

**Site-Based Activities Policy**

**Venture Learning**

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Introduction

At Venture Learning we believe that student engagement is significantly enhanced by practical and immersive experiences. Practical activities outside of normal classroom learning may pose additional risks that are not covered by the site’s general risk assessment and daily staff practices. This policy lays out guidelines to ensure that such activities are enjoyed in the safest way possible. In particular it ensures that:

* Site based activities have an identifiable benefit, with clear objectives.
* The management of all activities will be based on the outcome of suitable and sufficient planning.
* Systematic written procedures, based on reasonable and sensible risk/benefit management process support staff when leading practical activities. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.
* While undertaking practical activities it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
* Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
* There should be a member of staff on site who holds an appropriate current first aid qualification and have access to a first aid kit at all times (see Medical Policy).

# Key Staff and Contacts

**Provision Based Contacts**

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| **Name** | **Role** |
| Rhys Griffiths  | **Chair Of The Proprietary Board** |
| Rich Hill | **Head Teacher & Designated Safeguarding Lead** |
| Gemma Waddington | **Off-Site Visits Coordinator****Designated Safeguarding Lead** |
| **Contact details:**  | **Venture Learning****19A Forester Street****Netherfield****Nottingham****NG4 2LJ** |
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# Section 1: Planning for Site-Based Activities

Any activity that falls within the parameters of normal classroom learning does not need special planning or approval. It is likely that there will be many small-scale practical activities that are built into classroom learning (e.g. learning games, basic arts and crafts) and these do not specific risk assessments. However, if a teaching member of staff is unsure they should consult with the Head Teacher or a senior member of staff for advice.

If a practical activity involves asking students to do something or use some equipment that they would not usually use on a day-to-day basis (e.g. cooking, science experiments, construction), then the activity should be risk assessed and approved by the Headteacher and Deputy Head of Provision

**1.1 Risk assessment for site-based activities**

All practical activities should have a clear and meaningful learning objective, which can be recorded on the risk assessment.

Practical activities that take place regularly (such as cooking) do not need to be risk assessed per session but for the overall activity. However, if there is a particular session that involves a specific piece of equipment which may pose risk, the general risk assessment **must** be updated prior to that session taking place. A student specific risk assessment must also be completed so teachers are aware of increased or specific risks based on the students in their session.

All risk assessments must be approved by the Head Teacher. Teachers leading practical activities must have familiarised themselves with the most up to date risk assessment prior to delivering the session. It is the responsibility of the staff member planning and risk assessing the activity to ensure this has been shared.

**1.2 Risk management for site-based activities**

The Head Teacher should be satisfied that staff are sufficiently competent to lead the activity. Specific levels of competence may be required depending on any activities being led.

In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and establishment risk assessment.

If a teacher feels uncomfortable leading an activity and managing the associated risks they must speak to the Head Teacher prior to the start of the session. In these cases, the Head Teacher **must** review the risk assessment with that member of staff to identify areas for improvement.

Constant and vigilant supervision is required for practical activities to manage identified risks as well as to identify any new risks that may arise during an activity.

It is the responsibility of the staff leading the activity to report (either to Head Teacher or the Deputy Head of Provision) if they identify any additional or increased risks during a session so the risk assessment can be updated accordingly.

**Section 2: Incident Management**

The following conditions should be ensured:

* all participants, including staff, are aware of all safety procedures and risks involved in the activity;
* students are briefed on what they must do in case of an injury or incident (for example, putting down or stepping away from any equipment)
* provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident;
* there are sufficient staff available to deal with an incident and take charge of the rest of the group.

All accidents should be recorded via normal accident recording procedures.

**Section 3: Insurance liability**

The following conditions should be ensured:

* that all new equipment is added to the insurers asset register to ensure the sufficient sum is insured
* confirmation from the insurer that no activity is classed as an excluded activity in the policy wording
* that all approved activities are thoroughly risk assessed, and specialist training provided where required