



LANGSTONE PRIMARY ACADEMY

OFF SITE ACTIVITY POLICY

Definition: Off-site activities are those activities arranged or approved by the academy which take place outside the school boundary.

Rationale: At Langstone Primary Academy, we believe that off-site activities can complement and enhance the curriculum of the school.

Aims: Through taking part in off site activities we aim for children to:

- develop key skills
- raise their achievement by boosting self-esteem
- develop social skills and citizenship
- develop a positive attitude to their environment.

Procedures

- Staff arranging or otherwise involved in off-site activities must make themselves familiar with the regulations, advice and procedures published by Hampshire Outdoors. All off-site activities must take place under the terms of these regulations, advice and procedures.
- Where staff are proposing to arrange an off-site activity the approval of the Headteacher must be obtained before any commitment is made on behalf of the school.
- A purchase requisition form is expected to be completed and signed off before the trip leader books the venue.
- Transport arrangements should provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts where available. It is the trip leader's responsibility to ensure that minibuses and coaches are booked through the office staff and that MIDAS qualified minibus drivers are available for the trips.
- Where private cars are used for transport the party leader is responsible for ensuring that they have the appropriate insurance.
- 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.
- All trips in KS2 should have a ratio of at least 1:12, KS1 should have a ratio of at least 1:8 and EYFS should have a ratio of at least 1:6. This does NOT include the class teacher (or trip organiser). If however the location includes high risks e.g. close to water or large quantities of members of the public or if the children taken on the visit have additional needs, then the trip organiser must reduce the ratio and arrange for additional adults to attend.



The trip organiser must order packed lunches for those pupils who are entitled to free school meals.

- At least one week before the trip takes place, an Evolve form should be logged with a risk assessment attached. If the visit is a residential trip or includes adventurous activities, then the Evolve form should be submitted two weeks before the visit takes place.
- The parents/carers of children taking part in an off-site activity will be provided with appropriate information about the activity. Where the activity is taking place entirely within a normal school day and within the local environs it is sufficient to use the parental consent given when children are admitted to the school however parent/carers should be informed of the visit. For all other activities written permission/consent via Scopay from the parent/carer must be obtained.
- All adults accompanying a party must be made aware, by the party leader, of the risks that may occur on the visit. Adults will be given risk assessments in advance to read and will receive the trip leaders mobile number in case of an emergency.
- All adults must also be made aware of any medical needs of the pupils attending. The trip leader is responsible for arranging additional adults if needed to support with these needs.
- Before a party leaves school the school office should be provided with a list of everyone, children and adults, attending the trip along with minibus/coach lists. They should also be provided 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 safety.
- Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of themselves or others, the party leader should discuss with the Headteacher the possibility of additional adults (usually a child's parent/carer) accompanying 1:1 or excluding the child from the activity.

Date: June 2024

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