



# **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' Behaviour, Welfare and Safety Committee.

**Governing Body:** The Governing Body has delegated the oversight, review and updating of this policy to its Behaviour, Welfare and Safety Committee. The policy is reviewed every three years.

**Approval:** Reviewed by the Behaviour, Welfare and Safety Committee on 29 March 2021

**Next Review Date:** March 2027

## **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 2018
- Day Trip checklist
- Residential Trip checklist
- Trip proposal
- Emergency contact checklist

## **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