



## **SAFEGUARDING AND PROMOTING THE HEALTH AND SAFETY OF PUPILS ON ACTIVITIES** (formerly known as the Offsite Activities policy)

### **AIMS**

1. To present a clear and structured framework for the preparation, organisation, planning and administration of all off-site activities at Downe House following the aims and objectives of the school, which put the highest priority on the safety and welfare of each individual in the school's care.
2. It is our aim to provide the best all round education that includes experiences outside the classroom, for which there must be clear purpose and guidance.

### **OBJECTIVES**

To provide a clear policy for the staff at Downe House which would be able to guide the most inexperienced member of the team in the organisation and planning of a trip in such a way as to ensure that all the necessary "legal and safety" requirements are met, the best interests of the pupils in our care served, and the staff given appropriate levels of support.

### **Introduction**

Working off-site brings with it onerous responsibilities. This policy and associated procedures are intended to ensure that staff are able to meet the necessary requirements of good practice in serving the best interests of the children in accordance with the school's aims and objectives and, in so doing, they have the full support of the school and the Governing Body.

This policy and the documents and procedures to which it refers identify and embody the school's requirements of good practice.

### **The Curriculum**

It is necessary for all work outside school to have a curricular priority. The function and nature of the activity need to be clearly identified and underpinned with the appropriate Safety Procedures. In the boarding situation it is particularly important to justify the purpose of a trip thus distinguishing those activities which represent a curriculum requirement and those which represent curricular enhancement/enrichment.

### **Education Committee of the Board of Trustees**

There is a clear distinction between normal day to day activities involving out of school trips, where the Board would not be specifically notified, and those of a residential nature, especially those which might be classified as unusual, where the Board would need to be informed. The Board should be advised in good time of such events and have the opportunity to comment. It is vital to recognise the responsibility of the Board by means of the submission of information and a formal request for their approval in the case of unusual activities or an overseas trip.

### **Conduct of Off-Site Activities**

All off-site activities must be prepared, researched, carried out and evaluated within the guidelines and instructions contained within the Off Site Activities Principles and Procedures Document. Failure to fully comply with procedure could mean that activities are cancelled or take place without the formal support of the school.

### **REVIEW OF THE POLICY**

This policy will be reviewed biennially by the DCCA and the Leadership Team.

Review Leader:            Director of Co-Curricular Activities  
Reviewed:                 January 2011  
Next Review:              January 2013