

Quwwat ul Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

www.quwwatulislam.com

Together we can achieve more

Off Site Activities Policy

Off Site Activities Policy

Off site activities are those activities arranged by or under the auspices of the school which take place outside the boundaries of the school.

The Head Teacher and Management Committee believe that off site activities can complement and enhance the curriculum of the school by providing experiences which would be impossible within the school boundaries.

All off site activities must serve an educational purpose which is clearly related to the curriculum.

Where staff are proposing to arrange an off site activity the approval of the Head teacher must be obtained before any commitment is made on behalf of the school. Sufficiently detailed proposals should be provided by the member of staff to allow for an informed decision to be made, including a detailed **Risk Assessment**.

Wherever possible the staff planning an off site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the children, the size of the group, the time of year (and probable weather conditions) and the suitability of the facilities. The costs of such a visit may be reclaimed and should be included in the overall cost of the activity.

The costing of off site activities should include any costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. This should include the costs related to adult helpers.

The Head teacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

An activity should normally have sufficient adults taking part to provide a minimum ratio of one adult to six children with a minimum of two adults. An adult/child breakdown should be submitted to the Head teacher, before the visit takes place.

Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme/timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety.

Guidance for School Trips

Please bear the following in mind:

Always keep a watchful eye on all students. All eyes should be on the children at all times looking for possibly unsafe situations or unbecoming behaviour.

Ensure all students are wearing school uniform and a school badge.

Regular head counts are necessary.

Ensure students have a partner and whilst escorting students to/from school allow adults to be evenly distributed in the line. For example 1 adult at the front, 2 adults in the middle, 1 at the back.

When crossing the road, be extra attentive. 1 adult should stand in the middle of the road when clear and ensure all children have crossed the road safely.

Whilst travelling on bus/tube/train/coach, all students **MUST** be seated if possible. Students may not stand for the journey. If the bus is very busy, then the group may split with their adult.

Adults must accompany students when going to the toilet.

Please leave your mobile phone switched on and answer calls from school or other adults on the trip. Please do not answer personal calls.

Ensure you have an emergency point, which all adults and students are aware of on the trip.

If an emergency arises, please contact the school office immediately.