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Off Site Activities Procedures

DATE APPROVED BY SMNG	March 2017		
REVIEW DATE Every 3 years	Spring 2020		
SIGNED HEAD TEACHER	<i>Joe Murch</i>	DATE	6/3/17
SIGNED CHAIR OF GOVERNING BODY	<i>James</i>	DATE	6/3/17

St Mary's, Norwood Green recognise that off-site activities raise particular safeguarding issues and additional risks. Our commitment to enabling children to feel, and be, safe, applies equally when off-site as on-site, and the purpose of these procedures is to facilitate this commitment.

Cost of off-site activities

Whenever possible we will use no cost or low cost facilities: public transport and free or low cost trips. This may not always be possible. Visits should be wholly funded by parental contributions but no one will be excluded for not contributing towards a trip or activity. All money for this purpose is paid directly to the school office, (via Parent Pay) where it is fully recorded to meet auditing requirements.

Types of Educational Visits

There are two types of educational visits.

Category A: Local surveys and fieldwork; visits to local amenities: libraries, swimming pool, theatres, museums, exhibitions etc. which may or may not involve public transport; sports or recreational events as participants or spectators.

Category B: Journeys involving an overnight stay; Day visits abroad; Day visits involving activities or fieldwork in a coastal or mountainous environment or near a river, canal, lake or reservoir; Day visits to activity centres; Any activities including swimming, with the exception of regular swimming lessons as part of the curriculum.

Staff should fill out the Notification Form relevant to the type of activity planned. Note that Category B activities require the consent of the governing body and are subject to additional Health and Safety checks, so please leave additional planning time.

The Procedure for staff planning an off-site activity or trip

Notify the Head Teacher of your intention to plan a visit and check the date is suitable.

Complete a Category A or a Category B visit form, available at **Appendix I & II**.

Book the visit, if necessary.

Use the checklist at **Appendix III** to plan the visit thoroughly.

Carry out a preliminary visit to determine the programme and activities and familiarise themselves with the site (e.g. toilets, places for lunch) and to carry out a risk assessment (see **Appendix IV**).

For off-site activities that happen on a regular basis throughout the year (e.g. swimming) the person in charge should carry out a preliminary visit and risk assessment once, at the beginning of the year, but any member of staff undertaking the activity should read the risk assessments.

Supervision Ratios

There may be occasions when, due to the nature of the visit, it would be sensible to have higher ratios. If in any doubt consult the head Teacher.

The Foundation Stage Minimum Ratio is 1:5

# children	Minimum teachers #	Minimum # other adults	Minimum total # adults
Up to 15	1	2	3

The Key Stage 1 Minimum Ratio is 1:6

# children	Minimum teachers #	Minimum # other adults	Minimum total # adults
15	1	2	3
30	1	4	5

The Key Stage 2 Minimum Ratio is 1:10

# children	Minimum teachers #	Minimum # other adults	Minimum total # adults
15	1	1	2
30	1	2	3

Medical Precautions

A designated member of staff should be put in charge of the basic medical kit for each trip. All staff should be informed about children who are taking or liable to need medication. This is particularly important in the case of children who suffer from asthma, epilepsy, diabetes or who carry an EpiPen because of an allergy. Children who use or have medication in school (e.g. an inhaler) should have them or give them to a member of staff on the trip. This will inform part of your risk assessment procedures.

Reporting Of Accidents

If an accident happens at a site which has an established accident reporting system (e.g. swimming pool) the teacher should ensure that this system should be followed. In any event a copy of the accident report form should be given to the head Teacher upon return to school.

Parent Volunteers

It is vital when arranging parent volunteers to give them as much notice as possible and to stress the importance of the commitment to help ensure adequate ratios. Notes should be provided explaining the outline of the visit, their role in helping the children get the most out of the visit, the boundaries of their role and the safety procedures. They should also be made aware of school safeguarding procedures more generally. They should know which member of staff is the group leader.

**Appendix I - Educational Visits and Off-Site Activities
Category A Notification Form**

This notification form should be submitted to the Head Teacher at least 14 days prior to the visit or activity.

Name of staff member in charge:		Position:
Proposed activity or visit:		
Location / address of visit:		
Date(s):	Time leaving:	Time returning:
Objectives of visit:		
Travel arrangements:		
Has a risk assessment been carried out? (Attach assessment) What hazards / risks have been identified and what assessment made of them?		
Names of accompanying staff:		
Names of other accompanying adults:		
Age of children:		Number of children: (attach list)
Does the adults: child ratio comply with guidelines?		
Has a previous or preliminary visit been made? If no, what alternative action has been taken?		
If a Centre is being used, has it provided: <ul style="list-style-type: none"> - A list of their appropriately qualified staff? - A copy of their Child Protection and Safeguarding policy? - Their risk assessments of the activities and environment? 		
Has the provision of safety precautions been confirmed (e.g. fire arrangements)?		
Are there First Aid arrangements in place at all times?		
Are appropriate insurances in place?		
Other comments?		

Signed: _____(Teacher) Date: _____

This activity or trip is **authorised / not authorised** (delete one)

Signed: _____(Head Teacher) Date: _____

This form and attachments should be securely stored in the school office.

**Appendix II - Educational Visits and Off-Site Activities
Category B Notification Form**

This notification form should be submitted to the Head Teacher at least 28 days prior to the visit or activity.

