



DOGSTHORPE INFANT SCHOOL

Learning Outside the Classroom and Educational Visits Policy

Ratified by: Policy Committee

Date: 6th March 2019

Minute: 5.7

Review Date: Every 3 years

Welcome to our school family where children are...

-  **inspired to dream and develop the building blocks to be independent, confident and inquisitive life-long learners.**
-  **nurtured, valued and individual differences are respected in an exciting, learning community where everyone belongs.**
-  **little stars who deserve to shine.**

Policy Overview.

What is the policy for?	The policy is for all staff and parents/carers of children attending Dogsthorpe Infant School. The policy outlines the requirements and school procedures regarding learning outside of the classroom and school educational visits.
Who has devised and contributed to this policy?	The policy is based on the Local Authority's policy & the Outdoor Education Adviser Service and has been developed by the Headteacher and Educational Visits Co-ordinator.
How will this policy be communicated?	The policy is available on the school's website and a copy is available from the school office.
How will this policy be monitored?	The policy will be monitored by the EVC Co-ordinator, SLT and the FGB.
Which other policies & documents are linked to this policy?	Teaching & Learning Policy Health & Safety policy First Aid procedures including individual care plans Forest School Risk Assessments Bus Risk Assessment Trip Risk Management Sheets Evolve Equality Policy Safeguarding Policy Behaviour Policy Charging Policy Emergency Management Plan

Dogsthorpe Infant School

Learning Outside the Classroom and Educational Visits Policy

1 Introduction

At Dogsthorpe Infant 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 children are entitled to the development of knowledge, understanding, skills, and attitudes. The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom within the school, the local area and further afield. The Annual Programme of visits is structured and progressive to gradually develop the children's confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the Senior Leadership Team and Educational Visits Co-ordinator.

2 Organisation

2.1 At Dogsthorpe Infant School, we follow the guidelines contained within the Peterborough City Council Policy for Educational Visits. It provides a local framework for staff planning off site visits. The school uses Evolve, the LA planning tool which allows staff to plan and submit visits for approval. Visits fall into one of three zones as defined by the National Guidance documents. See The Radar – appendix 1

2.2 **Mrs Emma Marks** is the Educational Visits Coordinator supported by Mrs Tina Gardner, Social Responsibility Co-ordinator

2.3 Within each year group's programme of work, supported by the International Primary Curriculum, the Learning and Teaching Managers 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 half-term, where possible, via letters, newsletters and our website. We plan other activities as the school year progresses, and inform parents of these in due course.

2.4 Visits and activities usually take place within the school day, and the Headteacher approves all such visits in advance. We ask parents to give written consent for their child to take part in any Zone 2 activity that takes children off the school site. 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 Zone 1 during their time at the school.

3 Charging for school activities

3.1 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. A copy of this is available from the school office.

3.2 The Governing Body has agreed the wording of the statement relating to charging for both 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. (See Appendix 2)

4 Risk Management

- 4.1** The risk management sheet should identify significant risks and take measures to control these, through proper planning by staff leading the visit.
- 4.2** A risk assessment must be undertaken prior to all educational visits and off-site activities. The Headteacher delegates this responsibility to the member of the leadership team organising the visit or activity. This must be approved by the Headteacher and Educational Visits Co-ordinator but 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.
- 4.3** The Risk Management sheet should be completed indicating relevance to the trip and uploaded to the Evolve website with the trip details for the EVC to approve. All adults accompanying the visit should be given a copy of the risk management sheet and made fully aware of their responsibilities by the trip leader.
- 4.4** All visits will have:-
- a named visit leader which will be a member of the SLT.
 - a named assistant leader, who where possible, will be a member of the SLT
 - a named First Aider for each coach
 - 1:1 support for identified children with SEN
- 4.5** Following the return of a visit which has been logged on Evolve, the system has an evaluation section for staff to ensure that all visits are properly evaluated. The EVC should complete this evaluation to aid future plans.
- 4.6** All visits should be covered by the City Council Insurance Scheme and additional insurance should not normally be required or bought from a provider.

5 Pre-visits

- 5.1** In order to undertake a full and comprehensive assessment of risks, a pre-visit is essential when it is a new visit or if there has been a change of staff leading the visit. 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 leader to carry out a pre-visit.

6 Ratio of adults to pupils

Ratios will be determined by the Headteacher & trip leader taking into account the following factors: SEN and medical needs; type of activities to be undertaken; experience and competence of all adults accompanying the visit; duration of the visit; competence and behavioural history of the group of children.

