

## **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, residential trips, away sports matches or sports tournaments, off-site workshops, and village activities. 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), Safety in Adventurous Activities (2015), HCC Outdoor Education Service – Supplementary advice and guidance (2017), National Guidance online service [www.oeapng.info](http://www.oeapng.info) 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 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 headteacher 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.

<b>Name</b>	<b>Qualification</b>	<b>Date Obtained</b>	<b>Expiry Date</b>
Angela Richens	Educational Visits Co.	1 <sup>st</sup> July 2016	30 <sup>th</sup> June 2021
Lynn Laver	Outdoor Leader Award	29 <sup>th</sup> April 2016	28 <sup>th</sup> April 2021
	Paediatric First Aider	*from Sept 2018	
Jane Gwilliam	Outdoor Leader Award	28 March 2014	28 March 2019
	Schools First Aider	6 <sup>th</sup> June 2016	5 <sup>th</sup> June 2019
Hannah Barber	Outdoor Leader Award	21 Nov 2014	21 Nov 2019
	Paediatric First Aider	26 <sup>th</sup> Sept 2017	25 <sup>th</sup> Sept 2020
Kim Wollam	Outdoor Leader Award	1 <sup>st</sup> June 2015	31 <sup>st</sup> May 2020
Olivia Conroy	Outdoor Leader Award	13 <sup>th</sup> Sept 2017	12 <sup>th</sup> Sept 2022
Liz Howard	Outdoor Leader Award	13 <sup>th</sup> Sept 2017	12 <sup>th</sup> Sept 2022
Wendy Williams	First Aider at Work Paediatric First Aider	5 <sup>th</sup> July 2016 21 <sup>st</sup> June 2017	4 <sup>th</sup> July 2019 20 <sup>th</sup> June 2020
Katherine Archer	School First Aider	15 <sup>th</sup> Oct 2015	14 <sup>th</sup> Oct 2018
Carol Sheppeck	Paediatric First Aider	21 <sup>st</sup> June 2017	20 <sup>th</sup> June 2020

### *Medical Information*

Each year, in September, a pupil data collection form will be sent to parents to be filled in on behalf of each child attending the School. From this form 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 in the staffroom and in each classroom securely. 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.

Governors should be informed of adventurous activities (ie those which require approval from Hampshire Outdoors – Evolve) four weeks before activity takes place.

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

**Reviewed:** July 2018

**Next review date:** July 2021