

Policy for Educational Visits, Outdoor Learning and Adventurous Activities

September 2021

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 [retains the role of the](#) Educational Visits Co-ordinator at Follifoot School and [has appointed an](#) Educational Visits Co-ordinator at Spofforth School. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Coordinator for Spofforth School is: [Rebecca Simpson](#)

Administrative tasks will be carried out by: [Sarah Giddings \(Follifoot CE Primary School\)](#) and [Clare Horner \(Spofforth\)](#)

2. Establishment policy and procedures

The [NYCC](#) Policy for Educational Visits, Outdoor Learning and Adventurous Activities (March 2018) is the employer's 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 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 [in our rolling consent form](#). We will always aim to fully inform parents [by letter via ParentMail](#) 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 [which may be electronic via ParentMail](#) 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 [letter via ParentMail](#) of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent [letter via ParentMail](#) 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 [letter via ParentMail](#) 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.

3. 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

Well organised prior planning is essential in the effective running of visits. In order to ensure sufficient time to gather necessary information, permissions, arrangements and provide parents with reasonable time periods to make voluntary contributions the following timetable should be adhered to.

6 weeks before proposed trip	<p>Speak to office staff to ensure there are no conflicts re. proposed trip date and obtain order number for booking.</p> <p>E-mail Provider Statement to venue if required and chase if this is not received within a week.</p> <p>Identify accompanying staff and adults and arrange MSA cover if needed. When asking existing relief staff to go, make it clear if this is in a voluntary or paid capacity. Try to take any parent volunteers who are already DBS checked.</p> <p>Supply admin staff with accurate numbers in order for coach quotes to be requested.</p> <p>Advise Dolce of trip date. If in Reception or KS1 (or entitled to free school meals) these children should be offered a school packed lunch. The cut-off date for ordering these is 3 weeks before the trip date so parental responses have to be received before then.</p> <p>Go on site visit.</p>
5 weeks before trip	<p>Once the Provider Statement has been returned (if required) and coach quotes accepted, send letter to parents including costings (and the option of a school pack-up: see above).</p> <p>Prepare Evolve forms for Mrs Katie Barnett (Follifoot) and Mrs Rebecca Simpson (Spofforth) to check and sign off.</p>
3 weeks before trip	<p>Pack-up deadline for kitchen.</p>
2 weeks before trip	<p>Payment deadline. If not enough income has been received this gives us the option to cancel the trip.</p>

Trip day Fully brief helpers and ensure trip packs, inhalers and first aid packs are taken with you.

HAVE FUN!

This timetable **does not apply** to local trips and visits that are covered by the rolling consent form where there are no costs. These are covered by rolling consent for Local Learning Visits. They can be logged on EVOLVE as Local Learning visits providing the Local Learning Visits procedures are followed.

There may be occasions where opportunities present themselves at 'the last minute'. The timetable above should never prevent a visit being considered however the majority of visits should be achievable within the timetable above. If planning a trip outside of the timeframes detailed above the members of staff should see the advice of the EVC and or the Head Teacher.

For trips and visits that will require voluntary contributions of more than £15 staff should carefully consider an appropriate notice period and should discuss their plans with the EVC and or Head Teacher. For all residential visits where charges or voluntary contributions will be in the hundreds of pounds schools will aim to give at least 8 months notice.

4. 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 principle will also be gained as required in the employer policy.

Governing Body:

The governing body has a strategic role to set the vision and direction of the school and has responsibility for 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.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: [Visits abroad, all adventurous activities, residential visits and non-local day visits \(Spofforth\)](#) and [all visits and activities – \(Follifoot\)](#)

Educational Visits Co-ordinator:

[Local walking visits, bike ability training, local sports fixtures and local swimming visits \(Spofforth\)](#)

5. 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.

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. Reference should also be made to [Federation Charging & Remissions Policy](#).

8. Inclusion & SEND

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 favorably 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 [Federation policy for SEND](#)

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 employer and school policies and local procedures. Reference should also be made to [the Federation Child Protection Policy](#).

10. Insurance

Young people participating in visits and activities will have [annual travel insurance provided under an annual Schools Journey Insurance policy](#). Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

11. 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.