

THE PRIORY PRIMARY ACADEMY TRUST	DATE AGREED	Autumn 2024
POLICY AND PROCEDURE STATEMENT	REVISION DATE	Autumn 2026
 <b>The Priory Primary School</b>		
<b>Off Site Activities Policy</b>		
HEAD TEACHER	MATT WALSH	
CHAIR OF GOVERNORS	PRUBIE SAHOTA	

## Edits and Changes

October 2024	Section 4. Trip approval procedure amended
	Section 6. Details of fluorescent jacket need amended
	Section 7. Trip ratio section adjusted

## **1. Aims**

The aim of the policy is to ensure off-site curriculum activities are safe and accessible to all students.

## **2. Statutory duty of school**

Under the Health and Safety at Work Act 1974 employers are responsible for the health and safety of their employees and anyone else on the premises. The management of Health and Safety at Work Regulations 1992 made under the 1974 Act require employers to:-

- Make an assessment of the risks of activities
- Introduce measures to control those risks
- Tell their employees about these measures
- Record any findings.

This duty extends to staff taking young people on off-site visits. It is important that we do not expose others to risk by our activities.

## **3. Policy into practice**

If a visit is part of the curriculum every student has the same entitlement to take part. If an activity is linked to the work of specific groups (e.g. a theatre trip to see a play being studied), then only the students in those groups have that entitlement, though others may be invited.

Where curriculum-related visits take place during school hours, all students have an entitlement to the full curriculum and so must have access to the activity. However, at the discretion of the Headteacher, the School reserves the right to withdraw a student from any activity where he/she may pose a health and safety risk to themselves or others.

## **4. Approval**

All off-site activities must be reviewed by the SLT. This responsibility is delegated to the Headteacher for routine, non-hazardous, non-residential visits.

The Headteacher will consult with the Chair of Governors when approving any activities occurring for the first time that are:

- (a) Hazardous, or
- (b) Longer than one day, or
- (c) Abroad, or
- (d) Of an unusual nature.

## 5. Discipline

The Off-Site behaviour guide and the Minibus Protocol must be observed by all students at all times.

As role models, teachers and other adults must ensure that their actions in front of students do not conflict with the school's agreed values about healthy lifestyles and the health-related messages that are taught within the curriculum. The expectations in school that staff do not smoke in the sight of students should apply to all adults accompanying students on off-site activities. Alcohol should only be consumed in appropriate circumstances and in moderation. On residential activities, regard must be given to ensuring that any staff who may be called on in a night-time emergency will be fit to drive and able to deal with any situation.

## 6. Guidance for Staff

All staff taking students on off-site activities must ensure that they are familiar with the school's procedures and risk assessments.

Before any visit is arranged, the teacher in charge must request approval through the senior manager responsible for off-site activities well in advance so that disruption to learning can be minimised through careful scheduling. All adults taking part in the visit will need to have been cleared by the DBS before they are allowed to accompany students without supervision. Relevant off-site activities qualifications will also need to be checked. The teacher in charge is required to complete a risk assessment before the visit. (Where possible, this should be undertaken as part of a 'pre-visit' to the venue).

Before any group of students leaves the school premises to engage in an off-site activity, the teacher in charge must have provided for the school contact person and the School Office copies of the risk assessments, fully completed and including an accurate list of the students going off-site, the accompanying adults and the expected time of return. For visits on non-school days or those returning after 4.30pm on a school day, the site manager and the named emergency base contact should also be provided with this information together, with student emergency contact details.

The teacher in charge of a group going off-site should ensure they have access to a mobile telephone for use in emergency or to notify the school in good time if the group is going to be late back, in which case there must be a clear procedure for informing parents of this.

