

Policy for Educational Visits, Outdoor Learning and Adventurous Activities

September 2023

(Review Due September 2024)

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 for the Federation of Follifoot and Spofforth CE Primary Schools. 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 the Federation of Follifoot and Spofforth CE Primary Schools is: [Rebecca Simpson \(maternity leave\)](#), [Alys Blades](#) and [Catherine Bromley \(From October 2023\)](#).

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 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. At the Federation of Follifoot and Spofforth 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.

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.

Start of term

Class teachers to share proposed educational visits with the headteacher including venue/activity and transport costs. With headteacher approval admin staff to book educational visit and any transport necessary. All educational visits for the term added to the federation calendar.

6 weeks before proposed trip

Speak to admin staff to prepare and send out letter.

E-mail Provider Statement to venue if required and chase if this is not received within a week. (Check on evolve first to see if one is required)

Identify accompanying staff and adults ensure at least 1 first aider and any SEND needs catered for (through discussion with SLT). Try to take any parent volunteers who are already DBS checked.

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.

Go on site visit to complete RA.

5 weeks before trip

Prepare Evolve forms (parent letter, itinerary, event specific risk assessment) for Mrs Rebecca Simpson/Mrs Alys Blades/Mrs Catherine Bromley to check and sign off.

3 weeks before trip

Pack-up deadline for kitchen – chase any parents who have not replied.

2 weeks before trip

Payment deadline. If not enough income has been received this gives us the option to cancel the trip.

Trip day

Fully brief helpers and ensure trip packs, inhalers, first aid bag and folder 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 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 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

Evolve is the web-based system 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)

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

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:

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 and residential visits

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

Visit planning approval summary table for the Federation of Follifoot and Spofforth CE Primary schools.

| | Planning/Recording Process | Risk Management | Final Approval |
|-----------------------------|--|--|----------------|
| On-site/Local Learning Area | Record on evolve under local learning area tab | LLA risk management supplemented by specific | EVC |

| | | | |
|---------------------------------------|--------------------|--|---------|
| | | documentation where necessary | |
| 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 |
| Overseas | Recorded on Evolve | LLA risk management and supplemented by specific documentation necessary | Adviser |
| Residential | Recorded on Evolve | LLA risk management and supplemented by specific documentation necessary | Head |
| 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 | Head |
| 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 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

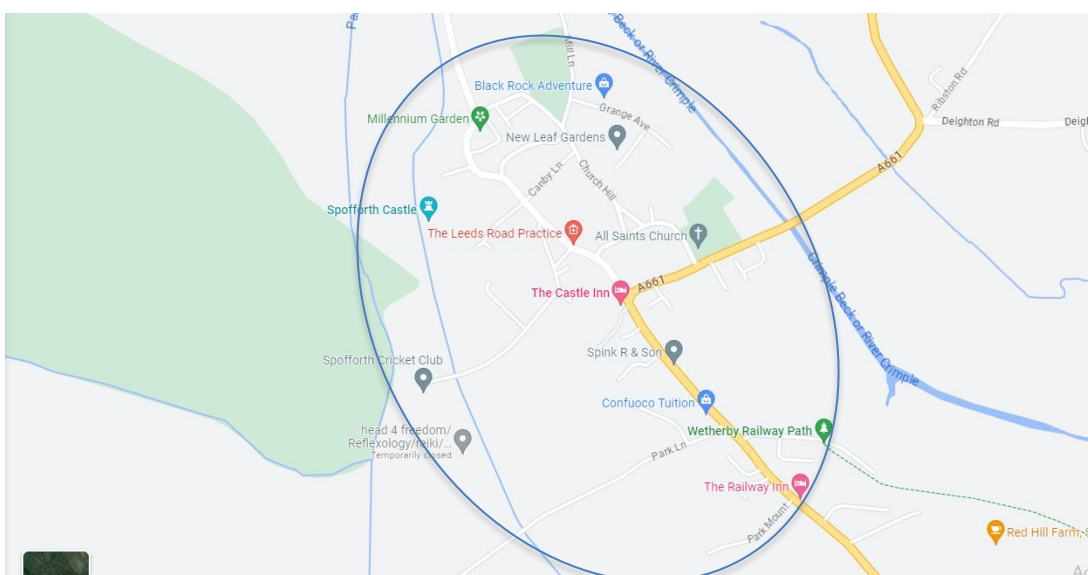
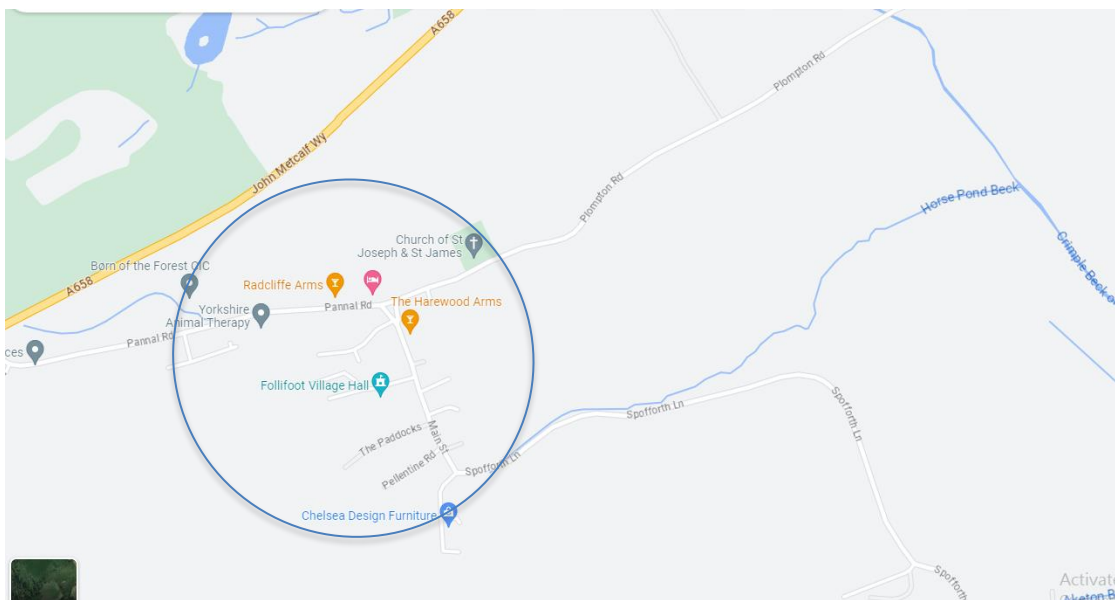
Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

Appendix - Local Learning Area

Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues: e.g.

- Spofforth Park
- Spofforth castle
- Spofforth church
- Spofforth cricket field
- Spofforth millennium gardens
- Follifoot church
- Follifoot cricket club
- Follifoot post office



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 and the Village activities risk assessment.

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 or EVC must give verbal approval before a group leaves.
- Local learning area visit submitted on evolve.
- 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 practiced appropriate group management techniques.
- Pupils have been trained and have practiced 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. (Stay where you are and a school adult will retrace their steps and find you.)
- 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 inform the office when they are leaving and include an estimated time of return. Office staff to sign class and accompanying adults out.
- A school mobile 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)