

SPRINGFIELD SCHOOL POLICY



POLICY NAME: Out of School Activities
NEXT REVIEW DATE: 01/09/2026

SPRINGFIELD SCHOOL.

Policy for: Out of School Activities

Rationale

Springfield School considers school visits and expeditions, of both day and residential format, valid and valued parts of a child's education. It acknowledges the voluntary contribution that all members of staff and helpers make to enable pupils to experience and take educational advantage of the rich variety of resources out of school.

Aim

The aim of this policy document is to ensure that staff have a format to follow that provides quality of planning, the identification of potential difficulties and the assurance of a safe environment for the children. It is accepted that a degree of risk taking is inherent in any form of truly educational experience and this is particularly so in the areas of Personal, Social and Health Education, where the gaining of personal confidence is the educational aim. This policy should not detract from these valid aims but provide a supportive framework within such activities should be undertaken.

Purpose

This policy offers a framework for the consideration of "out of school activities" under the headings of Preparation and Approvals, Supervision of Children, Expertise in Activities, Knowledge of the Geographical Area, Emergency Arrangements and Insurance Cover. It is recommended that these guidelines as well as information planning may be used as a checklist to ensure adequate preparation for an activity.

Guidelines, Preparation and Approvals.

Careful preparation and briefing for ALL visits is essential to pupils, parents&carers and adult supervisors.

ALL visit(s) details **MUST** be submitted using the **EVOLVE system** which includes the completion of a risk assessment.

Day visits within the school day.

Requests for visits and risk assessments need to be completed using **EVOLVE** and sent to the Educational Visits Coordinator (EVC) for approval at least **three weeks** prior to the visit. Approval for the visit will be e-mailed via EVOLVE to the visit leader. Please remember unless you have approval for a visit - no approval ...no visit!

Parental consent must be obtained in writing for their children to participate in on visits out of school and parents&carers should be given careful instructions as to what their children will require, for example, in terms of clothing, footwear, money, etc. Parents must be asked to give details of any special medical, dietary, or other conditions or needs for their child, depending on the nature of the visit.

Residential and extended day visits.

We encourage the use of residential experiences as an ideal way to promote pupil learning and extend pupil experiences and opportunities. Residential visits must be planned as part of the overall curriculum experiences and therefore plans must be identified in Schemes

of Work & in Class Planning. The residential leader is responsible for completing the information on the EVOLVE SYSTEM. Requests for visits and risk assessments need to be completed using EVOLVE and sent to the Educational Visits Coordinator (EVC) for approval at least **Six weeks** prior to the visit. Approval for the visit will be e-mailed via EVOLVE to the Visit Leader. Please remember no approval ...no residential visit!

Local community / neighbourhood visits

Where a local visit takes place eg walk around the immediate local area, pupils will be allowed to attend providing that parents have signed a **Local / Regular visits form** at the start of the year. **See appendix 1**. Please ensure copies of the signed forms are given to the Head teacher and one copy retained by the class teacher.

Pupil medication and medical needs

The visit leader must sign medication out and in on your return. All emergency medication is kept in the nurse's office/medical room. Before you administer emergency medication you **must** receive training from the school nurse and be confident in administering medication to a child.

Issues for visits

It should be made clear that all children's medication must be handed to the leader together with parent's written authorisation to administer it. The correct dosage must be clearly marked.

Governors' approval must be obtained for visits where there will be an overnight stay.

Parents and Governors, where applicable, must be informed in advance of key arrangements, names of leader and accompanying adults, contingency plans, itinerary, and of emergency arrangement and the names, addresses and telephone numbers of any accommodation to be used.

In obtaining parental approval, information about any special needs or conditions and declaration of medical fitness for children, the school medical form should be used.

It is the responsibility of the visit leader to ensure a mobile number or a telephone number at their destination is left with the school office staff and their Head of Department, together with arrangements for contact in case of emergency.

Supervision.

Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Every trip must have a clearly designated leader who must be a teacher. Everyone should know who is in charge and that they must take instructions from the leader. It may be necessary to designate a deputy leader where there is a large party and/or an extended visit is planned.

The level of adult supervision must realistically reflect the purpose and nature of the trip, the age and maturity of the pupils, experience of accompanying adults and any special needs. As a guide, the level of supervision must never be less than one teacher to six pupils. Any trip must be accompanied by a minimum of two members of staff, one of whom must be a teacher.

If boys and girls aged ten or over are going on the visit, other than in the immediate neighbourhood, ideally a staff member of each sex should accompany the group.

