



# Hope View School

## Out Of School Hours Activities

### Context

There are occasions when pupils are involved in activities, which take place outside normal school hours to support them with their social development or to offer respite from a difficult home situation. An activity may take place at the end of the school day, at the weekend or during the school holiday. All such activities must comply with usual school procedures and requirements, and this policy must be read in conjunction with the policy for Educational visits. Any staff involved have a duty of care towards pupils until the responsibility is handed over to their parents or carers, or to another agency.

For all occasions described above the following requirements apply:

- Consent for the activity must be gained from the SENCO or Headteacher.
- The necessary paperwork for out of school hours activities must be completed by both members of staff taking part in the activity.
- Parent or Carer must be contacted in the first instance to gain verbal consent.
- The completed consent form and details of activity must be sent home and returned to the school signed by the parent or carer.
- All paperwork must be submitted to the SENCO or Headteacher at least 7 days in advance of the visit.
- Hope View School risk assessment forms must be completed and approved by the Headteacher prior to commencement of activities. If the activity involves a visit to another provider e.g. zoo, wildlife park etc, risk assessments must be acquired from them.
- Up to date Individual Pupil Risk Assessments must also be completed.
- Staff must make sure that they have the paperwork with them throughout the duration of the activity. The evaluation section must be completed and returned to the Headteacher after the activity.

- Two members of staff must take part in the activity with a minimum of two and maximum of four pupils. Staff are not permitted to take pupils out on their own without another adult being present.
- Staff must wear school uniform throughout the activity with the school logo and their identification badge clearly visible at all times.
- Any issues of poor behavior, a child protection nature or concern (however minor) must be reported immediately to the Headteacher or SENCO.
- When the pupil is returned home, they must be received by the person who has signed the consent form. It is the responsibility of the staff to hand the child over to the relevant adult and giving verbal feedback.

Staff may need to transport pupils using their own vehicles. In these circumstances, the following issues need to be addressed:

The vehicle must be roadworthy with a valid MOT certificate where appropriate.

- Relevant insurance cover
- Appropriate and approved child safety restraints
- Child protection issues
- Additional member of staff to act as escort Staff supervising an out of school hours activity must, agree clear guidelines for procedures should a Child Protection issue occur during the activity.

When staff are using their own transport, consideration must be given to keeping mileage as low as possible. It is expected that only one vehicle is used for the activity.

### **Links with other policies and practices**

Educational Visits Policy  
 Transporting Pupils Policy  
 Child Protection Policy

**The named contact for this policy is: Mrs C Lorne – Headteacher**

**Date of Policy: August 2020**

**Policy review date: August 2021**