



Offsite Activities Policy

Rationale

Clarendon Children's Centre believes that offsite activities can significantly enhance the learning experiences and enjoyment for children. At Clarendon Children's Centre children and adults will be provided with the opportunity to participate in high quality and well organised offsite visits which will enrich learning and enable children and adults to achieve more.

Clarendon Children's Centre has written this policy to ensure that best practice and procedures are carried out at the Centre. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aims

- *To provide offsite visits and activities which support and enhance the education and services the Centre provides.*
- *The Centre will ensure that visits are highly planned and organised, follow health and safety procedures and through assessing of every aspect for potential risks hazards and dangers.*

Implementation of the Policy

The Centre Manager will ensure that:

- A Leader is appointed for every offsite visit who has relevant experience, training and proven competency of organising and managing offsite activities.
- A thorough risk assessment is undertaken of every activity to identify potential hazards and dangers. These will be shared with adults and staff supervising the trip to prevent accidents.

- Parents and adults supervising the visit have the appropriate vetting and checks in line with the Safer Recruitment Policy and Procedures.
- Permission consent forms have been obtained for all children taking part in the offsite activity.
- Children and adults with special needs or medical requirements will be accompanied by an experienced member of staff capable of meeting their needs.
- Methods of transport are appropriate for the distance being covered and coaches or vehicles which are hired are safe, road worthy and meets current legal requirements for carrying children and passengers.
- Staff, parents and participants in the offsite activity are made aware of the key times and meeting points and procedures to follow if they cannot make a designated meeting point.
- The activity has adequate insurance cover and copies have been made and retained by the Centre Manager,
- The Leader has emergency contact details for all children and activity participants.
- Qualified First Aiders will accompany every offsite activity.

Offsite Activity Leader

The Offsite Activity Leader should:

- *Appoint a deputy to resume control in emergency situations or in the absence of the Offsite Activity Leader.*
- *Have the relevant skills and experience to manage and control children.*
- *Hold appropriate qualifications for the activity or if instructing children or adults.*
- *Plan and prepare the visit thoroughly and brief staff members and supervising adults of key points and possible danger or hazards.*
- *Complete a comprehensive risk assessment for approval by the Centre Manager.*

Supervising Adults should:

- Follow the instructions of the activity leader at all times.
- Be sensitive and caring to each child in their allocated group.
- Inform the activity leader if they are concerned or worried immediately.

Responsibilities of Children

The Offsite Activity Leader should make it clear to children that they must:

- Follow the instructions of the adult supervisor of their group.
- Behave calmly and sensibly at all times.
- Children who are posing a danger to themselves or others will be referred to the Leader who will decide on appropriate action which may involve contacting the parent to come and collect the child.

Responsibilities of Parents

The Centre Manager will provide parents with detailed information about the offsite activity and brief parents in person for longer activities.

Parents will receive information on suitable clothing, lunch requirements and how they can prepare their child for the visit. Parents will also receive a copy of the expected standard of behaviour.

Parents must:

- *Sign the permission consent form and complete emergency contact details.*
- *Provide relevant information about any medical or special needs of their child.*
- *Remain responsible for their own children at all times.*

Risk Assessments

A thorough risk assessment will be completed for every offsite activity. The risk assessment will include the following information;

1. Potential hazards and dangers.
2. Who is at risk of potential harm?
3. The estimated level of risk (high, medium or low)
4. Any action which can be taken to reduce or prevent the hazard posing a danger.

The Risk Assessment will be checked and agreed by the Centre Manager. The activity cannot take place until the risk assessment has been completed and the Centre Manager and Governors Board have agreed for the activity to take place.

Pre-Visit Checks

Offsite Activity Leader will undertake a pre-activity check to;

- *Ensure that the venue is safe and enhances the aims of the Centre.*
- *Risk assess potential hazards and dangers.*
- *Check the Leader has a working mobile phone and that the number is distributed to all supervising adults.*

- *First Aid and medicines are ready and with the relevant supervising adult.*

Supervision

Clarendon Children's Centre will ensure that there is a sufficient ratio of supervising adults for the offsite activity.

The Centre Manager will look at the following criteria when deciding on a suitable supervision ratio;

- *Age of participants;*
- *Medical or special needs of participants;*
- *Type and Nature of activity;*
- *Experience of managing offsite activities of supervising adults;*

Children with Special Educational and Medical Needs

- **Clarendon Children's Centre** will not exclude any child or adult with special needs or medical needs from offsite activities.
- Risk assessments will be undertaken if the activity could potentially be harmful or dangerous to a person with special needs.
- The Centre will ensure that every possible practical measure is taken to ensure the safety of people with special needs and that the supervising adults are competent and well trained to meet their needs.

Any questions or concerns regarding this policy should be made to Sue Burgess, Centre Manager

Reviewed Autumn 2011-

Date for Next Review Autumn 2012