Name of staff member in charge:		Position:	
Proposed activity or visit:			
Location / address of visit:			
Travel company:			
Date(s):	Time leaving:	Time returning:	
Objectives of visit:			
Travel arrangements:			
Has a risk assessment been carried out? (Attach assessment) What hazards / risks have been identified and what assessment made of them? Does the risk assessment include travel plans?			
Names and genders of accompanying staff:			
Names and genders of other accompanying adults:			
Do all accompanying adults have a satisfactory enhanced DBS check?			
Age of children:	Number of boys:	Number of girls:	
Does the adults: child ratio and gender ratio comply with guidelines?			
School hours emergency contact:		Out of hours emergency contact:	
Has a previous or preliminary visit been made? If no, what alternative action has been taken?			
If a Centre is being used, has it provided: <ul style="list-style-type: none"> - A list of their appropriately qualified staff? - A copy of their Child Protection and Safeguarding policy? - Their risk assessments of the activities and environment? 			
Has the provision of safety precautions been confirmed (e.g. fire arrangements)?			

Are there medical and First Aid arrangements in place at all times?
Are appropriate insurances in place?
Other comments?

Signed: _____ (Teacher) Date: _____

This activity or trip is **authorised / not authorised** (delete one)

Signed: _____ (Head Teacher) Date: _____

Signed: _____ (Governor: Health and Safety) Date: _____

Signed: _____ (Chair of Governors) Date: _____

This form and attachments should be securely stored in the school office.

Appendix III - Educational Visits Checklist

Have You?

Checked the school diary, discussed the date with the Head Teacher?	
Allowed 3 school working weeks?	
Fully worked out the cost of the trip?	
Booked the Trip?	
Filled out the statutory Risk Assessment form and either a category A or category B form and submitted them to the head Teacher?	
Booked the method of transport or ensured that you have given the administrator enough time to apply for free tickets from Transport for London?	
Asked the administrator to cancel school dinners?	
Carried out a preliminary visit?	
Cleared with the administrator the letter that will be going out to parents?	
Organised the adults to accompany you?	
Rearranged any duties you or your TA may have that day?	
Checked with the office staff four days before your trip/journey that money has been collected from all the pupils and received consent forms from all the parents? If not ensure that follow up letters go out from the office.	
Given the bursar at least two week's notice and organised any money/cheques you may need to be available on the day?	
Made contact with the Bus, Tube or Train company you will be travelling with?	
Picked up your medical kit and ensured children have necessary medication with them? Have you briefed all adults about medical issues?	
Have you and other staff arranged to take Mobile Phone with you and issued a list of emergency contact numbers to the administrator?	
Picked up the class camera and spare batteries?	
Have you briefed all adults about safeguarding issues?	

Appendix IV – Risk Assessment

Some of the common risks are outlined here but each visit may present its own risk.

- 1 Is the adult to child ratio adequate? The particular nature of the trip may make the suggested ratios inadequate.
- 2 Are there any particular behaviour, medical or SEN issues to consider? It may be necessary to inform the venue or take additional adults. If a child has a physical disability, then explore access issues.
- 3 Is the form of transport suitable? Coaches must always be fitted with seatbelts and care must be taken to ensure children have fitted them safely. Public transport can be used and is free if booked through Transport for London two weeks in advance. Tube, Train and Bus companies can be phoned prior to the trip so they are aware you will be travelling with them. Whenever any form of transport is used it is essential that one adult boards before the children and one after the children, and the same when alighting.
- 4 Are there any dangers on the roads? If children are walking anywhere, routes need planning with care and roads crossed at the safest point, usually at a crossing. Pupils should walk two abreast with an adult at the front, the rear and if possible in the middle. Use walking rings for younger children and high visibility vests.
- 5 Is there a risk at the venue? There are many considerations such as how the children will be supervised or is the venue open to the public. Children may be working with equipment that poses a threat and some venues such as a visit to a farm or a theme park will pose their own risks.
- 6 Where will lunch be eaten and where are the toilets? Lunch needs to be eaten in a safe place. Children should always ask an adult if they need to go to the toilet and report back on their return. Ideally, an adult should accompany them and wait outside the toilet door.
- 7 What steps should be taken to ensure children do not get lost? Frequent head counts should take place throughout the visit, particularly on arrivals, departures, on boarding and after leaving transport. Children should know what to do in the unlikely event of being separated from the party. They should be told of a meeting place in the case of older children or they should approach a police officer, member of staff at the place being visited or a transport worker in a uniform who can take the appropriate action.
- 8 Does the weather pose a risk? Depending on the time of year the weather could create different risks. If it is hot and the children are outside then they

should be told to bring a hat and sunscreen. If it is cold then they should wear warm clothes. Icy or very wet conditions could be a risk especially if children are walking.



(Calculate Actual Risk Rating by using the formula given on page 2)

RISK ASSESSMENT FOR:

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where The Information Is Kept	Note Any Action You Will Take To Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)

RISK ASSESSMENT FOR:
RISK RATING

SEVERITY	LIKELIHOOD	RISK RATING (S X L)
1 = no injury or illness	1 = very remote	High 14+
2 = first aid injury/illness	2 = improbable	Medium 5 – 13
3 = minor injury/illness – up to 3 days away	3 = possible	Low 1- 4
4 = 3(+) days injury/illness	4 = probable	
5 = major injury / illness	5 = likely	
6 = fatal or disabling injury/illness	6 = certainty	

ASSESSMENT UNDERTAKEN BY:

REVIEW DATE:

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