7 Voluntary Help

- 7.1** At Dogsthorpe Infant 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. It is not necessary for all volunteers to have been DBS checked for visits as they will be with a member of staff at all times however it is desirable for teachers to approach volunteers first who are regular volunteers and who have been DBS checked and who are deemed to be suitable and competent..
- 7.2** 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

organiser retains overall responsibility of the volunteers ensuring they are following instructions of the visit.

- 7.3** Where possible volunteers with children in that year group will not be used however if it is necessary to take such a volunteer their child will not be placed in their group.

8 Transport

- 8.1** Parents will always be informed as to the type of transport being provided for an educational visit.
- 8.2** Coaches. Staff will ensure that each child is wearing their seatbelt whilst travelling on a coach. The coach leader is responsible for the conduct and behaviour of the children whilst they are travelling.
- 8.3** 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.

9 Check List (Appendix 3)

The EVC should ensure he/she has completed the 'Check List for Visits'.

10 Monitoring and Review

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

- taking into serious consideration any complaints regarding educational visits from parents, staff or pupils;
- Reviewing this policy every three years.

Appendix 1

The Radar

<u>Zone 1</u>	<u>Zone 2</u>	<u>Zone3</u>
Blanket Consent Generic Risk Management Logged on Evolve and approved by EVC & Headteacher	Enhanced planning Specific Risk Management Logged on Evolve and approved by Headteacher Advise provided by Outdoor Education Advisor if needed	Detailed Planning Logged on Evolve and approved by Outdoor Education Advisor at least 4 weeks before departure date
Learning Bus Lunchtime Activities Forest School Shine-Times led by local ministers Curriculum support activities – external providers Drama Festival Library visits Church visits Local area walks Before/After School Activities	Curriculum support visits travelling by coach outside of the local area	Adventure Activities Overseas trips Residential Trips

Appendix 2

Statement to be included in letter to parents regarding visits

“In order for this visit/activity to take place, we ask you to make a contribution of £.....
Although such a contribution is voluntary, in reality we have no alternative source of funding. One week before the date of the visit/activity the Governors will assess whether sufficient contributions have received to make the visit/activity financially viable. If it is not considered viable, it will be cancelled and all contributions will be refunded.

Appendix 3

Dogsthorpe Infant School Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

In advance of the visit:

1. Have the intended outcomes of the visit been clearly identified? (see Section 4) yes
2. Is the visit appropriate to the age, ability and aptitude of the group? yes
3. Has there been suitable progression/preparation for participants prior to the visit? yes
4. Does the visit comply with any guidelines specific to your Establishment? yes
5. Does the visit comply with any specific LA guidelines? (see relevant sections) yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA? (see Section 28) yes n/a
7. If using an external provider or tour operator, does the provider hold an LOtC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 29) yes n/a
8. Are transport arrangements suitable and satisfactory? (see Section 14) yes n/a
9. If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 17) yes n/a
10. Has a pre-visit taken place? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made? yes
11. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). yes
12. Have any adult helpers (non-LA employees) been approved by the Head of Establishment as to their suitability? yes n/a
13. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? yes
14. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? yes
15. Are all support staff aware of and comfortable with their roles? yes
16. Are all helpers aware of and comfortable with their roles? yes
17. If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Section 7 and ESN Form) yes
18. Is insurance cover adequate? (see Section 13) yes
19. Does at least one member of staff know the participants that are being taken away, including any behavioural traits? yes

- Have participants been advised in advance about expectations for their behaviour?
20. If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? yes
21. Are participants aware of the nature and purpose of the visit? yes
22. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9) yes
23. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) yes n/a
24. Are staff aware of any medical needs and/or other relevant details of participants? yes
25. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? yes n/a
26. Are staff aware of any relevant medical conditions of other staff/helpers within the group? yes n/a
27. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 12) yes
28. Is a first aid kit (appropriate to the visit) available? (see Section 12) yes
29. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained? yes
30. For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? yes n/a
31. Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? yes
32. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27) yes
33. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section 19) yes n/a
34. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
35. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
36. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
37. Have all financial matters been dealt with appropriately? yes
38. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section 3) yes
39. If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? (see Section 3) yes n/a

During the visit

40. Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? yes
41. Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? yes
42. Do staff have sufficient funds to allow for any contingencies? yes n/a
43. Do staff have any relevant literature, work sheets, clipboards, etc? yes n/a
44. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? yes
45. Are participant numbers being checked at appropriate times? yes
46. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
47. Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) yes n/a
48. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? yes n/a
49. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? yes n/a
50. Do participants know what action they should take if they become separated from the group? yes
51. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? yes

At the end of the visit

52. Are appropriate arrangements in force for the dismissal of participants? yes
53. Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a
54. Has the group been debriefed and any relevant follow-up work completed? yes n/a
55. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? yes
56. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
57. Have all staff and helpers involved in the visit been thanked for their input? yes