

# Voyage @ Flash Ley

## ON-SITE EVENTS AND ACTIVITIES POLICY

### AIM

To ensure that any organised event, or activity, taking place inside the school, or in the school grounds, during or after school hours complies with Health and Safety Regulations.

This is to include:

- Sports events
- PACT sessions
- Fundraising activities
- Graduation

### OBJECTIVES

- We will obtain Head Teacher approval for all on-site events.
- Provision of adequate supervision, staffing ratios and training, where necessary.
- We will obtain parental permission, if necessary.
- Ensure pupils, parents, staff, cleaners, and site managers are kept fully informed of the arrangements, and the impact on the normal school routine.
- Consideration will be given to identify event related hazards and all reasonable precautions will be taken to ensure that risks have been assessed, and control measures are in place.
- The level of pupil supervision required for an event will be determined by the event organiser, considering age, ability, number of pupils, SEN pupils, nature of event, first aid cover, previous experience of event, parental involvement, and any risks or hazards will be identified.
- Weather conditions are to be considered, and appropriate action will be taken by the event organiser, ensuring that children are adequately prepared with the correct clothing, water bottles, and sun protection, if necessary.
- A system will be put in place to limit spectators, and control numbers, if necessary.
- All events that are taking place within the school grounds will be covered by school insurance.

	<b>Extended Services Manager</b>	
	<b>Deputy Manager</b>	
	<b>Chair of Governors</b>	

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