

Wardley CE Primary School
Educational Visits, Outdoor Learning and Adventurous Activities
Policy



Name of Reviewer	Mark Foster
Date of Approval of Governing Body	February 2020
Signature of Chair	<i>John Storey</i>
Signature of Head	<i>Mark Foster</i>
Date Due for Review	February 2021

EQUALITY STATEMENT

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

We review all policies and procedures we operate to ensure there are no negative equality impacts based on the following protected characteristics: age, disability, ethnicity & race, gender (sex), gender identity & reassignment, pregnancy & maternity, sexual orientation religion & belief and non-belief as outlined in the Equality Act 2010. If you feel, on reading this policy that there may be a negative equality impact, please tell us about this. Please also let us know if you need to access this policy in a different format. You can do this by contacting the school office.

Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer 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. It does not apply to work-experience placements, work related learning or alternative provision.

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 Employer Policy.

The Educational Visits Co-ordinator is: David Foster (SENDCo)

Administrative tasks will be carried out by: David Foster (SENDCo)

2. Establishment policy and procedures

The Salford Local Authority Policy for Educational Visits, Outdoor Learning and Adventurous Activities (February 2018)

The Policy for Educational Visits, Outdoor Learning and Adventurous Activities has been adopted by the governing body as its policy. The governing body recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, additional approval and monitoring through North Yorkshire Educational Visits Advisory Service. 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 employer 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 visit will be included on our website, termly year group newsletters and specific trip letters. We will always aim to fully inform parents by whichever written method(s) the school deems appropriate 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 offsite but this may not be possible.

Non-routine consent: Written consent 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 whichever written method(s) the school deems appropriate 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 whichever written method(s) the school deems appropriate of the nature of each visit, activity or series of a similar nature.

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 by the employer.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer

Planning and approval procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk.

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. Generic or event specific risk assessments will be used to record significant findings.

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 employer policy

Visit Planning and Management System

A web-based system 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 Educational Visits Co-ordinator.

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)

Refer to local procedures and guidance regarding the establishments' use of these categories.

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy.

Governing Body: Additionally as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy.

Adviser: Visits abroad and all self-led adventurous activities regardless of location.

Headteacher: Visits abroad, all adventurous activities, residential visits and non-local day visits

Educational Visits Co-ordinator: Local walking visits, bike ability training, local sports fixtures and local swimming visits

Incident Management

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

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.

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. Reference should also be made to Wardley CE Primary School Charging & Remissions Policy

Inclusion & SEND

Our approach to educational trips and visits for pupils is based on a presumption of entitlement to participate. This means that accessibility might be achieved 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 Wardley Primary School Special Educational Needs Policy

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 employer and school policies and local procedures.** Reference should also be made to Wardley CE Primary School Safeguarding & Child Protection Policy

Insurance

Young people participating in visits and activities will have annual travel insurance provided under the Schools Insurance policy arranged through Salford Local Authority. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

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 any specialist guidance provided by your employer.

School Procedures

- All teachers intending on organising a trip must complete the form EVC1 before booking coaches etc.
- Evolve should be completed 2 weeks before the trip is due to take place.
- There will be a maximum of 2 members of staff on each trip unless circumstances dictate otherwise – parents and helpers will then be used to ensure the adult:child ratio is adhered to (the ratio guidance is below).
- Parents must sign the form EVC2 (trip guidance for parents)
- The costing sheet EVC3 must be handed into the office – only after EVC1 form has been approved

STAFFING LEVELS GUIDANCE

- MINIMUM OF 2 ADULTS – ONE SHOULD BE A QUALIFIED MEMBER OF STAFF.
- THE MINIMUM RATIO OF PUPILS TO TEACHER/ADULT MUST NOT EXCEED:

NURSERY CLASS PUPILS:	1:2	(Statutory)
RECEPTION CLASS PUPILS:	1:4	(Statutory)

