

LITTLE HEATH SCHOOL OFFSITE ACTIVITIES POLICY

Purpose and Background

It is the aim of Little Heath School to ensure the safe and efficient organisation of school trips and visits. These should have a clear educational purpose and precise backup procedures in case of emergency which follow the West Berkshire guidelines.

Policy Objectives

This policy has the following objectives in relation to each and every offsite activity:

- To ensure the practical and efficient planning and preparation for proposed activities
- To ensure that financial aspects of any offsite activity are well planned and secure
- To communicate effectively with the parents of students eligible to take part in any offsite activity
- To ensure the principle of duty of care is maintained throughout any offsite activity, taking the same care that a reasonable, prudent and careful parent or guardian would take in the same circumstances
- To ensure staff are aware of their responsibilities during an offsite activity
- To have appropriate procedures in place which must be followed in the event of an accident or other emergency during an offsite activity

Management of the policy

School: The policy is implemented and managed by the Headteacher, in consultation with the School Business Manager and EVC, on behalf of the Governors' School Community Committee.

Governing Body: The Governors' School Community Committee reviews this policy on an annual basis and recommends amendments to the Governing Body for final decision.

Approval: Reviewed by the School Community Committee of the Governing Body in June 2018 and ratified by FGB 9 July 2018

Next Review Date: July 2019

Associated policies

- Critical Incident Policy
- Health and Safety Policy
- Supporting pupils with Medical Conditions Policy
- Equality Policy

Practice and procedures

The practice and procedures which are in place in order to meet the objectives of this policy are set out in the appendices listed below.

Associated Documents

- Hampshire County Council/West Berkshire Offsite Evolve process/National Guidance
- Medical form (OHA4)
- Pupil Code of Conduct
- Budget form
- ParentPay forms
- Use of Personal Car form OHA6
- Emergency Cards
- Risk assessments including the Pastoral Risk Assessment 2 form on Evolve and any facility risk assessment
- Evolve Trip Information form
- DfE: Charging for School Activities October 2014

Appendices

Appendix 1: Planning an offsite activity – information for staff

Appendix 2: Actions in case of a critical incident offsite

Appendix 3: Guidance for use of the minibus

Appendix 4: Financial guidelines

Appendix 5: Process if a trip is oversubscribed

Appendix 6: Process for PE fixtures after school