Visit leaders must explain clearly to all adult supervisors what their particular responsibilities are, and always in advance.

The Head teacher must be satisfied that any accompanying adults who are not teachers are fully suitable and prepared to undertake supervisory responsibilities in exceptional circumstances, e.g. illness of the teacher.

The general level of direct supervision throughout the visit, including evenings, must be appropriate to the particular circumstances. There must be at least one responsible adult on duty and children must know who it is and arrangements for contact at all times.

When overnight stays are to be included, steps must be taken to ensure that the premises have adequate fire safety precautions. Visit leaders must ensure that staff and pupils understand emergency procedures and how they should vacate premises quickly and safely. Each accompanying adult must carry a list of names of children and their contact numbers. Regular checks on names and numbers must be carried out.

Young children who may not be able to explain their identity should carry means of gaining help /support. **Please refer to appendix 2**

Children must not leave the party without expressed permission, which should not be allowed for young children or for any children where to do so would place them in an unreasonably unsupervised situation or place them at risk.

Children should be encouraged to choose partners in groups of two or three so that partners can report if one is missing or in difficulty.

Special arrangements may need to be made for certain pupils. These need to be explicit and known by all responsible adults.

Expertise in Activities

Accompanying adults must have an acceptable level of knowledge, experience and skills in activities to be undertaken. Outdoor pursuit activities will only be undertaken in the presence of suitably qualified trained and insured external consultants.

The Head teacher must be satisfied that pupils are medically fit to undertake any activities and obtain a declaration to this effect from parents, depending on the purpose and nature of the visit.

Knowledge of the Area and Condition

Visit leaders must ensure that all participants are familiar with the nature of the conditions likely to be encountered.

Staff should obtain prior information concerning local hazards and safety requirements that are likely to be encountered. Contact should be made in advance with local agencies, wardens, etc, in order to ascertain local conditions.

Informed and responsible local advice must always be heeded and acted on accordingly.

Children must be suitably clothed and equipped for particular activities and the conditions likely to be encountered.

Emergency Arrangements

Heads and visit leaders should ensure access to a first aid kit.

The visit leader must ensure that accompanying adults are familiar with local emergency procedures, agencies to contact and telephone numbers of services. The visit leader must carry a mobile phone.

The visit leader must ensure that pupils are warned carefully about local conditions, what to do if an emergency arises, if they get lost or are in any difficulty.

The visit leader must ensure that parents can be contacted readily in cases of emergency. A point of contact at the school to pass on information between the party and parents will need to be established.

The Head must make advance contingency plans in consultation with the visit leader for the care and/or return of individual children in the event of illness, accident or for disciplinary reasons, and in the event of the visit being delayed for any reason. Parents must be informed of these contingency plans.

In the event of an accident or illness the visit leader must phone the school immediately and complete the First Response Visit Emergency Telephone Record sheet in conjunction with one of the SLT or Admin team doing the same at school. **Please refer to appendix 3**

In the event of an accident or illness, parents must be informed as quickly as possible. If a child sustains an injury completion of an ACCIDENT FORM is required and a report including statements from eyewitnesses be submitted. The Head teacher and Chair of Governors should be informed as early as possible of accident, injury or serious illness.

Insurance Cover

Appropriate travel insurance should be in place where necessary.

Visit leaders are advised to check that the school has a current block insurance to cover loss of personal items against personal accident, loss, damage or theft of belongings.

The group leader must acquaint parents and Governors of the insurance cover arranged and precisely what is and is not covered for each visit or trip.

Funding of visits

Voluntary parental contributions may be requested for visits including residential visits, but no pupil will be excluded from DAY visits due to non - payment. Where a parent is unable to contribute the full amount, a discussion will take place to request part payment where possible.

Parents will also have the opportunity to pay for residential visits in instalments. Where a parent or number of parents are unable to contribute to the cost other sources of funding may be considered. This may include requests to the Friends of Springfield for support and /or the use of Pupil Premium Funding. In extreme circumstances, if a high proportion of parents are unable to contribute, visits may have to be cancelled.

Transport

Parents will be informed of the intended mode of transport being used for the visit

Use of school Minibus

The driver must be qualified to drive the minibus (over 21 years of age, clean driving licence, at least 2 years driving experience and have undertaken the Local Authority driver's assessment or a similar assessment)

Adequate supervision will be present so that the driver is not expected to supervise the pupils whilst in transit.

