

Outdoor education and offsite activities policy

Holy Trinity International School encourages and enables every young person to experience the world beyond the classroom as an essential part of their learning and personal development.

Through learning opportunities outside of the classroom, the school aims to raise achievement and create aspirations through an organised, powerful approach to learning in which direct experience is of prime importance.

Relevant activities Learning outside of the classroom draws upon the local and world wide environment to provide enrichment experiences contributing to an exciting balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares children for the opportunities and experiences in adult life.

Many of these activities involve groups leaving the school site for a variety of time, which may be from a few hours up to a number of weeks. These activities will involve varying degrees of risk and indeed may involve regulations in another country

Examples of trips which the school currently undertakes:

English/Drama: Theatre visits
Science: Think Tank museum
Mathematics: Techniquet (Cardiff)
History: Tamworth Castle
Geography: Residential Field Course in Snowdonia
Art and Design: Clothes Show
Food Technology : Food Show
P.E.: Fixtures and competitions
R.E.: Places of Worship
Cross curricular: New York/Washington DC visit
D of E expeditions
World Challenge ó Equador (2011)

Charging

All costs must be covered by a charge made to students/parents

Risk assessments

A risk assessment is used to help plan all educational visits and off-site activities. Visit leaders must complete a thorough risk assessment.

Some destinations provide risk assessments e.g. Black Country Museum but the leader must still complete a school risk assessment form.

The school has a standard risk assessment form which is included in the visits pack available from the staff room

Sample risk assessments are available from the Educational Visits Coordinator.

Supervision

The Health and Safety Officer will ensure ratios are met and appropriate vetting checks are made e.g. CRB checks for volunteers on overnight stays. We will always ensure that appropriate male/female supervision is provided in accordance with group requirements and current legislation.

The Adventure Activities License scheme

Leaders should only use centres which can provide evidence of their current status e.g Upton Warren and Llanrug

Transport Arrangements

Parents must always be informed as to the type of transport being provided for an educational visit.

This is likely to be: Hired coach, train, airline, ferry, school mini-bus, hired mini-bus or staff car. Where private cars are used, the visit organiser will ensure that appropriate insurance is in place.

Seat belts must be worn when on a school visit.

The organiser is responsible for the conduct and behaviour of the students whilst they are travelling.

No teacher or member of staff should transport a child on a 1:1 basis.

Emergency Procedures

The leader and all staff should be aware of emergency procedures.

The leader or first adult on the scene of an emergency should:

1. Analyse the situation
2. Make safe the rest of the group and themselves
3. Protect, where possible and safe to do so, any casualties
4. Summon assistance if required
5. Once all members of the party are safe (and emergency services have given their permission), the party leader must contact the Headteacher directly to receive direction and further support.
6. The Headteacher will then contact parents and IES

All leaders should carry a mobile phone and have considered signal strength in their planning of the visit.

First Aid kits

First Aid kits should be carried by the leader and other staff as appropriate.

First Aid kits are available from the school office. Advice on First Aid kits is available from the EVC.

Children with particular needs

Staff should check with the Deputy Head to see if children have any particular needs. For example: Currently staff should check with Mr Brunt for particular information and risk assessments for Jacob (Year 6) who has a physical disability which can impact on his access to particular activities.

Insurance

The school is covered by public liability insurance with cover of up to £5 million and leaders must ensure that any provider also has such cover. It is the duty of the Health and Safety Officer to check that insurance provision has been made in the risk assessment before final permission is granted by the Headteacher. Some activities e.g. The Duke of Edinburgh's Award has automatic provision when participants register. The school currently holds this insurance with Ecclesiastical Insurance Company.

Trips abroad

Before any overseas trip is permitted, the Headteacher requires full documentation of transport, residential location, activities to be undertaken, staffing and insurance. The Headteacher will then send all the information for the perusal of the IES legal department, who will then advise if everything is in order. This includes ski trips (even if with nationally recognised school travel companies), inter SEK encounters, ISA (International Schools Association) conferences and student activities.

Before permitting the trip, the dates will be discussed with the Leadership Group in order to minimise school disruption, provide appropriate ratios and cover, and to allow the greatest educational benefit from the trip. Risk assessments will be carried out in the normal way by the staff taking the trip and by the Health and Safety Officer.

Overseas transport and travel companies will only be accepted if ABTA bonded or similar.

This policy will be reviewed annually in accordance with the DCSF Guidance Health and Safety of pupils on education visits.

This policy should be read in conjunction with educational procedures and Health and Safety policy documents.

R. A. Jackson
Health and Safety Officer
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