Educational Visits, Outdoor Learning and Adventurous Activities Policy

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 Principal 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: Holly Hawden

Administrative tasks will be carried out by: The Visit Leader

2. Establishment policy and procedures

The Thomas Hinderwell Primary Academy Policy for Educational Visits, Outdoor Learning and Adventurous Activities (September 2023)

The David Ross Educational Trust 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, 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 Principal, 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 ***with the acknowledgement request.***

We will always aim to fully inform parents by letter 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, 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 MCAS, 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 of the nature of each visit, activity or series of a similar nature.

Specific consent:

Written consent, which may be electronic via MCAS, 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 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 principal 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.

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 principal will also be gained as required in the employer policy.

Additionally, as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The governing body delegate the approval of scrutiny of these visits to David Ross Education Trust Educational Visits Advisory Service.

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

Principal: All visits and activities.

Educational Visits Co-ordinator: All visits and activities.

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 be made to the Trust-wide Charging and 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 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 Thomas Hinderwell Primary Academy SEND Policy.

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 Thomas Hinderwell Primary Academy safeguarding policy.

10. Insurance

Young people participating in visits and activities will have appropriate insurance arranged through the Academy Trust. 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.

12. Notice of intent for visit

Visit Leaders must follow the procedure below in order for a visit to be approved. If the following is not abided to, the trip will not be authorised.

- All visits within the Local Learning Area must be uploaded on to EVOLVE three weeks prior to the visit.
- Day, residential and non-routine visits must be uploaded on to EVOLVE four weeks prior to the visit.
- A risk assessment for all visits will be authorised by the Principal and/or the Educational Visits Coordinator one week prior to the visit.
- An additional risk assessment does not need to be completed for visits within the Local Learning Area.
- An additional risk assessment does not need to be completed for non-routine, day residential or adventurous activity trips, however risks that are not stated in the Local Learning Area policy must be identified in the general notes on EVOLVE.
- The Principal, with the EVC, will monitor and evaluate trips every half term to consolidate and make necessary changes to processes if appropriate.

Local Learning Area Policy

General	***These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.*** *Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.* *These visits/activities:* • *must be recorded on EVOLVE via the 'Local Area Visit' module.* • *do not require parental consent. (unless local learning area consent has not been gained. An MCAS will be sent to inform parents of the trip).* • *do not normally need additional risk assessments / notes (other than following the Operating Procedure below).*
Boundaries	*The boundaries of the Local Learning Area includes, but is not limited to, the following frequently used venues: e.g.* • *Falsgrave Park* • *The Mere* • *Oliver's Mount* • *Scarborough Seafront and Beach including Scarborough Spa* • *Scarborough Library* • *Local Shops* • *Everyone Active Scarborough Village Swimming Pool and Leisure Centre* • *Local farms* • *Crucial Crew* • *Local schools* • *Local nursing and care homes* • *St James's church* • *Scarborough Rugby Club* • *Scarborough Sixth Form*
'No-go' areas within the Boundaries	*Not applicable*
Operating Procedure for Local Learning Area	

The following are potentially significant issues/hazards within our Local Learning Area:

- *Road traffic.*
- *Other people*
  - *social distancing*
  - *members of the public*
  - *animals.*
- *Losing a pupil.*
- *Uneven surfaces and slips, trips, and falls.*

- *Weather conditions.*
- *Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).*
- *Tide time*

These are managed by a combination of the following:

- *The principal and/or the educational visits coordinator must give verbal approval before a group leaves.*
- *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, and a synopsis is in the School Prospectus.*
- *Regular handwashing or regular hand sanitising is in place.*
- *Students are briefed on keeping their distance from members of the public.*
- *The selected route takes the least busy option.*
- *Use antibacterial wipes to clean any equipment before use.*
- *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. This decision will be made prior to the trip and may include – return to school, wait where they are, go to x and ask for help.*
- *All remotely supervised work in the Local Learning Area is suspended.*
- *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 either record the activity on EVOLVE (Local Area Visit module).*
- *A 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, facemasks bag for waste, tissues etc.)*
- *Staff will conduct regular head counts.*
- *Where appropriate, visit leader will confirm tide tides and weather conditions.*
- *Staff will carry contact numbers for all participants on the trip.*
- *Staff will ensure there is a first aid kit in each student group.*
- *Staff will ensure traffic is stopped safely prior to pupils' crossing.*

Local Learning Area

Policy and Consent

Educational visits during the school day which are part of the normal curriculum.
Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours, and which are a normal part of a child's education, such as local studies and visits to a museum or library, swimming lessons etc. While parents do not have the option to withdraw their child from the school curriculum, it remains good practice to inform parents that a visit or activity is to take place. *This school will inform you of any proposed educational visit of this sort via MCAS.*
Educational visits beyond the school day or which are not a part of the normal curriculum

Educational visits beyond the school day or which are not part of the normal curriculum require consent. This consent for educational visits is given on enrolment for those visits which are not further afield, residential or include adventurous activities.

This school will inform you of any proposed educational visit of this sort via MCAS.

For visits which are further afield, residential or include adventurous activities the school will request individual consent and where appropriate further medical information.

Educational visits during the school day which are part of the normal curriculum.	
▪ *I understand that I am not required to give consent for local educational visits during the school day which are part of the normal curriculum, but that I will be fully informed by the means described above.*	*Yes/No*

Educational visits beyond the school day or which are not a part of the normal curriculum	
▪ *I give consent for my child to take part in local educational visits beyond the school day or which are not part of the normal curriculum. I understand that I will be fully informed by the means described above. Further afield, residential or adventurous visits will require separate consent.*	*Yes/No*

Medical information and contact details	
▪ *I understand that it is my responsibility to provide timely updated medical and contact details to the school.*	*Yes/No*

Medication	
▪ *I understand that the Visit Leader may give the participant prescribed or non-prescribed medication for which I have given separate written consent and that I will be informed.*	

Photograph Consent	
▪ *I give consent for my child to have their photograph taken. I understand that their photograph may be used on school social media and other public sites.*	*Yes/No*

Further information	
▪ *I understand that I can request further information about administering medication, behaviour, charging and remissions, safeguarding and other relevant policies from the school or service.*	*Yes/No*

Consent			
Name of person giving consent and relationship		*Name of child*	
Signature		*Date*	

Educational Visits

Approved Staff

The following staff have been approved by the Principal and the Educational Visits Coordinator to accompany educational visits:

- *Rebecca Bentley*
- *Joanna Bulinska*
- *Maxine Cappleman*
- *Rachel Chard*
- *Cherie Dixon*
- *Tracy Fergus*
- *Holly Hawden*
- *Kasey Hill*
- *Nichola McDonald*
- *Tracey Messruther*
- *Lynne Miller*
- *Rachel Milner*
- *Tracey Westwood*
- *Andrew Charlesworth*
- *Chloe Webster*
- *Luke Kelly*
- *Eleanor Metcalfe*
- *Helen Lount*
- *Lydia Garcia*
- *Vicki Pattison*
- *Melanie Wilson*