Use of staff, parents and volunteers vehicles

The use of private transport is not encouraged. Private transport will only be used if the Head teacher has checked that the driver has a valid driving license, the vehicle is insured to carry pupils and is road worthy.

Additional Information

If using an external transport provider, check with the coach firm the details of setting down, parking, pick up points, paying particular attention to waiting restrictions. It may be possible to ask the contractor to supply a driver conversant with the area.

Specific place/time meeting points should be established and maintained. All participants should stay at the meeting point until all other parties are present or until given alternative instructions by the visit leader.

Decisions made at pre-visit meetings should be recorded and issued to responsible adults. A base contact point should be established prior to the visit and maintained for the duration of the expedition, including travelling time. The base point telephone number should be carried by all responsible adults on the visit.

No group should be solely dependent upon a single adult in case of emergency.

Reviewed:

Annually

Key person:

Educational Visits Co-ordinator.

Appendix 1.

PUPIL HELP CARD

I am student at Springfield Special school in Cheshire.

I am visiting ?????????? and I have become separated from my class.

Please could you help me by ringing one of the following numbers?

- Mobile:
- Mobile:
- Mobile:
- Hotel:
- School: 01270 691900

Thank you.

Appendix 2.

SPRINGFIELD SCHOOL / CHESHIRE EAST COUNCIL

PARENTAL CONSENT

**LOCAL & REGULAR OUT-OF-ESTABLISHMENT VISITS / ACTIVITIES
for the school year September 2024 to July 2025**

Name of Pupil / Student:

Class:

I hereby agree to my child participating in the following local out of school activities:

-
-
-

I understand that:

- such activities will not extend beyond the school day
- such visits will be local ie within the area of Crewe
- my specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards
- all reasonable care will be taken of my child in respect of the activity / visit
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit / activity and will be subject to all normal school discipline during the visit / activity
- any medical condition or physical disabilities will be notified to the school now and as and when they arise
- all pupils are covered by the Cheshire East Council's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover
- Photographs of pupils, dignified and relevant, are used to aid teaching. **Your signature below will also confirm your consent for your child to be photographed whilst undertaking these visits / activities.**

Signature of parent / guardian:

Address:
.....

Tel: **Date:**

Appendix 3.

B and S Educational Systems and Training Ltd

First Response Visit Emergency Telephone Record

This document is designed to ensure that in an initial telephone discussion between a Visit or Assistant Leader in trouble and their designated Emergency Contact, both parties have the same document to look at and thereby ensure that all key factors are recorded. Therefore the document should be kept to hand by all those designated as a Visit Emergency Contact and also carried by Visit Leaders and Assistant Leaders. Where young people are being supervised remotely for significant periods of time, they may also require this (or similar) document. Complete all cells.

Name of Caller	Role of Caller (Visit Leader? Assistant Leader? Helper?)
Caller's telephone number	Time of this call Time of the incident
Name of Group	Number and age of party Other leaders at the scene
Present Location	Is the group staying put or moving to a new location?
Nature and time of the Incident or Emergency	
Names of any casualties and their injuries	Names of any party members sent to seek assistance
Is the rest of the party safe and likely to remain safe?	
Weather conditions including any threatening environmental factors	
Emergency Services required?	
Already alerted? At what time?	
Caller's proposed action plan	

Guidance notes for the leader and/or the Emergency Contact prompting a leader in difficulties

1. Remain calm
2. Do NOT rush in - try to remain objective and assess the whole situation
3. Safeguard yourself and the uninjured members of your group, ensuring that they are:
 - accounted for
 - safe and briefed on how to remain safe
 - adequately supervised
4. Aim to delegate so that you can maintain an overview of all that is happening or needs to be done
5. Call Emergency Services as appropriate
6. Initiate First Aid "3 Ps" with a view to:
 - preserving life
 - preventing the condition worsening
 - promoting recovery
7. Basic First Aid requires the following:
 - a clear airway and maintenance of breathing – unconscious casualties require a safe airway position
 - stop major bleeding
 - protect the casualty from the environment – keep them warm
 - monitor the condition, reassure and provide emotional support
8. Call your Emergency Contact to activate your school Visit Emergency Plan
9. Take advice from Emergency services
10. Support the physical needs of your group by providing shelter, refreshment and evacuation
11. Support the emotional needs of your group and keep them occupied
12. Control communications as far as is practicable and do NOT make any direct contact with families or friends
13. Maintain a record/log with timings
14. Refer all requests for information (other than from Emergency Services) to your Emergency Contact
15. When overseas, inform the Foreign and Commonwealth Office Consular Assistance Team