

Outdoor Activity Policy

VERSION CONTROL SHEET

POLICY NAME: Outdoor Activity Policy

Policy Prepared by: Nigel Gooding

Document date	Filename	Meeting submitted	Summary of changes required
July 2013		July PSG	New policy
Oct 2019		Nov LGB	Reviewed and updated
October 2020		LGB	Reviewed – no changes made
March 2021		LGB	Reviewed – no changes made
14/09/22	Review	Sept 2022	Reviewed no changes

Aims and objectives:

Through the provision of Outdoor Education and Offsite Activities we aim to provide a full and extended curriculum, which provides children with valuable learning opportunities away from the classroom environment. In doing so we will ensure all risks are assessed and staff and children's health and safety are safeguarded. This policy is to be used in conjunction with the OEAP and Plymouth City Council guidance for Outdoor Education Visits and Offsite Activities. A copy is held in the school office.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://oeapng.info/>

Planning:

Staff undertaking an Offsite Activity will undertake a risk assessment, which will be approved by the EVC co-ordinator and Headteacher. Staff will follow guidance from the 'Outdoor Education visits and Offsite Activities' document. In addition the Risk Assessment Writer provides staff with step-by-step support in completing a comprehensive Risk Assessment.

Monitoring:

All Risk Assessments must be approved by the Headteacher and a copy held in the school office.

Inclusion:

We strive to ensure all our pupils are included in all Offsite Activities the school offers. Potential risks regarding individual needs / special needs are addressed through the Risk Assessment process.

Record Keeping:

Copies of all Risk Assessments are held in the school office. All teachers leading Offsite Activities hold copies of the approved Risk Assessment / emergency contact numbers / consent forms and out of hours contact numbers where appropriate throughout the visit.

Resources:

PCC Outdoor Education Visits and Offsite Activities document (one copy is held in the school office)

OEAP guidance <https://oeapng.info/>

Risk Assessment support can be found in the school office.

Risk Assessment Form

PSOE 1

Establishment:	Mayflower Community Academy Tel:	Activity Title:	.	Date:	
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- A. All the risks that are identified go into this column each with a reference.
- B. In this column list all the persons, by category, who might well be affected by the activity.
- C. In this column list the ways in which the risk is managed to an acceptable level this may well include references to where other people have responsibility for managing the situation. Questions and references to other enquires can also be entered.

Signed Party Leader: ____ Date: ____ Mobile: ____

Other Party Members:

Point of Contact for trip:

***Pupil Ratio.** ____ **Adults to** ____ **Children**

* Please note there are guidelines for pupil ratios, however this depends on Age Group, Behaviour Issues, Special Educational Needs and the type of Activity. Please consult with an Educational Visits Co-ordinator based at MCA.

A. Risks Identified	B. Persons Who May Be Affected	C. Safety Management Controls and Further Action
<p>Transport Arrangements</p> <p>Crossing roads – danger</p> <p>Falling over whilst walking / uneven ground/ tripping over roots etc.</p>	<p>Pupils/Staff</p> <p>Pupils/Staff</p> <p>Pupils/Staff</p>	<ul style="list-style-type: none"> • Coach company to ensure road worthiness of vehicle • Coach to park in school carpark for children to board. • Group leader to ensure seat belts are fitted and worn • Group leader to ensure head count of pupils before setting off • Children to be made aware of the evacuation procedure (if required). • Coach to drop off and pick up at Mount Edgcumbe carparks • All staff to check the safety of area and surround vehicles for children to get on/off coach. • Adults to be sat amongst the children to ensure safety. • Children with travel sickness to sit at the front. <ul style="list-style-type: none"> • Pupils walk in partners within Key Worker Groups. • Appropriate adult supervision 1:10 for Y6. • Cross at island / supervised crossings where possible • All adults to have high-visibility jackets if they are supervising the road crossing. • School adults to check carpark and surrounding area before children embark/ disembark coach. • Adults to stay on pathways. When crossing roads, an adult must first assess whether it is safe to cross and stand in the middle of the road to guide children across. <ul style="list-style-type: none"> • Safe route to be taken when walking around Mount Edgcumbe House and Country Park and surrounding areas (e.g. walk on the grass to get to the park). • Qualified first aider in attendance with F.A Kit • Asthma pumps and medical conditions recorded. • Children to stay with designated adult at all times.

<p>Hazards associated with the location of the activity or visit – Mount Edgcumbe</p>	<p>Pupils / Staff</p>	<ul style="list-style-type: none"> • Gain parental consent for the pupils to take part in the trip, specifying the nature of the activities which will be carried out- parents informed of activities: hike to the Folly, outdoor games on field, toilets, picnic and play time on the park. • Brief pupils about appropriate conduct and specific risks about which they should be aware • Brief staff about their roles, responsibilities and specific risks about which they should be aware. • Children reminded of rules for talking to people and touching animals or other items in the environment. • Children to stay in Key Worker Groups when on the pebble beach. • Children to take extra care on uneven footings on the paths or on the pebble beach. • Supervising adult to be stationed at the water's edge to ensure children do not enter
<p>Pupils lost or separated from the group, inadequate supervision</p>	<p>Pupil / Staff</p>	<ul style="list-style-type: none"> • Ensure supervising staff are competent and understand their roles • Each adult to have a list of children for whom they are responsible. Registers and headcounts to be taken throughout the day. • Confirm that ratios are in line with PCC policy • Plan and use suitable group control measures (children to be aware of team base at venue and to use this as a muster point). • Mobile phone to be carried by party lead.
<p>Chn with specific complex needs</p>	<p>Pupil / Staff</p>	<ul style="list-style-type: none"> • Adult to ensure medication is given correctly. • Clear boundaries and expectations discussed prior to the trip. • In case of non- compliance school will be informed and child removed from site.
<p>Exposure to weather leading to cold injury, heat injury or over exposure to the</p>	<p>Pupil / Staff</p>	<ul style="list-style-type: none"> • Consider possible weather conditions and plan appropriate programme, clothing and equipment • Letter to be sent home prior to event outlining suitable equipment

<p>sun</p> <p>Dogs.</p> <p>Picking up litter / dangerous objects.</p> <p>Covid-19</p>	<p>Pupil/ Staff</p> <p>Pupils</p> <p>Pupils/staff</p>	<p>(eg. Suncream)</p> <ul style="list-style-type: none"> • Plan for pupils who may not bring suitable clothing • Daily weather forecast obtained and plans adjusted accordingly • Water to be taken for all children to drink throughout the day. • Sunhats to be taken for all children to wear throughout the day. <ul style="list-style-type: none"> • Any dogs wandering around, children will be warned not to touch, stand still and to keep away. • If dog owners do not have dog on the lead, stop the children and adults are to stand on the outside of the children as a protection. • If necessary, adults will speak to owners. <ul style="list-style-type: none"> • Warned not to touch / pick up anything particularly odd / unnatural. • All adults to be aware and observing for litter/dangerous objects. • All adult to scout area first before children enter it • All litter from school lunches to be picked up and taken back to school or put in appropriate litter bins. <ul style="list-style-type: none"> • Pupils to sanitise on boarding and departing the coach • Hand sanitising liquid to be carried by all staff members for frequent application • Social distancing will be enforced. • Pupils to maintain social distancing from members of the public at all times.
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