

SPARSHOLT C OF E PRIMARY SCHOOL OFF SITE ACTIVITIES - POLICY AND GUIDELINES

The learning activities organised for the children of Sparsholt C of E Primary School reflect the positive curricular value there has been found to be derived from direct experiences both off-site and within the school premises.

Off-site activities for our pupils include educational day visits, visits to other schools, to exhibitions, drama, musical or sports centres, the activities week, residential trips, away sports matches or sports tournaments, off-site workshops, the annual pilgrimage and work undertaken in our catchment villages. Our principle aims, when taking part in the above, or planning new activities, is to inspire, stimulate and include all children in activities, which extend the breadth of our curriculum and increase the personal challenge to our pupils.

Both the regulations and the guidance contained in the Hampshire Manuals, Off-Site Activities (2013) and in Safety in Adventurous Activities (2015) will be followed as a minimum standard in the planning and organisation of such activities. Any teacher organising any off-site activity must have a thorough knowledge of these two documents and appropriate risk assessments be undertaken before the proposed trip.

The Governors recognise their legal responsibilities in ensuring that off-site activities are made as safe as possible. Activities considered “adventurous” require HCC approval, and the electronic submission seeking approval states that governors are aware of the planned event. In this instance, the Admin Assistant will send notification of the event to the Health and Safety Governor. The headteacher approves other events by signature of the risk assessment. No governor notification is required for these events.

It is our policy that all visits are staffed by teachers with the Hampshire qualification in Open Country Leadership and support staff with Emergency First Aid. When planning which personnel should be involved in visits, regard must be paid to their qualifications, experience and expertise.

Name	Qualification	Date Obtained	Expiry Date
Lindsay McCarthy	Educational Visits Co.	11 March 2015	11 March 2020
	Outdoor Leader Award	18 March 2011	18 March 2016
	Paediatric First Aid	10 July 2015	10 July 2018
Lynn Laver	Outdoor Leader Award	17 June 2011	17 March 2016
	Paediatric First Aid	10 July 2015	10 July 2018
Jane Gwilliam	Outdoor Leader Award	28 March 2014	28 March 2019
Claire O'Connor	Outdoor Leader Award	28 March 2014	28 March 2019
Alison Edwards	Outdoor Leader Award	17 June 2011	17 June 2016
Hannah Barber	Outdoor Leader Award	21 Nov 2014	21 Nov 2019
Esme Ireland	Educational Visits Co.	17 May 2011	7 Nov 2019
Wendy Williams	First Aid at Work	2 October 2013	1 October 2016
	First Aid for Child Carers	3 October 2014	2 October 2017

Medical Information

Each year, in September, a comprehensive questionnaire will be sent to parents to be filled in on behalf of each child attending the School. From this questionnaire will be derived not only the information needed for any off-site activities, but also a list of allergies, medical conditions etc. An up to date copy of this list will be kept on the in the staffroom, on the first aid board and in each classroom. At the time of planning for an off-site activity, therefore, parents will need only to update the forms already completed. The two exceptions to this are the adventurous activities e.g. climbing and the residential trip for Year 6, both of which also require County approval and relevant forms will need to be completed.

Agreed staff: 10 January 2012 **Ratified Full Governing Body:** May 2012

Reviewed: May 2015

Next review date: May 2016