



OFFSITE ACTIVITES POLICY

Reviewed: June 2016

Next review: April 2018

Signed on behalf of the Governing Body

..... **Date:**

Rationale

School trips and off-site activities form an essential part of the curriculum as they support the learning in school and provide children with exciting and memorable first hand experiences. The following guidelines are important when planning such trips.

Guidelines

- 1 Parents sign a consent form upon their child's entry to the school, giving permission for children to attend trips. However, each individual trip has its own consent form too.
- 2 Written information is sent to parents explaining:
 - (a) the trip and its purpose
 - (b) details regarding the arrangements for the day
 - (c) voluntary contributions necessary to cover costs and how payment is to be made
 - (d) transport arrangements or requests for help with transport.
- 3 Teachers must –
 - (a) read, understand and apply the information and guidance given in Hampshire County Council's 'Offsite Activities' for both day and residential visits
 - (b) visit the site prior to visit taking place
 - (c) complete a written task/risk assessment
 - (d) complete the external visit form (appendix III) or Evolve online
 - (e) explain role to helpers
 - (f) make children aware of the purpose of the visit, of any potential dangers and the need for responsible behaviour

- (g) ensure First Aid container is complete and taken on visits
- 4 School and all adult helpers and contacts should
- (a) have a list of pupils and adults on the trip, including names of specific pupils in each car.
 - (b) have the name of travel firm transporting them
 - (c) ensure emergency contact numbers are available for parents
 - (d) have an itinerary

West Tytherley School undertakes the following:

- **YR, Y1 & Y2** Day trips only
- **Y3, Y4, Y5 & Y6** Day and residential trips

Appendix I :

Action to be taken by group leader in event of serious accident/incident

A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury as defined by RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations 1995)
- circumstances in which a group member might be at serious risk or have a serious illness
- any situation in which the press or media are or might be involved.

Action

1. assess the situation
2. protect the group from further injury or danger
3. render first aid or other service as appropriate
4. call rescue services (999 or 112) as appropriate
 - State the nature of the emergency
 - Give your name, address/location and telephone number followed by:
 - i. the location of the incident
 - ii. the nature of the incident
 - iii. the names of the individuals involved
 - iv. the condition of those involved and where they are located
5. Phone your base contact person (as soon as possible) and:
 - i) give clear information about the situation
 - ii) Your location
 - iii) Your actions to date
 - iv) Your telephone number
 - v) Request him/her to alert the headteacher and parents of the persons involved
6. It is probable that both the leaders and young people will be in a state of shock, therefore:
 - Remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media.
 - If necessary, ask the police to assist
 - Calm and comfort the young people and arrange for their evacuation.
7. Do not make any statement to the press/media or allow anyone else to make statements other than expressions of sympathy
8. Do not allow group members to telephone home until contact has been made with the headteacher.
9. Retain all equipment involved in an unaltered condition
10. Refer all press/media enquiries to the headteacher

Appendix II

Action to be taken by the base contact in the event of a serious accident/incident

A serious incident or accident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury as defined by RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations 1995)
- circumstances in which a group member might be at serious risk or have a serious illness
- any situation in which the press or media are or might be involved.
- Respond to telephone call and write down:
 - What happened
 - To Whom
 - Where
 - When
 - What has happened since the incident
- If the contact person is not the headteacher, inform them or a senior member of staff of the relevant details as soon as possible.
- Not only must the parents of the injured young person be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular child/ren. If necessary, assistance should be given to transport parents to their injured child/ren if he/she is hospitalised.

All base contacts should have by their telephone:

- Lists of all group members (including adults) together with the addresses and telephone numbers of their next-of kin.
- Complete details of the itinerary.
- Telephone numbers of the headteacher and senior staff.

Appendix III - External Visit Form

Main destination address:	
Telephone number of destination:	
Any additional destination addresses:	
And telephone numbers:	
Visit date:	
Group leader:	
Contact telephone for group leader:	
Other staff/adults going on trip:	
First aid provision? Person in charge?	
Catering Arrangements?	
Transport information: e.g. what size coach is needed? or How many cars?	
Group information: Total number of adults:	
Total number of children:	
Departure time:	
Return time:	
Do you have an emergency contact list:	
Have all accompanying adults been CRB checked?	
Has a site visit taken place?	
Has a risk assessment been completed?	
Has parental permission been obtained for all pupils?	
Has insurance been checked?	
Has transport been booked:	
Has any special permission been obtained? E.g. photograph consent, emergency medical treatment, etc.	
EMERGENCY CONTACT NUMBERS:	School Office: 01794 340338 Kimberley Furness: home – 01722712465 mobile – 07887244879 Mike Warren: home – 02380777351 mobile - 07730555191

