



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: 1st May 2019

Signature: Sue Bennett

Policy to be reviewed on: May 2022

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

Scope and Rationale

At William Law CE Primary we provide a rich and varied programme of opportunities for pupils to learn outside the classroom - on the school site, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

We believe that student and staff involvement in residential and non-residential visits adds significant value to school life and enhances our core values and ethos. First-hand experience adds breadth and depth to the Curriculum and enhances social, moral, spiritual and cultural development.

We aim to:

- Provide a broad programme of visits
- Ensure access for all students including those with additional needs
- Develop continuity and progression throughout a student's school experience
- Enable students to discover a sense of community, social responsibility, initiative, resourcefulness and self-reliance

This policy covers all off site visits and some on site learning outside the classroom. This policy is managed by the Head Teacher and Educational Visit Coordinator. It provides a framework for staff planning off site visits.

Provision of Guidance for staff planning visits

William Law has formally adopted the OEAP National Guidance (NG) as the guidance found on the following web site: www.oeapng.info

It is a legal expectation that employees must work within the requirements their employer's guidance; therefore, William Law employees must follow the requirements of National Guidance", as well as the requirements of this Policy.

Systems for Managing this Activity

William Law has systems in place covering a range of key areas vital to the safe and successful delivery of off site activity,

Specific Arrangements

The academy has a service level agreement for specialist advice from the Outdoor Education Adviser. The school has an Educational Visit Coordinator who is trained and updated. There is a clear process for planning and approval of visits, using Evolve software for Zone 2 and 3 visits and some Zone 1 visits. There is a defined process in place for Zone 1 visits that are not on evolve. (See Appendix A) Oversight for this system is with the Head Teacher, with the Management/Trust receiving reports when appropriate and requested.

Insurance

The academy has insurance policies in place to cover this area of work. Specific activity may require further cover which should normally be with the insurers.

Managing Risks

The Academy has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring the school to provide such support, training and resources to its employees as is necessary to implement this policy.

The risk management of an activity should be informed by the benefits to be gained from participating. A "Risk-Benefit Assessment" approach is adopted. This appreciation of the benefits to be gained

through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is “acceptable”. As part of learning, young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

Emergencies and Critical Incidents

The School Critical Incident plan has been updated and reviewed. It covers the possibility of having to manage an offsite visit emergency. Senior staff who may have to implement the plan are trained and briefed. The Adviser service provides support and information, linked to the Visit Emergency Support Network, (VESN).

Monitoring

As an employer the school ensures that there is sample monitoring of the visits and outdoor activities undertaken by the staff. Such monitoring should be in keeping with the recommendations of National Guidance.

Charging

Heads/Managers, Curriculum Planners, EVCs and Visit/Activity Leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

Links to other Key Policies

This policy links to other academy policies and therefore these areas are defined and not repeated.

Staff

The Academy works to the principle that staff have been assessed as competent to undertake such responsibilities as they have been assigned, for leading or assisting on visits. This assessment may include a review of previous visits, leadership experience from other areas and for certain activities a formal qualification. The EVC will lead on this process but may involve other senior staff.

The EVC should view the original documents and certificates when verifying leader’s qualifications, and not rely on photocopies.

Advice can be sought from the Adviser when required.

Staff Roles are defined on the NG website and staff taking on a specific role should read and understand the advice contained within defined documents associated with the role. Roles include, visit leader, assistant leader, EVC, Headteacher and Governing Body and voluntary helpers.

Vetting

Staff deployed onto visits are subject to the schools safeguarding processes and arrangements. Volunteers are also included.

Effective Supervision

The academy follows national guidance in that there are no specific and defined ratios for visits, but that the staff on the visit work to the principle of effective supervision at all times.

Planning

The academy works with the principle that educational visits are both successful and have risk managed, not solely through risk assessments, but by good planning from the very start of the visit planning process.

Working with outside providers

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. This is a vital dimension of risk management. It is good practice for Visit Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy. Examples of such schemes include:

- The LOtC Quality Badge
- AALS licensing
- Adventuremark
- NGB centre approval schemes

Planning for Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

The Academy takes all *reasonably practicable* measures to include all young people. The principles of inclusion should be promoted and addressed for all visits and outdoor learning thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Good Practices

All staff and helpers must be competent to carry out their defined roles and responsibilities. National Guidance sets a clear standard to which the visit leaders **must** work. The guidance states: “a *competent Visit /Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:*

- *Knowledge and understanding of their employer’s guidance supported by establishment-led training.*
- *Knowledge and understanding of the staff, the activity, the group and the venue.*
- *Appropriate experience*
- *In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification.”*

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence issues are applied to both newly qualified and newly appointed staff.

Good planning for a visit should include a consideration of all the variable factors:

- **S**taffing requirements – trained? experienced? competent? ratios?
- **A**ctivity characteristics – specialist? insurance issues? licensable?
- **G**roup characteristics – prior experience? ability? behaviour? learning, and other additional needs? medical needs?
- **E**nvironmental conditions – like last time? impact of weather? water levels? social factors?
- **D**istance from support mechanisms in place at the home base – transport? residential?

