



St. John' Angell Town C of E Primary School

POLICY STATEMENT

- FIELD WORK POLICY -

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- "Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2018

FIELD WORK POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding field work and the arrangements by which this is brought about.

Definition of 'Field Work':

Field Work in this establishment is meant as a generic term to cover a wide range of general activities in external locations, typically in the countryside, towns, sea shores, forests, in fact almost anywhere considered appropriate for educational purposes to take a group of pupils to see and experience things for themselves.

This policy therefore covers those issues common to all types of field work and is supported by a number of more detailed procedures relevant to each of the different types of field work encountered.

Note that this policy, whilst generally applicable to all types of field work, does not include any highly specialised arrangements for field work in a foreign location or of a particularly hazardous nature. Any such arrangements will be subject to individual risk assessment and approval.

RESPONSIBLE PERSON: Headteacher

The primary function of the named person is to assess the general risks related to field work as defined above and as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

They will also play an integral part in the selection and approval process for field work locations and activities and in completing any applications when and where required.

The Policy:

- To recognise the importance of field work in the educational development of all our pupils.
- To have an effective system and procedure for the selection of safe locations and appropriate activities to enable field work of all types to be undertaken safely.
- To ensure that all those in a position of responsibility are appropriately trained and provided with the resources and equipment to carry out their role.
- To ensure that all pupils who carry out field work are made aware of their personal responsibilities to themselves, their fellow pupils and any other persons who may be affected by their field work activities.
- To provide a sufficient level of supervision during field work activities that supports both the activity and the safety of such activities.
- To avoid wherever possible lone working for any of our pupils or staff during field work activities. Where unavoidable, such lone working will always be subject to a risk assessment specific to both the activity and the lone worker.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes assessment of the risks from field work activities and the identification of adequate preventative controls.
- Provision of all resources and equipment required for pupils and staff to engage in field work activities, based on guidelines provided for individual activities.
- Appropriate insurance arrangements to cover all standard field work activities for both pupils and staff.
- At least one person appropriately trained in first aid for all field work activities.

- A full set of guidelines produced by the establishment that covers all field work procedures and activities.

Responsibilities:

All staff and students have the following responsibilities:

- To treat all time spent on field work as 'field work' whether field work activities are involved or not. Any leisure activities during such time, for example, are therefore included as field work and the actions and behaviour of all concerned should reflect this at all times.
- To work together as a group and to support each other during field work activities, ensuring, for example, that no unauthorised lone working activities take place.

In addition, all field work staff have the following responsibilities:

- To maintain a level of supervision and control that reflects this policy at all times.
- To be fully familiar with, and follow the guidelines provided by, the establishment for all aspects of field work.

Training:

The following training will be undertaken by the organisation:

- All applicable staff will be trained in the specific use of any equipment required to undertake field work that they are involved in.
- All applicable staff will be trained in the supervision of field work and in the assessment of risks whilst on field work activities.
- Appropriate staff will be trained in any specialist activities required to be undertaken during field work.