



**GEORGE  
DIXON  
ACADEMY**

## **EDUCATIONAL ACTIVITIES POLICY**

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<b>Reviewed By:</b>	George Pearce Assistant Headteacher
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## Introduction

The aim of this policy is to sustain and promote a broad range of internal and external Educational Activities, whilst ensuring safe practice and competent supervision.

Educational Activities offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning, and raise levels of achievement in many aspects of their life and education.

This policy sets out the planning and approval procedures which will help staff to plan and deliver high quality, safe Educational Activities.

**External Educational Activities** are classed as any organised, off-site visit involving students that require the permission and approval from the Educational Activities Coordinator (EAC) and the families of the students attending. An activity may take place at any time of the year.

**Internal Educational Activities** are classed as any organised activity that takes place on Academy premises at any time either during the normal Academy day or outside of normal Academy hours, including Out of Hours Learning (OOHL) on Saturdays and during the Academy holidays.

Key points for all Educational Activities:

- All Educational Activities must have an approved competent Leader who is an employee of George Dixon Academy.
- Approval for an Educational Activity and for the designated competent Leader is made by the Educational Activities Coordinator (EAC).
- All Activities must provide evidence of a prepared written risk assessment.
- Leaders must carry copies of all supporting documentation on the Activity e.g. emergency contacts / consent forms, itinerary, names and group detail.
- EAC must retain and record all supporting documentation centrally.
- Families must be fully informed of all arrangements.
- Students will not be charged for any curriculum related activities. "Voluntary contributions" may be requested but not insisted upon.
- Non curriculum-based activities may be charged to cover costs of the Activity.

## Clarification of individual roles and responsibilities for Activities

### 1. Headteacher:

- Must be consulted on any Educational Activity being organised and kept informed of all arrangements.
- Ensures that the Educational Activities Coordinator (EAC) is aware of their duties and that a clear line of responsibility is established.
- Ensures the Educational Activities Coordinator (EAC) is competent and trained.

### 2. Educational Activities Coordinator:

- Promotes Educational Activities across the Academy and takes a lead in policy development, monitoring and training for Educational Activities.
- Approves all Activities, the competency of the Activity Leader, and all accompanying staff. Liaises with the Headteacher and Cover Administrator.
- Ensures that all the procedures outlined in the Academy policy are followed.
- Supports and advises colleagues in planning Activities.
- Ensures that all Activities are covered by our insurance policy.
- Ensures all records are held centrally at the Academy.
- Ensures that all personal information is shredded after the visit.
- Ensures an annual review of any generic risk assessment and an annual 'fit for purpose' review of the Academy policy for Educational Activities.

### 3. Activity Leader

The Activity Leader must ensure there are clear educational aims for the activity, be specifically competent and approved as the Activity Leader by the EAC.

- Must write to all families with the details of the activity including cost (if applicable), venue, date, times and itinerary.
- Ensures all consent forms are bespoke to the activity and are fully completed
- Ensures that appropriate risk assessments are completed and appropriate control measures are in place to reduce risk.
- Ensures that full packs of risk assessments, consent forms, medical information, dietary requirements and addresses of students are given to the Headmaster and EAC, and copies are given to main reception, student reception and to all members of staff who are taking part in the Activity.
- Collate and check consent forms for all students. **A student must not attend if consent has not been signed by the appropriate parent / guardian.**
- Ensure that all students who are entitled to a free school meal receive a packed lunch.
- The Activity Leader must ensure that all staff accompanying students have the required skills and attributes needed for the activity.
- It is the Activity Leader's responsibility to ensure that families and students are suitably briefed before the activity commences.

- It is the Activity Leader's responsibility to ensure adequate first aid has been considered and provided for the visit.