### **Lead Teachers Need To Ensure that:**

1. A First Aider attends the off-site trip if possible. If you are unable to take a First Aider discuss with Headteacher
2. Medical consent forms returned – if necessary
3. Prepare worksheet if needed
4. Make a master list of all children in each group
5. Make labels for children if appropriate / wristbands with school details on

6. Brief adults – give individual group list, information sheet, itinerary and timetable to all adults
7. Discuss with the children how they should behave during the visit
8. Provide a mobile telephone number for each group, if the class split up for any part of the day
9. Make separate lists if children are to be split and travel on two coaches

**On the day staff should take the following:**

- o First Aid Box
- o Change of clothing
- o Sick bucket including, antibacterial gel/wipes, paper towels and granules
- o Medication – travel sickness tablets/inhalers/epi pens
- o Mobile telephone – switched on at all times. Other accompanying adults' mobile telephone numbers also written down and left at school
- o Copy of risk assessments and all (Signed) trip paperwork
- o List of emergency contact telephone numbers for parents
- o Identification bands for children to wear
- o Fluorescent jackets – children to wear whenever there is a higher element of risk

**Staff should leave the following in the school office:**

- o Signed visit risk assessment
- o All additional paperwork including contact telephone numbers
- o Copies of class list
- o Copies of staff list

**Emergencies**

Please ensure that your adults know what to do in the event of an emergency and who to contact if necessary.

In all situations if there is a medical emergency or any risk to a child, staff member or volunteer's life the lead teacher (or other accompanying adult) should call 999.

As a rule, in an emergency the first call after contacting the emergency services (if necessary) is to the school 01256 850062 who will then speak with parents and families. The 24 hour emergency contact for a serious incident concerning any pupil in the group is 07450973094.

**7. Off-site Ratios**

Specific staff ratios for school trips and visits aren't prescribed in law.

An appropriate risk assessment will be carried out for the trip and the staffing needs will be determined by that.

The number of adults needed will depend on:

<ul style="list-style-type: none"> <li>• The nature of the outing and the activities</li> <li>• The age and maturity of the pupils</li> </ul> <p>For a standard trip involving minibus travel and low-risk activities, the following ratios can be used as a guide:</p>	
Years R to 3	1 adult to 6 children (with a minimum of 2 adults)
Years 4 to 6	1 adult to every 8 children (with a minimum of 2 adults)

## 8. Curriculum Visits

In deciding whether a visit should go ahead, a careful cost/benefit analysis must be carried out which takes into account the impact on other staff/students of absent teachers, depleted groups and disrupted teaching, as well as the benefits for those going on the activity against the cost in terms of missed lessons.

Students' entitlement of access to curriculum visits, as set out in the policy, must be recognised, and prior planning will be necessary to ensure that this is achievable before the visit is offered to students.

It may not be possible for all "entitled" students to take part in an activity because of limited places or other factors. In such a situation, an alternative activity to achieve similar objectives should be arranged for those students not able to go.

## 9. Transport

If a minibus is going to be used, the driver must have taken the MIDAS Minibus Test and have a valid certificate. There should always be another member of staff, in the back of the minibus for safety. Students may sit in the front of the vehicle but only at the driver's discretion. All students must be provided with a seat belt which they are legally bound to wear. If staff are required to use their own cars they will need to have notified their insurers and the Head of Centre must be satisfied that the vehicle driver are completely legal (e.g. MOT, road Tax, Driving License etc.)

Appendix 1 –Minibus Protocol

## 10. Accidents / Reporting

If any incident or accident occurs during the visit, it is a legal requirement that the Headteacher or emergency contact must be informed immediately by telephone. The

incident needs to be recorded in the School Accident Book or in the online Health & Safety folder. The following information must be given:

- i) The date, time and place of the accident or incident.
- ii) The name of the teacher in charge at the time.
- iii) The names and addresses of any witnesses.

Accident forms are retained on the school site and available on request.

Accidents of a serious nature will be transferred onto CPOMS.

## Appendix 1

### MINIBUS PROTOCOL

Below is a list of the minimum levels of behaviour we expect from students who use The Priory Primary School's minibus transport.

