



## **William Law C E Primary School**

# **Learning Outside the Classroom and Educational Visits Policy**

Policy shared with staff on \_\_\_\_\_ [by email/staff briefing]

Policy confirmed by the Governing Body of William Law CE Primary School on:

Date: 14<sup>th</sup> April 2016

Signature: Sue Bennett

Policy to be reviewed on: 14<sup>th</sup> April 2019

*This policy is written in line with the Christian values and ethos of our school*

## Learning Outside the Classroom and Educational Visits Policy

### Introduction

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

At William Law CE Primary School we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of Learning Outside the Classroom (LOTC), educational visits and other activities that add to and complement what they learn in school.

### Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day or local community events.

In addition to this Educational Visits Policy, William Law CE Primary School

1. Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info) (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

### Types of Visit & Approval

There are three 'types' of visit:

1. Visits/activities within the local area that are part of the normal curriculum and take place during the normal school day.
2. Other non-residential visits within the UK that do not involve an adventurous activity e.g. visits to museums, farms, theme parks, theatres, etc.  
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
3. Visits that are overseas, residential, or involve an adventurous activity.  
These follow point 2. above, but the Headteacher then submits the visit to the LA for approval.

### Roles and Responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Headteacher or EVC prior to planning, and before

making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The Educational Visits Coordinator (EVC) is an experienced member of staff who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents.

The Headteacher has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the LA for approval.

The Governing Body's role is that of a 'critical friend'. Individual governors may be given 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

### Organisation

The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition teachers and governors agree the corresponding programme of visits and activities at the beginning of each academic year.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each school year in our School Diary. We plan other activities as the school year progresses, and inform parents of these in due course.

Visits and activities usually take place within the school day, and the senior management team approves all such visits in advance seeking approval for residential and serious risks visits. We follow the Local Authority's guidelines relating to health and safety, and we ask parents to give written consent for their child to take part in any activity that takes children off the school site and out of Werrington. If we do not receive this written permission, the child will be unable to participate. When joining the school, each parent is asked to sign a document giving permission for their child to take part in activities within the Werrington area during their time at the school.

### Charging for school activities

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing body has a 'Charging and Remissions' policy that details the full range of activities where a charge can be made.

The Governing Body has agreed the wording of the statement relating to charging for both for Establishment approved visits and LA approved visits that is to be included in letters to parents regarding educational visits. This forms part of the 'Charging and Remissions' policy.

When planning a visit, a record of the projected costings of a visit should be handed to the School Office.

## Curriculum links

All Learning Outside the Classroom, educational visits and activities support and enrich the work we do inside the school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the Local Authority and may include:

- English/Literacy – theatre visits, visits by authors, poets and theatre groups;
- science – use of the school grounds, visits by speakers;
- mathematics – use of shape and number trails in the local environment;
- history – castle visits, study of local housing, local museums;
- geography – use of the locality for fieldwork, village trails; residential visits.
- art and design – art gallery visits, use of the locality;
- PE –Cluster and other sports activities, extra-curricular activities, visits by specialist coaches;
- music – range of specialist music teaching, extra-curricular activities, Music School, concerts for parents to hear;
- design and technology – visits to local factories/design centres;
- Computing – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.

We also have regular visits from our neighbourhood police officer and health workers. These visits support the personal, social and health education of our children. The vicar of the Church leads assembly regularly. Visitors from other faiths also visit the school during the year. We do this with the full agreement of the governing body.

## Residential and overseas activities

At William Law CE Primary School, children in Years 4 and 6 have the opportunity to take part in a residential visit. This activity takes place during term-time and is linked to the National Curriculum, so we do not make any charge for the teaching element of the visit. We do, however, make a charge for transport, board and lodging, insurance and specialist instruction for certain activities. Parents of pupil premium children pay for half the cost of a residential visit.

The residential visit enables children to take part in outdoor activities and environmental studies linked to their geography/PE/PSHE work. We undertake this visit only with the permission of the Local Authority and follow the LA Guidance in the organisation of the visit. All specialist activities are undertaken with qualified instructors.

For residential visits involving adventurous activities, or visits involving overseas travel, approval beyond the Headteacher is required. This is done through LA approval, via the online Evolve system. Visits requiring LA approval must be submitted to the LA a minimum of one month before the visit departure.

## Risk Assessment

The school follows the guidelines on Risk Management in the LA Guidance. The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.

A risk assessment must be undertaken prior to all educational visits and off-site activities. The Headteacher delegates this responsibility to the member of staff organising the visit or activity but must approve and sign the risk assessment before the visit/activity is allowed to go ahead. The risk assessment must include the SEN/medical needs of the specific group of children participating.

The school has a standard format for risk assessment (see Appendix 3). Risk assessments should be saved on schooldocs in the appropriate folder. These can then be amended when further visits are organised. A printed copy of the risk assessment should be placed in the file in the main office. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

## Pre-visits

In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful and is essential in cases where no member of staff on the trip has been on the visit before. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit.