YEARS 1 – 3	1:6	(Guidance)
YEARS 4 – 6	1:10 – 1:15	(Guidance)

Wardley CE Primary School

TRIPS AND APPROVAL FORM (EVC1)

Purpose of Visit

Aims and objectives of the visit must be clearly identified at an early stage. These must be relevant to pupil and curriculum needs, and take account of age, ability, previous experience and resources available. Clear, appropriate objectives will contribute significantly to pupil safety and well-being as well as to the educational outcomes. They will ensure:

- An appropriate structure and discipline for the visit
- Maximum pupil motivation
- A choice of environment and activity appropriate to pupil maturity and experience
- Consideration of appropriate training, staffing and resources.

Class: _____ Proposed Date of Visit: _____

Venue and Reason for Venue Choice:

Aims and Objectives:

Pre-Visit Findings ie Risks/Facilities etc:

Staffing:

Costing:

Signed Party Leader _____ Date _____

APPROVAL GIVEN/NOT GIVEN

Reason:

Signed _____ Head Teacher _____ Dat

TRIP GUIDANCE FOR PARENTS (EVC2)

To make sure that we all have an enjoyable time on the trip and to ensure your own safety and the safety of the children please can you read through the following safety guidelines (and carry out where appropriate).

On the coach

- Ensure that none of the children are sat next to a fire door or fire window.
- Please check that the children and your self remain seated at all times with their/your seatbelts fastened throughout the entire journey. (If you feel the children are not sitting appropriately inform a member of staff who will either sit with the child or speak to them)
- No eating or drinking should take place on the coach unless agreed by member of staff.
- Bags to be placed on knee or floor.

At the venue

- *Keep the children close to you at all times.*
- *Please inform a member of staff if you or a child in the group need the toilet (do not leave the group under any circumstances without informing a member of staff)*
- *Carry out frequent head counts especially when moving from one area to another.*
- *Point out any dangers, animals, vehicles, slippery surfaces (if wet),*
- *Remind children no running, pushing, shouting etc.*
- *Ensure that children wear Wellingtons/ boots and coats if necessary.*
- *No eating or drinking while touring the venue.*
- *After contact with animals, hands should be washed, and again before leaving a farm. Please make sure that children do not put their fingers in their mouths whilst walking around a farm.*
- *Children should remain seated on a trailer ride.*

Lunchtime

- Hands should be washed thoroughly before eating.
- Ensure area is free from glass /litter before sitting down.
- Ensure all children have washed their hands before eating.
- Do not let children wonder off when finished eating.
- Collect any rubbish after eating and a member of staff will provide bin bags for rubbish.

In an Emergency

- Try to keep calm and reassure children.
- Follow the guidance of the staff at the venue in case of an emergency e.g. Fire
- If you find you have lost contact with the group we will meet at a rendezvous point.
- If a child or your self are feeling unwell please inform a member of staff.
- If a child or yourself has an accident no matter how small please again inform a member of staff of the details of the accident noting where, how and what happened to you.
- If you are a smoker please inform a member of staff so that a time away from the group can be arranged for you.

It is important that the trip is safe and successful, and that the children gain maximum benefit from it. If you have any concerns or are unsure about anything please feel free to speak to myself or any other member of staff and we will do our best to help.

Thank you so much for coming on our trip as we wouldn't be able to do it without you all.

Have a great day!!

I confirm that I have read the Trip Guidance.

Signed: _____ Date_____

COSTING SHEET (EVC3)

CLASS: _____ TRIP: _____

TEACHER - INITIAL CALCULATIONS: COACH : ENTRANCE : EXTRAS : TOTAL :
NUMBER OF CHILDREN :
COST PER CHILD :
TOTAL MONEY COLLECTED:

FOR OFFICE USE: MONEY COLLECTED: COACH PAID : ENTRANCE PAID : EXTRAS PAID: TOTAL : VARIATION: SIGNED:
