



# **Bridgwater & Taunton College Trust**

## **Extra-Curricular Activities Policy**

### **2021-2022**

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## INTRODUCTION

A successful Extra-Curricular Activity can greatly enhance the curriculum provision and will serve to motivate students and staff. The following instructions and guidelines are designed to assist planning and running a safe activity.

## RESPONSIBILITIES

### Head Teacher and Designated Education Visits Co-ordinator

The Head Teacher and the designated Educational Visits Co-ordinator (EVC), must grant permission before any Extra-Curricular Activity can take place (for Category B and C activities, the Chair of Governors must also grant). In addition, they must ensure that:

- The activity complies with the regulations and guidelines provided by this Policy.
- If the proposed activity is Category B or C that it is processed early enough for County to check that it complies with the regulations and make recommendations as to whether the visit can go ahead.
- The EVC is appointed to oversee the process of planning and organising activities.
- The Visit Leader is responsible for monitoring the risks throughout the activity and for showing due diligence at all times and for providing suitable leadership to ensure all adults and students are safe and free from unnecessary risk as far as can reasonably be expected.

### Visit Leader

Only one member of staff should have overall responsibility for the activity. The Visit Leader must:

- Obtain the prior agreement and approval of the Head Teacher and the Academy EVC before any activity takes place.
- Follow the LA and Academy regulations, guidelines and policies. □ Appoint a Deputy Leader.
- Clearly define each group supervisor's role and ensure all tasks have been assigned.
- If using Academy staff to run the activity, ensure they are suitably qualified and experienced to instruct students in the activity.
- If using external instructors, ensure that they are suitably qualified and approved by County.
- Be familiar with the location or centre where the activity will take place □ Be aware of child protection issues.
- Ensure adequate first aid provision – at least one FAWW must attend the trip.
- Ensure complete comprehensive risk assessments are produced, signed and returned to the Trust Administrator prior to the trip taking place.
- Review undertaken activities and advise the EVC, Head Teacher and Health and Safety Lead where adjustment may be necessary for future occurrences.
- Ensure that all participating teachers, supervisors and students are fully aware of what the proposed activity involves.

- Obtain sufficient information about participating students to assess their suitability to attend and be confident that all students participating will behave in an appropriate manner.
- Inform the Head Teacher of any plans to use supervisors not employed by the Academy so that they can be appropriately vetted and approved through the HR Volunteer Recruitment Process.
- Consider stopping the activity if the risk to the health and safety of the attendees is unacceptable, and have in place procedures for such an eventuality.
- Ensure that group supervisors have details of the Emergency Contacts for the Academy.
- Ensure that group supervisors know what to do in the event of an emergency or incident.
  - Ensure that group supervisors have the details of students' special educational or medical needs and are familiar with any specific intervention that they may need to make.
- Ensure that parents have signed the consent forms and arrangements have been made to meet the medical needs of all participants.
- Ensure all prescribed medication is only administered by a member of staff who is either Paediatric First Aid At Work or First Aid At Work trained and only if the relevant paperwork has been completed and signed.
- Ensure the guidance set out for teachers and other adults involved in the activity is shared with them.
- Ensure clear responsibilities of teachers, non-teaching supervisors and students.
- That supervisors and students are clear about their role if taking part in the activity as a group member or supervisor and must follow the instructions of the Visit Leader, who has sole charge of the visit.
- Ensure the Finance Department proforma is completed and submitted.
- Ensure that all supervisors observe the guidance set out for teachers and other adults involved in the activity.
- On return to the Academy, ensure students are safely collected or arrangements are in place for them to get home safely.
- Be competent to monitor the risks throughout the visit.
- Ensure adequate child protection procedures are in place.
- Ensure training needs have been assessed by a competent person and that the needs of the staff and students have been considered.
- Ensure the accreditation or verification of service providers has been checked.
- Ensure consideration is given to financial management, choice of contractors and contractual relationships in order to obtain best value.
- Have experience in supervising the age groups attending the activity and organise the group effectively.
- Be suitably competent to instruct the activity and be familiar with the location or centre where the activity will take place.
- Ensure all volunteer supervisors attending the activity are vetted in accordance with the Trust safeguarding policy and appropriate people to supervise students.
- Ensure the ratio of supervisors to students is appropriate and complies with Somerset Local Authority guidelines.
- For Category B and C activities, ensure Somerset LEA has approved the activity.
- Ensure the risk assessments have been completed and appropriate safety measures are in place.
- Ensure adequate first aid provision is available from suitably qualified persons and that they have their first aid kit.
- Ensure the mode of transport is suitable.

- Ensure travel times out and back are known, including pick-up and drop-off points.
- Ensure there is adequate insurance cover.
- Ensure the address and telephone number of a named contact at the venue is available.
  - Ensure an Academy emergency contact is nominated and that details of this contact are given on the EV1.
- Ensure all group supervisors have the names of all participants travelling in the group, including the contact details on the EV1.

### **Supervising Staff**

- Ensure the health and safety of everyone in the group and of themselves.
- Follow the instructions of the Visit Leader
- Notify the Visit Leader and consider stopping the activity if they think the risk to the health and safety of those in their charge is unacceptable.

### **Volunteers**

- Ensure the health and safety of the group members.
- Must not to be left in sole charge of students.
- Follow instructions of the Visit Leader and other staff supervisors
- Help with control and discipline.

Note: DBS are not required for parents and carers to accompany students on a one-off basis for an activity, but they must be informed of the need to remain with another member of staff at all times and must be included in the briefing for the activity.

### **Attending Students**

Students, whose behaviour may be considered to be a danger to themselves or to others, may be stopped from going on the activity. This will be decided by the Visit Leader. An alternative provision will be required, where possible, after speaking to the parents regarding the reasons why the student will not be attending. Wherever possible, the curriculum aims of the activity for these students should be fulfilled in other ways.

Attending students, as a minimum requirement, must:

- Not take unnecessary risks.
- Follow the instructions of the Visit Leader and other supervisors, including those at the venue.
- Dress and behave appropriately and responsibly.
- Be respectful and sensitive to local codes and customs, particularly when abroad.
- Look out for anything that might hurt or threaten them or anyone in the group, and tell the Visit Leader or a supervisor about it immediately.
- Be made aware of their responsibilities before the activity takes place.

If the students' behaviour fails to meet the expected requirements on an activity disciplinary procedures will be instigated in line with the Academy Discipline Policy and their parent/carer may be called to collect them.

## **Parents**

Parents should be able to make an informed decision about whether their child should go on the curriculum-based activity.

Curriculum based activities are compulsory if taking place within the school day. However, it is acceptable for parents to withdraw their child from some activities on religious grounds. Non-curriculum based activities are not compulsory.

The Visit Leader must ensure that the parents are given sufficient information in writing and are invited to any briefing sessions for residential activities. Where appropriate the Visit Leader should tell the parents how they can help prepare their child for the visit. This is usually done through a parental letter.

In addition, parents have a responsibility to:

- Support the relevant 'code of conduct'.
- Agree the arrangements for sending students home early and agree who will meet the costs.
- Provide the Visit Leader with emergency contact numbers.
- Sign the consent form.
- Where appropriate, provide additional information about their child's emotional, psychological, medical and physical health, which might be relevant to the activity.

## **SPECIAL PROCEDURES**

### **Briefings**

The Visit Leader must brief students and attending adults prior to the activity. This could be by means of a year group gathering in the hall to remind them of the purpose of the activity and the expectations regarding behaviour and learning outcomes. A briefing will remind students of the rules for carrying mobile telephones, money and the use of other electrical items, such as iPods.

### **Coach Travel**

- The Visit Leader must ensure seat belts are working and used.
- The Visit Leader needs to ensure the 'rules of travellers' of the coach company are adhered to on the journey.
- The Visit Leader needs to ensure the coach is left clean and tidy and to ensure that the reputation of the Academy is not adversely affected through the actions of the students or staff.
- Staff travelling must be distributed throughout the coach at regular intervals, therefore ensuring an adult is as near as possible to each student.

### **Minibus**

- The minibus, whether owned or hired, can only be driven by an adult who holds the Appropriate Approved Minibus Driver Authorisation Certificate.

- The driver is responsible for checking that the minibus is in a safe condition to drive and is responsible for ensuring that the relevant check sheets are completed before use.
- The driver is also responsible for ensuring the safety of all passengers.

### **Alcohol**

During all Academy trips, no staff, volunteers or students will be permitted to drink alcohol.