



Educational Visits/Off-Site Activities Policy

Off-site activities are those activities arranged by or under the auspices of the Academy which take place outside the boundaries of the Academy.

The Governors believe that off-site activities complement and enhance the curriculum of the Academy by providing experiences which would be impossible within the Academy boundaries.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with this policy before booking any trips. All off-site activities must take place under the terms of these regulations, advice and procedures.

All off-site activities must serve an educational purpose which is clearly related to the curriculum.

Where a member of staff is proposing to arrange an off-site activity, the approval of the Educational Visits Co-ordinator (EVC) must be obtained before any commitment is made on behalf of the Academy. The EVC is the Headteacher or, in his or her absence, it is the Deputy Headteacher.

All off-site activities require written parental consent.

Before undertaking any off-site activity, the class teacher, or named lead person, will complete a written risk assessment. This will be signed by the EVC and kept on file in the Academy office. Where a museum/attraction/centre provides a risk assessment, this can be attached to the Academy proforma.

The written risk assessment will take into account any specific individual needs of children. This includes known medical conditions, with advice from the parent and/or the Academy's Welfare Assistants where the child has a medical care plan.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others, the party leader should discuss with the EVC the possibility of excluding the child from the activity.

Where the activity involves a period of more than 24 hours, an overnight stay or a journey by sea or air, approval needs to be obtained from governors.

Wherever possible, the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the children, the size of the group, the time of year (and probable

weather conditions) and the suitability of the facilities. The costs of such a visit may be reclaimed and should be included in the overall cost of the activity.

The costing of off-site activities should include any costs associated with the visit which would normally fall on the Academy e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. This should include the costs related to adult helpers.

The EVC will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the Academy although it could be a teacher from one of the other schools within Future Academies.

An activity should normally have sufficient adults taking part to provide a minimum ratio of one adult to ten children. This is a minimum requirement, and should not automatically be taken as providing appropriate supervision.

Transport arrangements should provide a seat for each member of the party. Where private cars are used for transport, the party leader is responsible for ensuring that the insurance of each driver covers such journeys.

The parents of children taking part in an off-site activity should be provided with appropriate information about the activity. Where the activity is taking place entirely within a normal Academy day it is sufficient to obtain an acknowledgement that the parents are aware of the arrangements. Where the activity extends beyond the normal Academy day written permission from the parent must be obtained.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits).

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

The timetable for the payment of contributions will allow for the EVC to make a decision about the financial viability of the activity in reasonable time.

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the Academy number, but where an activity extends beyond the normal Academy day, the home telephone/mobile number of a designated emergency contact should be provided.

Before a party leaves, the Academy office will be provided with a list of everyone, children and adults, travelling with the party, together with a programme/timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety.

Ratio of Adults to children on Academy trips

When planning Academy trips the adult to children ratio is paramount, see guidelines below.

- 1 adult for every 4-5 pupils for under 5s
- 1 adult for every 6 pupils in Years 1 to 3 (under 8s)
- 1 adult for every 10 pupils in Years 4 – 6

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