## Ratio of adults to pupils

At William Law Primary School we recognise, in accordance with LA guidance that there needs to be an 'effective level of supervision' that has been approved by the EVC and Headteacher. The visit leader, EVC and Headteacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors: - the type, level, and duration of activity; - the nature and requirements of individuals within the group, including those with additional needs; - the experience and competence of staff and other adults; - the venue, time of year and prevailing/predicted conditions, if applicable; - the contingency, or 'Plan B' options.

At William Law Primary School we have 'a starting point for consideration' for staffing levels. Where departure from the starting point results in fewer staff, the justification should be recorded as a note on EVOLVE. Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Reception: 1 adult per 5 children.

Years 1 – 3: 1 adult per 6- 10 children.

Years 4 – 6: 1 adult per 10- 15 children.

In all cases one adult included in the above ratios must be a teacher. The exception to this might be where, with the approval of the Headteacher, a teaching assistant may accompany a small group of children to an organised event. At least 50% of the adults in the ratio should be school employees

For a local walk- e.g to the library, a class may be accompanied by two adults only, if this is appropriate for the group of children.

There must be at least one qualified first aider in attendance. A first aid kit must be available at all times, and the location of professional medical help known to all staff.

Pupils must be fully briefed and informed about risks and safety procedures, expected standards of behaviour and emergency procedures.

### Voluntary Help

At William Law CE Primary School, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.

Volunteers will be told that they have the responsibility to follow the instructions of the trip leader and that the trip leader retains overall responsibility.

The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent. DBS checks are not required for volunteers on educational visits as they are not left unsupervised with the children.

The visit leader is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role. The visit leader will brief all adults (both volunteers and members of staff) before the trip ensuring they are aware of the itinerary, procedures, needs of the children in their group and any other relevant information.

Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.

Volunteers must sign in on the day of the visit

### Transport

Parents will always be informed as to the type of transport being provided for an educational visit.

Coaches. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. Children must not sit in the middle seat on the back row of a coach. The trip leader is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

Public transport can also be used including buses for local journeys, either as private hire or public use. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

Private cars. The school follows LA guidance on the use of private cars. When a private car is used to transport children, approval from the Headteacher must be obtained and a private car form completed (see page 29 of PCC Guidance)

### Check list

The visit organiser should ensure he/she has completed the Coach Booking form well in advance of the visit (see Appendix 1) and the 'Visits Checklist (Appendix 2). A copy of this, together with a printed copy of the Evolve Visit Approval form, list of participants, mobile phone numbers of staff, and a hard copy of the risk assessment should be handed to the office prior to departure.

### Inclusion

This policy adheres to the Equality Act 2010 and we recognise all protected characteristics mentioned within the act including; age, gender, gender identify, race, religion, sexual orientation, marriage and civil partnership or disability. As a school we also acknowledge the need to protect the characteristics of children who are economically disadvantaged and those of differing abilities.

### Monitoring and Review

It is the responsibility of our governing body to monitor the effectiveness of this policy. The governing body does this by:

- requiring the Headteacher to report to governors on an annual basis on the effectiveness of this policy;
- taking into serious consideration any complaints regarding educational visits from parents, staff or pupils;
- Reviewing this policy every three years.

**Appendix 1**  
**COACH BOOKING FORM FOR EDUCATIONAL VISITS**

**PART 1** [Prior to 'booking' being made]

For A One Day Visit:

Teacher in charge of visit \_\_\_\_\_ Class(es) involved \_\_\_\_\_  
 Date of Visit \_\_\_\_\_ School Departure time \_\_\_\_\_  
 Venue \_\_\_\_\_  
 Leave Venue by \_\_\_\_\_ or Return to school by \_\_\_\_\_  
 Total Number of Seats required \_\_\_\_\_ [No of Adults \_\_\_\_ No of Children \_\_\_\_]  
 Preference for the size of coach(es) \_\_\_\_\_ Is the coach needed all day? \_\_\_\_\_

For Series of Visits: [excluding residential visits]

Teacher in charge of visit \_\_\_\_\_ Class(es) involved \_\_\_\_\_  
 Date(s) of Visit \_\_\_\_\_ Venue \_\_\_\_\_  
 \_\_\_\_\_ School Departure time \_\_\_\_\_  
 \_\_\_\_\_ Return time \_\_\_\_\_  
 Total Number of Seats required on \_\_\_\_\_ Preference for the size of coach(es) \_\_\_\_\_  
 Day 1 \_\_\_\_\_ [No of Adults\_\_\_\_: No of Children \_\_\_\_] Day 1 \_\_\_\_\_  
 Day 2 \_\_\_\_\_ [No of Adults\_\_\_\_: No of Children \_\_\_\_] Day 2 \_\_\_\_\_  
 Day 3 \_\_\_\_\_ [No of Adults\_\_\_\_: No of Children \_\_\_\_] Day 3 \_\_\_\_\_

**PART 2** [information about prices quoted]

Coach Company \_\_\_\_\_ Price quoted: \_\_\_\_\_  
 Coach Company \_\_\_\_\_ Price quoted: \_\_\_\_\_  
 Coach Company \_\_\_\_\_ Price quoted: \_\_\_\_\_

**PART 3** [acceptance of transport details by teacher]

I confirm that the dates given above are still correct and that the price quoted is acceptable. Please make final confirmation of arrangements with the coach company.

