has produced detailed guidance about off-site activities and staff are advised to refer to this document for specific advice and answers to queries. The FAQs section covers a whole range of questions.

### **Risk Assessment and Risk Management**

This is the process of thinking about the risks of any activity and the steps taken to counter them. Trinity Academy will take a common sense and proportionate approach, recognising that risk assessment and risk management are tools to enable pupils to undertake activities safely and that risk cannot be removed completely.

Some activities can involve higher levels of risk than others and these will be subject to more rigorous and regular assessment than activities with a lower risk. Proportionate systems will be put in place so that lower risk activities are quick and easy to organise. In respect of regular off-site activities that form part of the school day, after the initial risk assessment has been undertaken, the Academy will not carry out risk assessments on every occasion. A regular check will be made to ensure that precautions remain suitable.

### **Pupil to staff ratios and supervision requirements**

Pupil to staff ratios for school trips are not prescribed in law. Trinity Academy will make decisions based on the risk assessment, the nature of the activity and the age and maturity of the pupils involved.

The levels of supervision will also be determined by the risk assessment. Following the advice of the DfE, Trinity Academy considers remote supervision should be part of the development programme, to be phased in gradually, as it is important for children to learn to be independent.

### **Adventure activities using Licensed Providers**

When planning an activity that involves caving, climbing, trekking, skiing or water sports, Trinity Academy will only use providers that hold a current licence as required by the Adventure Activities Licensing Regulations 2004

### **Parental consent to off-site activities**

Written consent from parents/carers will not be required for off-site activities that take place during school hours and are part of the curriculum. Parents/carers will be informed of such activities, however, and of any extra safety measures that may be required. Written consent will be required for activities that are assessed as requiring a higher level of risk management or that take place out of school hours. Parents/carers will be asked to sign a "one-off" consent form as part of the Home – School Agreement. This will cover a pupil's participation in any of these activities throughout

	<p>their time at Trinity Academy. Parents/carers will be told in advance of each activity and given the opportunity to withdraw their child from any particular school trip or activity covered by the form.</p> <p><b><u>Reporting injuries and Accidents</u></b></p> <p>The Academy will fulfil its responsibilities in relation to the reporting of certain injuries / accidents, as required by law. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)</p> <p><b><u>Training</u></b></p> <p>All staff will receive relevant role appropriate training as part of their Health and Safety training at induction and as part of their Continuing Professional Development, as required.</p>
<p><b>7. Monitoring and Evaluation</b></p>	<p>Information in respect of off-site activities will be monitored as part of the Academy's Monitoring and Evaluation Framework.</p>
<p><b>8. Frequency of Review</b></p>	<p>This policy will be reviewed annually to ensure that it continues to meet national guidelines and legal requirements</p>
<p><b>9. Approval</b></p>	<p>Approved by the Board of Trustees</p>
<p><b>10. Appendices</b></p>	<p><b><u>Appendix 1</u></b>  DfE document: Health and Safety: advice on legal duties and powers (February 2014)</p> <p>Health and Safety Executive (HSE) document: School trips and outdoor learning activities: tackling the health and safety myths.</p> <p>HSE education information sheet: incident reporting in schools</p> <p>Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR)</p> <p>The Management of Health and Safety Regulations 1999</p> <p>The Adventure Activities licensing Regulations 2004</p> <p>Outdoor Education Advisers' Panel at <a href="http://www.oeap.info">www.oeap.info</a></p> <p>Council for Learning Outside the Classroom</p> <p><b><u>Appendix 2</u></b></p> <p>The following activities are regarded as 'adventurous'</p> <ul style="list-style-type: none"> <li>• All activities in 'open country' such as D of E Expeditions.</li> <li>• Swimming (all forms, excluding publicly life guarded pools)</li> </ul>

- Camping where participants/leaders erect tents and/or self cater.
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Paintball (including 'Laser Quest')
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coaststeering/coastal scrambling/sea level traversing
- Underground exploration (Except designated 'Show' caves)
- Shooting and archery
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- 'Extreme' sports (Parcours, Bungee, Zorbing, Mountain or ATB Boarding etc.)
- Other activities (e.g. initiative exercises) involving skills/risks inherent in any of the above

### **Appendix 3**

#### **CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the school day
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

**MEDICAL INFORMATION**

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

**Signed:**

**Date:**

**Name (block capitals):**