- Go to the toilet before you get on the minibus. Arrive on time and wait for the minibus away from the road.
- Don't push or rush towards the minibus when it arrives.
- Find a seat quickly and quietly without pushing, and put on your seatbelt.
- Make sure your bags are correctly stored so that they do not block the gangways or take up seats.
- Wear a seatbelt at all times when you are in the minibus – this is a legal requirement and for your safety.
- Stay seated when the minibus is moving. It is dangerous to kneel on your seat.
- If you need to use the toilet or you feel unwell during the journey, tell non-driving accompanying members of staff.
- Do not distract the driver. Only speak to the driver when he or she is not driving. You may only speak to the driver to make them aware of an emergency.
- Don't throw things or play about in the minibus and never throw anything out of the bus windows.
- Smoking, drinking and eating are not allowed on the minibus at any time.
- Wait until the minibus has stopped and the driver has told you to undo your seatbelt before getting up to leave.
- Take your litter and belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Be careful: if you have forgotten something and you return to the minibus, the driver may be pulling away. Tell the accompanying member of staff.

- If you have to cross the road after getting off the minibus, wait for it to move away first. Remember the Green Cross Code and Stop-Look-Listen-Think.
- Vandalism of any kind will not be tolerated and you will be invoiced for any damages.

Please remember that failure to comply with any of the above may mean that you could lose your place on the off-site activity. If the driver feels that the behaviour of one or more of the passengers on their bus falls below the minimum level above, they may stop the vehicle and make a report to the SLT. The driver will then not continue the journey until the behaviour has improved or they have been cleared to do so by the SLT. Students who disrupt the journey will be disciplined in line with The Primary Priory School's Behaviour Policy.

The minibus will not start the journey until all students are seated and wearing their seatbelts. Any student refusing to wear a seatbelt will be disciplined in line with The Primary Priory School's Behaviour Policy.

Any student causing damage to the minibus will be reported to the SLT without fail, and will be subject to disciplinary action.

The Primary Priory School minibus drivers and accompanying staff will, in return, aim to provide a safe and secure means of transport for students.

**Please respect your minibus driver – they have the authority to stop the bus**



## Appendix 2

### Checklist for Off-Site Activities

	Action	Who*	Tick when completed
At least 1 week before the trip	Trip letter created	TL	
	Letter sent on Arbor and permissions gathered	OM	
	Risk assessment completed ( any individual/SEN/Medical RAs) and uploaded to trips risk assessment folder + checked by HT (Teacher/admin/trips)	TL	
	Named lead teacher, accompanying staff + volunteers arranged	TL	
	Appropriate number of adults: YR - Y2 = 1 adult to 6 children (with a minimum of 2 adults) Y3-Y6 = 1 adult to 8 children (with a minimum of 2 adults)	TL	
	First aiders present on trip	TL	
	Arbor register created with medical/SEN conditions and emergency contact details	OM/TL	
	Qualified staff** arranged to drive minibus if applicable	TL	
1 or 2 days before the trip	Staff attending have been briefed that any safeguarding/SEN concerns should be reported to the Trip Leader	TL	
	Staff attending have been briefed that any medical needs should be reported to the trip leaders/first aiders	TL	
	Significant changes in staffing communicated to parents (and risk assessment updated accordingly)	TL	
On the day	Accompanying staff and volunteers have been briefed on trip details and any relevant changes to safety, medical, SEN or safeguarding updates	TL	
	Off-Site <a href="#">Activities Policy</a> checklist adhered to and final sign off by the HT (or DHT if HT not available)	TL	

\*TL= Trip Leader; OM= Office Manager; HT = Headteacher; DHT= Deputy Headteacher

\*\*Sharon, Debs, Matt, David, Rob

Trip Leader .....

Signed (trip lead) .....

Date.....

Signed (SLT) .....

Date.....