Coach Company selected \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Part 1 and 3 to be completed by teacher in charge of visit. Part 2 to be completed by School Secretary

**Appendix 2**  
**WILLIAM LAW C E PRIMARY SCHOOL**

**Visits Checklist**

- Headteacher's approval for the visit has been received
- Consent forms received for all participating pupils
- Pupils fully briefed and informed about risks and safety procedures, expected standards of behaviour and emergency procedures
- Details of visit [including transport] confirmed with agencies involved
- Changes to normal school routine because of visit cleared with staff concerned [eg canteen, Music and French teachers]
- All adults participating are clear of what is required of them [including how they should dress] and clear about what is expected of children's behaviour
- All adults participating given itinerary, list of children and are aware of emergency procedures
- There is a qualified first aider
- The ALERT file has been checked, and all adults participating are aware of special medical needs of individuals they are responsible for
- Arrangements made for 'sick' bucket, first aid kit and access to a mobile phone
- Arrangements made for other equipment required [eg clipboards, work sheets]
- 'Details of Educational Visits' form and attachments have been forwarded to the school secretary

Name of person completing this check list \_\_\_\_\_

Date \_\_\_\_\_

*A copy of this checklist is to be handed to the school secretary on the day of [or day before] the visit.*

Appendix 3

**William Law CE School Checklist for TA Library Visits.**

This checklist is to be taken on **all** library visits when a TA is leading the class.  
It is the Teaching Assistant's responsibility to ensure that all the children are supervised and safe.

<b>Prior to visit</b>	Correct number of adults- 2 Teaching Assistants
	Inhalers
	Epi-pens/ any medication stored in office
	Inform office when leaving which class is at the library
	First Aid Kit and First Aid Log
	Class tick list
	Mobile Phone (own or school)

<b>During the visit</b>	Count children <ul style="list-style-type: none"> <li>• In the classroom</li> <li>• Again as leave school premises</li> <li>• On arrival at destination</li> <li>• Before departing</li> <li>• On return to school</li> </ul>
	Walking <ul style="list-style-type: none"> <li>• Children should be in pairs</li> <li>• An adult at front and rear of line</li> </ul>
	When crossing the road <ul style="list-style-type: none"> <li>• Adult to stand safely in the middle of the road.</li> <li>• Children to cross on adult instruction only.</li> </ul>

**Trainee teachers should not accompany a library visit without a class teacher being present.**

**Staff and volunteers are to be briefed by the class teacher as to expectations for being responsible for a group and counting children regularly.**

<b>For Evolve Only - Risk assessment and risk management form</b>	<b>Off-site activities and educational visits</b>
<p><b>Identify significant hazards – assessing the risk</b></p> <p><b>Think About: Staff</b> – who have you got with you – what is their experience</p> <p><b>Activity</b> – what are you doing with your young people</p> <p><b>Group</b> – what is your group like, how cohesive are they, what is their previous experience</p> <p><b>Environment</b> – what will the weather be like(time of year) other people around,</p>	<p><b>Risk Assess</b> what you are responsible for.</p> <p><b>Ask a provider, not for only for their risk assessments, but also to explain what they want you to do as staff, where to go and what your role will be in their session.</b></p> <p><b>Control measures</b> – what do you want to do to manage the risk</p>

<p><b>Generic risk assessment, used and acknowledged</b></p> <p>1 LA –guidance / risk assessments used in your planning</p> <p>2 Establishment – risk assessments/guidance used</p>	
<p>What are your alternative plans, if your original plan is altered by changes</p>	
<p><b>Completed:</b></p>	<p>Date</p> <p><b>Please note that this is a form to be used with EVOLVE only It has been edited to fit to the risk assessment process contained within Evolve. The non evolve form is listed on Evolve</b></p>

<p>Ongoing Risk Assessment</p> <p><b>1 APPLY THE CONTROL MEASURES</b></p> <p><b>2 Monitor how effective they are</b></p> <p><b>3 Change, adapt and revise as required</b></p> <p><b>4 Make notes of the changes.</b></p> <p>Examples:</p> <p>Monitor the weather</p> <p>Monitor traffic on the road</p> <p>Monitor the group and leader</p> <p>motivation</p> <p><b>End of Day / Event Notes</b></p>
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