

Educational Visits, Outdoor Learning and Adventurous Activities Policy

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Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Introduction

This policy sets out the establishment based procedures within which all employees must operate. Further details can be gained by referring to the NYES policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. In addition, it applies to any visit taking place abroad which does not involve young people.

The Headteacher has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Handbook.

The Educational Visits Co-ordinator is: Jane Kashouris

Administrative tasks will be carried out by: Joanne Winspear

2. Establishment policy and procedures

North Yorkshire County Council is a preferred provider of a service level agreement for education visits by Hartlepool Borough Council for maintained schools. The NYES Policy for Educational Visits, Outdoor Learning and Adventurous Activities (November 2022) informs this policy. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the NYES policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visits will be included on our website. We will always aim to fully inform parents by DoJo message of the nature of each visit,

activity, or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice, and we will always aim to notify parents that their child will be off-site, but this may not be possible.

Non-routine consent: Written consent which may be electronic via DoJo will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by DoJo of the nature of each visit, activity, or series of a similar nature.

Specific consent: Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits, and adventurous activities. We will fully inform parents by DoJo and/or letter of the nature of each visit, activity, or series of a similar nature.

Specific consent is required for all visits organised by establishment other than schools.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required in the NYES Policy.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required in the NYES Policy.

3. Planning and approval procedures

In addition to the procedures to be followed in the NYES Policy, local procedures and generic risk assessments which supplement but do not duplicate this are available for all staff on the Evolve system and Throston Primary website.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. At Throston Primary School we have identified a Local Learning Area which includes all the places that we visit and the activities that we undertake routinely. Details of our Local Learning Area are contained within the appendix which includes generic risk assessment. Wherever the need arises additional risks and significant findings will be recorded using event specific risk assessment.

Risk management is the responsibility of the whole staff team led by the visit leader.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the NYES Policy.

4. Visit Planning and Management System

A web-based system (Evolve) is used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account, which is set up by the EVC.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Visits will be recorded as detailed in the summary table below.

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the NYES Policy.

Local Authority: Visits abroad and all adventurous activities regardless of location. (As detailed in the NYES Policy).

Governing Body:

The governing body has a strategic role to set the vision and direction of the school and to oversee and drive up its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of Learning Beyond the Classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

Additionally, as the employer, approval will be retained for visits abroad and all adventurous activities in line with the NYES Policy. The governing body delegate the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser: Visits abroad, residential and all adventurous activities regardless of leadership or location. (As detailed in guidance).

	Planning/Recording Process	Risk Management	Final Approval
On-site/Local Learning Area/Local Area Visits	Recorded on Evolve	LLA risk management supplemented by specific documentation where necessary	EVC/Head
Day Visit outside Local Learning Area	Recorded on Evolve	School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	EVC/Head
Overseas	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Residential	Recorded on Evolve as soon as a booking has been made	LLA risk management and supplemented by specific documentation necessary	Adviser
Adventure, provider led	Recorded on Evolve	Provider risk manages activities School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	Adviser
Adventure, self-led	Recorded on Evolve	Local Learning Policy/Specific Risk Management	Adviser

5. Incident Management

In the case of an incident during a visit, all members of staff will follow the establishment's incident management plan.

6. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

7. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance and Throston Primary School Charging and Remissions Policy.

8. Inclusion and SEND

Inclusion. We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to Throston Primary School SEND Policy.

9. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in the NYES Policy and local procedures. Reference should also be made to Throston Primary School Safeguarding Policy.

10. Behaviour

Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place. Young people, parents and carers will be made aware of the code of behaviour, expectations of young people and sanctions which may be invoked should the code be breached. In addition, parents and carers will be made aware of their responsibilities for removing young people in prescribed circumstances. Reference should also be made to the Throston Primary School Behaviour Policy.

11. Insurance

Young people participating in visits and activities will have appropriate insurance arranged independently by the school. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

Policy provided annually by Towergate Insurance http://www.towergateinsurance.co.uk/ underwritten by CHUBB School On-Site and Off-Site Activity Insurance Policy Number: UKBCHD27276

12. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff **must** follow the specialist guidance provided in the Employer's transport policy.

13. Electronic tracking of children on school trips

Devices which track children on school residentials/trips/visits/outings (such as AirTag or electronic watches which include tracking devices) are not permitted under any circumstances. Such devices have the potential to post locations of children's whereabouts on social media. If any tracking devices are found on a child, the child will not be allowed on the trip and will be returned to school.