### **Procedural requirements**

Once approved, the Activity Leader should work in conjunction with the EAC to ensure:

- The date of the proposed visit is checked with the Academy calendar to ensure that there are no clashes with other events.
- The Cover Administrator must be advised **at least two weeks in advance of details of the activity** in order to be able to arrange for any cover for members of staff accompanying the activity.
- The relevant Risk Assessment is completed and **submitted to the EAC not less than 10 working days prior to the activity taking place;**
- All consent forms are **returned not less than 10 working days prior to the activity taking place;**
- A pack containing the risk assessment, student medical checks, dietary requirements and copies of student consent forms is collated. **Copies should be handed to the EAC, Cover Administrator and Headmaster 5 working days prior to the activity taking place.**
- On the day of the activity, a pack should be left in both reception offices.
- Upon completion of the activity, a review should be conducted by the Activity Leader. This should include what impact the activity has had on teaching and learning and also identify relevant recommendations to be made in order to inform future Activities.

### **Competitions and series events**

Where a student participates in a series of events, for example sporting competitions, a single consent form detailing the activity, dates and venues that is fully completed by parents/guardians will be sufficient to evidence consent.

Any changes to the notified dates or venues must be communicated to parents/guardians and written records of response maintained. Any amendments must be agreed with the Educational Activities Coordinator.

## **Risk Assessments**

The law requires that risk assessments are in place for all activities. Risk assessments need to:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risk and decide on precautions
- Record your findings and implement them
- Review your assessment and update if necessary
- Use simple risk assessment language e.g. low, medium, high

Thorough preparation for an Activity must be undertaken, including a preliminary staff visit, if deemed necessary.

## **Staffing**

Staffing ratios will be dictated by the nature of the activity and the hazards identified in the risk assessment. Due diligence and consideration will be given to all aspects of the trip including but not exclusively the:

- Gender makeup of the group
- Activities within the UK or abroad
- Sporting activities
- Climatic conditions

Where groups are mixed gender, at least one male and one female member of staff should accompany the group. There must be sufficient staff to cope with any emergency.

## **Inclusion and Entitlement**

Educational Activities are an integral part of the curriculum. All students are entitled to participate irrespective of social background, culture, race, gender, and, differences in ability or disability. No charges will be made for curriculum-based activities.

## **Communications with Families**

Families should be notified of intended Activities well in advance. They must be informed of the activities their children will be undertaking, the general arrangements for ensuring their child's safety and well-being, and of any cost they will be expected to bear.

For any Residential Educational Activities, a **meeting with families** must be arranged by the Activity Leader at least two weeks prior to the visit.

## **Medical Requirements**

The full medical details of students going on the activity are assessed by the EAC and Activity Leader. All necessary medicines, Epipens, asthma inhalers etc. must be with the student. **Failure to provide necessary medications, for example, Epipen or inhaler will exclude the student from going on the activity.**

It is recommended that at least one member of staff accompanying the Activity has knowledge of first aid and preferably holds a current first aid certificate. A first aid box will be taken on all Activities.

## **Emergency Procedures**

All those involved in the planning, approval and organisation of Activities will recognise the risks involved.

Emergencies will require an on-the-spot response by the Activity Leader.

In the case of accidents/injuries whilst on Academy activities, the Activity Leader will cooperate fully with the emergency services at the location and understand that any injury or death of a member staff or student outside of Great Britain may be subject to the law of the land where the accident occurred.

### Actions to be taken by the Headteacher / Activity Leader:

Depending upon the situation, all or some of the following will be relevant:

- A written record of the incident is to be recorded and retained.
- The Headteacher or nominee to notify the families of the students directly involved in the incident. Advise, if appropriate, of:
  - The nature of the incident
  - The location of the incident
  - Any travel arrangements that may be necessary
  - A means of continued communication

Students will be asked not to contact friend or family until the family of the injured person can be contacted.

## **Insurance Cover**

Insurance cover for off-site Activities is provided as part of the Academy's overall insurance policy schedule.

## **Planning Activities**

Prior to planning any activity, the following guidance should be referred to

- The DfE's <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The HSE's <http://www.hse.gov.uk/services/education/school-trips.pdf>

## **Monitoring and Review**

The Headteacher will be responsible for ensuring compliance with this Policy.

The Policy will be reviewed on an annual basis with any changes communicated to all staff.