

## 1 Introduction

The New Charter Academy believes that off-site and residential activities are an essential resource which can supplement and enrich the teaching of a broad and balanced curriculum. All off-site activities must serve an educational purpose providing students with an opportunity to undergo experiences not available in their normal environment.

These guidelines are designed to help all personnel involved in the organisation and running of off-site activities to plan and evaluate activities to ensure that any risks are managed and kept to a minimum for the health and safety of all participants/students.

## 2 Aims

The following aims will be adhered to when arranging any offsite activities:-

- To organise activities within the guidelines outlined in all documents relating to the Health and Safety of all participants/students;
- To ensure that the destination to be visited and the programme of events planned serve an educational purpose enhancing and enriching students learning experiences;
- To ensure that staff involved in supervision of the activity have the necessary experience and qualifications to discharge their duties effectively;
- To ensure that the transport and venues used are suitable for the activities involved, bearing in mind the age of the students;
- To conform to the Academy's guidelines in terms of staff/student ratio at all times.
- To promote the independence of students as learners and enable them to grow and develop in new learning environments.

## 3 Obtaining Authorisation/Approval

The organiser of the activity must ensure that the required authorisation and approval is obtained. A proposed plan and management of the activity must be submitted to the Academy Director this should include:-

- a) a completed risk assessment;
- b) a programme of events planned;
- c) an estimate of the costs involved;
- d) the number of students/staff involved;

Any residential or hazardous activity (i.e. climbing, skiing) requires the approval of the Governing Body.

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Once the appropriate approval has been obtained the activity the organiser must:-

- a. obtain written parental consent ;
- b. obtain copies of the medical/dietary requirements and emergency contact details;
- c. verify that all accompanying adults (i.e. volunteers and car drivers) have had appropriate police checks;

#### 4 Risk Assessments

A comprehensive risk assessment must be carried out before the proposed visit. This must assess risk which might be encountered on the visit and should indicate measures to prevent or reduce them. The assessment must be based on the following considerations:-

- a. what are the hazards?
- b. who might be affected by them?
- c. what safety measures are needed to reduce the risks to an acceptable level?
- d. can the safety measures be put into place?
- e. what steps will be take in an emergency

A preliminary visits to the venue should be taken where possible, in order to carry out an on-site assessment. It is important to take into account the probable weather conditions at the time of the year and a careful account of the facilities available, with due regard to the proposed number of students participating in the activity.

It is important to assess any health & safety or security issues and take measure to eliminate or reduce them.

#### 5 Communication with Parents/Guardians

The parents/guardians of students must be provided with all appropriate information about the intended visit. Parents/guardians must give their permission in writing before a student can be involved in any offsite activity.

Funding for the activity should be provided mainly by parental contributions (voluntary except in the case of residential visits), with a limited subsidy from the Academy. This must be made clear to parents in all correspondence about any offsite activity. However, no student maybe excluded where a parent/guardian is unwilling or unable to make a contribution.

#### 6 Students

All students participating in an offsite activity must conduct themselves in a respectable manner and according to the Student Behaviour Policy. Any student whose behaviour may put themselves or others at risk may be stopped from taking part in the activity.

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**7 Supervision**

The Academy's recommended ratio of students to staff/adults will vary according to the type of activities but will always meet national good practice guidelines

There must be a mixture of female and male staff for residential activities.

**8 Evaluation**

All activities must be evaluated by the organiser in conjunction with the Academy Director or the nominated member of the Strategic Leadership Team. A short evaluation report should be made available for the Governing Body where appropriate.

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