

Outdoor Education and Health, Safety and Welfare		
Responsible Post	EVC	
Responsible Committee	Curriculum and Standards	
Review Schedule	3 Years	
Review Date	June 2014	
Changed	Yes	

Introduction

At Manor Church of England Infant School all pupils will undertake a range of planned outdoor activities, linked to areas of the curriculum throughout the academic year.

Many areas of the curriculum require pupils to walk around the locality of Holbury / Hardley, use the school grounds, including the wooded or 'wild' area and will sometimes require the use of transportation.

Objectives

The children will be able to:

- be involved in education outside the classroom and gain experience of new learning environments.
- observe, question and gather information from first hand sources and be able to make decisions about their learning.

The respective roles of participants in outdoor activities are stated in Hampshire County Council's Off-site Activities and Educational Visits Regulations and Guidance, there is a copy of this documentation in the Staffroom, Headteacher's Office and the EVC (Educational Visits Co-ordinator) holds a copy. For guidance on specific roles guidance can be found on the following pages:

Governors – pages 18 and 19

Head Teacher - pages 15 and 16

EVC – pages 16, 17 and 18

Group leaders – pages 19, 20 and 21

Qualified leaders – pages 21 and 22

Volunteers and responsible adults – page 22

Young People – page 23

Any information concerning these roles can be found in this document and any queries should be discussed with Head teacher or EVC.

Risk Assessment

Following County Guidance there is a risk assessment pro-forma which is required to be filled in prior to the visit. The activity leader will undertake a pre-visit to help them provide relevant information on the risk assessment. Any risk assessment needs to be signed off by either the EVC or Head teacher prior to the trip. Risk assessment pro-formas are stored in the EVC file. Within these assessments group leaders should consider the following points:

1. Have children been made aware of the expectations the group leader has of how they will behave in a particular environment? (Children will be reminded of the school behaviour policy before leaving the school grounds).
2. Have steps been taken to protect children from danger in the event that their behaviour is unsatisfactory? This will depend on the age / maturity of individuals etc.
3. Are your skills competent for your venture?

4. Are you able to staff with adults of appropriate knowledge / skill / experience?
Are they effective in the open situation? How do you know this?
5. Do you know / have you visited the location?
6. Do you need a weather forecast?
7. Does your party need boots with tread and waterproof clothing? If they do but you can't get them for everyone, do you still intend to go?
8. Have resources been established and their location arranged accordingly?
9. Are you able to administer first aid? If not, have you ensured that someone can? Are you fluent in administering resuscitation techniques?
10. Ensure you carry a first aid kit – who / where is the first aid kit? Include Epipens, inhalers and any medical resources prescribed specifically to named children / adults.
11. Have you arranged a clear recall signal if your group is working away from you?
12. Did you emphasise the 'lost procedure' so that any children getting separated from the group would know what to do? It would, of course, depend on the environment but should they stay still? Wait under the clock? Return to the front gate? Etc, etc
13. Do you have a list of members of your party with you?
14. Have you explained the venture thoroughly to colleagues accompanying you, clarifying your expectations and arranged training as necessary, in particular for unqualified adults?
15. If walking, is it in pairs, crocodile, or small groups? May they run? Procedure at all road crossings? If the front children stop at the kerb will those behind also stop or risk knocking them into the traffic? (Cross in a wave)
16. Are you satisfied that the venture / task is appropriate for the age, ability and aptitude of this group? Do you want to go there?
17. Have you set clear ideas of acceptable behavioural standards? Have you clarified, in your own mind, the realistic sanctions available? Are you consistent in their application?

Our risk assessment form is based on Hampshire County Council guidance and will be altered on advice from the County, when necessary. The group leader also has the responsibility of checking whether their activity also requires approval from the County (see pages 25 n- 31) If it is required then the group leader needs to fill in a HCC approval form (EVC folder).

All off-site visits and activities will be monitored by group leaders. All adult helpers must be well prepared prior to the visit and must be supervised by school staff at all times during the off site visit. The Head teacher and EVC will be aware of all arrangements and will also monitor visits.

At least one member of the party will hold a current local authority approved qualification – Outdoor Leadership.

When a trip leaves our school a list of pupils, teachers and other adults travelling will be produced. Copies of the list will be held by **all** adults on the trip and a copy retained at school. The group

leader is required to produce this list prior to the visit. All adult helpers need to be made aware of the risk assessment and the group activities and organisation for the day.

The group organiser must ensure that they carry a mobile phone on off site visits – available at the school office.

A contact point must be established and known by all adults on every trip. As our trips cover only the school day the school telephone number is sufficient – **02380 897540**. If any major incident occurred after contacting any relevant emergency services the school office should be then informed. The school office will then contact any parents/carers as necessary. This needs to be stated to any helpers attending the trip.

Resources needed for off site visit

Essential	Desirable
Completed Pre visit to assess potential risks / facilities	Spare clothing
Completed Risk Assessment Form prior to visit	Additional mobile
Mobile Phone and contact numbers	Car if any concerns about behaviour / health of any person
List of children and adults involved in visit	
List of children with medical problems – Epipens / inhalers / requiring prescribed medication	
First Aid Kit / kits	
Throw Bag – if near water	
Qualified staff – Current Outdoor Pursuits Certificates	
Ratio of 1: adults to children 1:8	

This policy will be reviewed every 3 years or when statutory requirements change.