Transport

Careful consideration should be given to this area. This policy supports groups travelling by the most appropriate means which can include, walking, public transport – buses, trains and tube, taxi and private cars, coach and aircraft. The NG website contains details to assist in planning for transport.

The Zones for taking Children out of school
Appendix A

Zone 1 (Under new guidance - These trips no longer need to be added to Evolve. You do however need to fill out the Zone 1 form and hand in to the office)

Examples of Zone 1 Trips:

Swimming
Forest schools
Library
Arthur Mellows
Ken Stimpson
St John's Church in Werrington
Local area in Werrington

If you can walk to it in Werrington it is Zone 1.

Zone 2 (Need to be added to Evolve 2 weeks before the day of your trip)

Annual Trips - Trips for your year group that you go on every year.

Examples of Annual Trips:

Dinosaur Land
Sundown Adventure Land
Theatre
East Midlands Airport
Leicester space centre
Pantomime
Museums such as Duxford
Twin lakes
Faizan e Madina Mosque
Stibbington
Cadbury's world

Zone 3 (Need to be added to Evolve at least 1 month before the departure day)

Residentials
Adventure sports such as; Water sports and Rock climbing

Signing- out sheet

Zone 1 Activity, where the school policy addresses the generic risk management issues.

Leave this completed form in the office and take one with you.

Date		
Visit Leader		
Deputy Leader		
Accompanying Staff		
Volunteers		
Group/Class/Form I am taking class _____ as the register <input type="checkbox"/>	Children not attending	Additional children attending
Medication required to take. E.g Inhalers. Epi-Pens.		
Activity Destination/Venue details		
First Aid kit / Emergency Card taken?		
Time leaving		
Time expected back		
Contact number(s)		
Any other relevant details/issues		

School Phone number, emergency cards and first aid kit should be carried by staff



WILLIAM LAW EDUCATION VISIT FORM – 2018/2019

Blue Sections are to be completed by the Teacher

Green Sections are to be completed by the Office

Education Visit Overview			
Date of visit		Year Group	
Venue		Classes	
No. of Children		Teacher in Charge	
No. of Adults			

<u>To Do List for Teacher</u>	Date Actioned by Teacher
Venue booked	
Confirm entrance fee costing, per pupil excluding VAT	£ . p (insert cost here)
Venue confirmation sent to office (office@williamlaw.peterborough.sch.uk)	
Invoice sent to office (office@williamlaw.peterborough.sch.uk)	
EVOLVE submitted	

Coach Booking

Part 1 (prior to booking – to be completed by the teacher)

Time the coach is to depart school:		Time the coach is to be back at School:	
Number of seats required		Coach Size	
Toilet required	Yes / No	Coach all day	Yes / No

Part 2 (Quotes)

Coach Company		Quote	
Coach Company		Quote	
Coach Company		Quote	

Part 3 (Acceptance) – Coach Company Booked:

<u>To Do List for Office</u>	Date Actioned by Office
Do a final check that the visit is on the school calendar	
Send quote request to 3 coach companies	
Confirm & book chosen coach company	
Costings Sign Off created and passed to TC for approval	
Checked with finance and confirmed invoice received from venue	
Approved costings passed to Office Manager for letter to be created	
Letter created, signed off by TC and distributed to parents	
Final check with Finance to ensure payment has been made prior to them attending the educational visit (if required)	
Final check with coach company prior to education visit	

INCIDENT DETAILS SHEET

Name of caller:	Telephone number of caller:
Time of call:	Location of caller (map reference and description of terrain?)
Official name of group/party	Name of Visit/Group Leader:
Number and age of students in group:	Names and ages of party members sent for assistance:
Nature of assistance required and any known injuries	Name and ages of injured:
First Aid being administered at scene of incident:	Is the rest of the group safe?
Emergency Services required?	Emergency Services already contacted?
INCIDENT: Activity and brief description of incident:	
General condition of group:	
Weather at Location of Incident:	
Visit Leader's proposed course of action	

VISIT EMERGENCY TELEPHONE RECORD

On receiving a telephone call requesting assistance to support a problem encountered during a visit or off-site activity, are any of the following available to take the call?

1. The Designated Emergency Contact?
2. Headteacher?
3. Member of the establishment's Senior Management Team?
4. The establishment EVC?
5. Another member of Operational Staff who is a WCC-Trained Visit Leader?

NO
YOU should record information on the Incident Details sheet appended to this one

YES
Refer to most senior person as above

Is the incident serious (involving serious injury/illness, missing persons requiring assistance at the incident location or evacuation)? Where you are not one of the staff prioritised above, **YOU** should treat all calls and incidents as though they were serious.

NO
Record the incident using the Incident Detail sheet appended to this matrix
Arrange assistance to support the group in difficulties by working through the tasks in the adjacent column.
Telephone the LA Critical Incident number: and follow their advice.
Continue to try and contact the Headteacher or Senior Member of Staff as in 1-5 above

YES	
Transfer responsibility to the most senior person available.	
Log phone calls and timing of events	
Can the establishment handle internally?	
NO	YES
Arrange for external assistance from Emergency Services: Police? Fire Service? Ambulance? Coastguard?	Arrange for internal assistance
Telephone the LA Critical Incident number:	
Ensure telephone is manned	
Access a copy of the Establishment's Critical Incident Policy document and implement policy	