

Outdoor Education and Health, Safety and Welfare	
Responsible Post	EVC
Responsible Committee	Curriculum and Standards
Review Schedule	3 Years
Review Date	06 March 2024
Next Review Due	March 2027
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 are enhanced by off-site visits. Pupils will regularly use the school grounds, including the wooded or 'wild' area, to complete field work activities. Many topics use walks around the locality of Holbury / Hardley to provide the children with first hand experiences. Some activities will be further away from the school locality 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. This document can also be accessed on EVOLVE.

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 Trips folder in Teachers Pool. Group leaders should consider the following points:

1. Are you satisfied that the venture / task is appropriate for the age, ability and aptitude of this group? Do you want to go there?
2. Are your skills competent for your venture?
3. Are you able to staff with adults of appropriate knowledge / skill / experience?
Are they effective in the open situation? How do you know this?
4. Do you know / have you visited the location?
5. Have you got a trained first aider able to attend? Have you checked the site's first aid policy?

6. What are the hazards of the site? Are you able to implement measure that will reduce the risk of these hazards? How will any roads be crossed?
7. The age of the children, size of the group, behaviour, medical needs and suitable clothing. How can the dynamics of the group be controlled to ensure the group is safe?
8. The suitability of the activities that the children will be completing. Where are any resources stored? Who is leading the activity? What groupings are the children working in? Is there a clear timetable that has been shared with all adults?
9. How will you travel to the location? Is any outside provider known to the school?
10. Any other factors which may impact on the trip e.g. weather.
11. Do you have alternative plans if there is a change to conditions or situation?

Our risk assessment form is based on Hampshire County Council guidance and will be altered on advice from the County, when necessary. Off-site activities need to also be entered onto the EVOLVE website for approval from the head teacher and for county records. The group leader also has the responsibility of checking whether their activity also requires approval from the County. If it is required then the group leader needs to fill in a HCC approval form.

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 made aware of the risk assessment and the group activities and organisation for the day. **Risk assessments and group lists must be collected in by a member of school staff for shredding after the trip.**

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 Risk Assessment Form prior to visit	
List of children and adults involved in visit	Additional mobile
List of children with medical problems – Epipens / inhalers / requiring prescribed medication	Car if any concerns about behaviour / health of any person
Mobile Phone	
Contact numbers and consent forms for all attendees	

First Aid Kit / Medicine/ spare clothes/ bin bags/ sick bowls/ food/ water	
Throw Bag – if near water	
Qualified staff – Current Outdoor Pursuits Certificates	
Trained First Aider (Year R paediatric trained)	
Ratio of 1: adults to children 1:8 Year 1 and 2 1:5 Year R	

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