Appendix 1 - Local Learning Area

Boundaries

The boundaries of the locality are the town of Hartlepool and the surrounding areas. This area includes the following frequently used venues: *e.g.*

- Ward Jackson Park
- Sports domes
- EDF Power Station

We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure

Operating Procedure for visits to the Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head and EVC must give verbal approval before a group leaves
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group. Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile phone is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

Appendix 2 – Evolve useful contact information

Andrea Schofield
Educational Visits Coordinator
01429 288291
andrea.schofield@throstonschool.org.uk

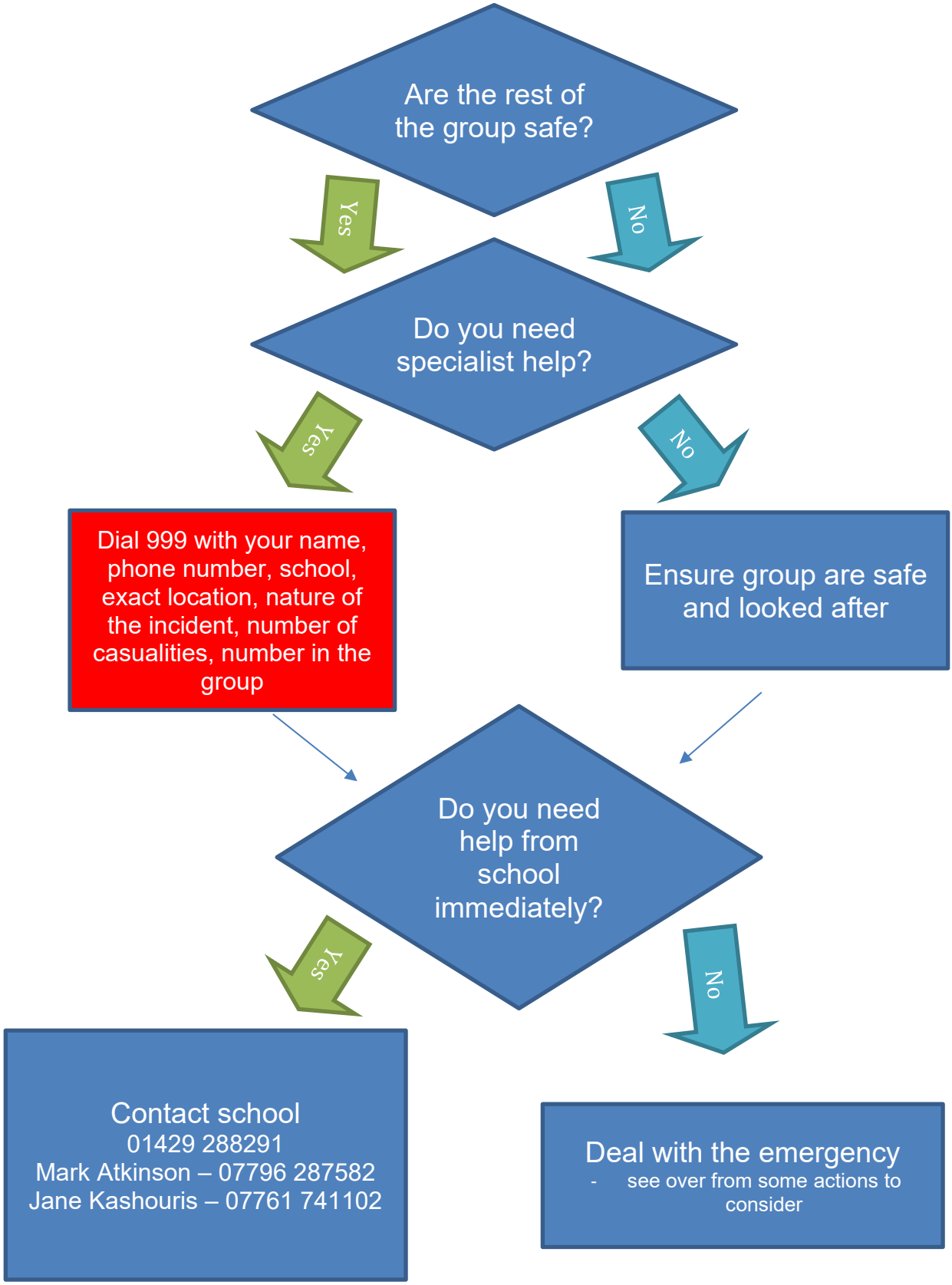
Evolve:

General Enquiries - Kate Crawford outdooreducation@northyorks.gov.uk or 01609 797777
Educational Visits Adviser - David Gwillam david.gwillam@northyorks.gov.uk or 07890 381292
Educational Visits Manager - Dave Barker david.barker@northyorks.gov.uk or 07773 627862

Appendix 3 - Visit leader Emergency Action Card

STOP – THINK – ACT - KEEP CALM

Let the group know that you are in control.
Establish the nature and extent of the emergency



Actions to consider

1. Administer essential first aid (see below).

2. Ensure that a member of staff accompanies any casualty to hospital and that the rest of the group are safe and supervised at all times.

3. Contact Mark Atkinson Headteacher or, if unavailable, Jane Kashouris Deputy Headteacher.

4. Take advice from the emergency services if they have attended the scene.

5. Consider the physical needs of the group and causalities in terms of shelter, refreshments and transport.

6. Consider the emotional needs of the group such as removing them from the scene, providing emotional support, giving them useful things to do.

7. Control communications – prevent group members from using phones or going online. Refer all media communication to Mark Atkinson. Do not let anyone in the group talk to the media, do not give any names.

8. Keep written accounts of all events, times and contacts after the incident.

9. No one in the group should discuss legal liability with other parties.

Essential First Aid

DR ABC

1. Check for **D**anger
2. Check for a **R**esponse
3. Open **A**irway
4. Check **B**reathing
5. Check **C**irculation