



"Where children come first"

Educational Visits Policy

Version: 1.00

Date Released: 16th January 2018

APPROVAL & ADOPTION

This policy was formally agreed and adopted at a Full Governing Body Meeting held on:

24th January 2018

UPDATE SCHEDULE

Version	Date	Reason for Update
1.00	16/01/18	First Version for School

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1. Introduction

The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible.

The value of outdoor learning and educational visits are widely recognised as an important tool for supporting the education and development of children and young people, providing direct curriculum-linked activities to improve learning, skills, understanding and activity opportunities to enhance PE and extra-curricular activities. They also provide a wide range of personal development opportunities to support the development of real-life skills.

“Learning outside the classroom contributed significantly to raising standards and improving pupils’ personal, social and emotional development.”

Ofsted – Learning Outside of the Classroom report

<http://www.lotc.org.uk/wp-content/uploads/2010/12/Ofsted-Report-Oct-2008.pdf>

The school seeks to provide a broad & balanced range of ‘learning outside the Classroom’ opportunities for all its pupils which serve an educational purpose, enhancing and enriching our children’s learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our Educational/Off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place with the school day.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities) Day visits for particular groups
- Residential visits
- Adventurous Activities

2. Scheme of Delegation for the Management of Educational Visits and Outdoor Learning Activities

KCC delegates the responsibility for the safe planning and management of outdoor learning and educational visits, including residential and adventurous / more hazardous activities, to the Governing Bodies of maintained schools and Management Committees of Pupil Referral Units.

From 1 September 2017 all maintained schools and establishments will be responsible for approving their own educational visits and activities, including residential and adventurous activities. Schools and establishments must ensure that they have clear and robust systems, policies and procedures in place for the planning, safe management and monitoring of educational visits and activities.

KCC provides all schools with a **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities** to support and guide schools in the safe planning and management of outdoor learning activities and educational visits. The **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities** can be found here: <http://www.kelsi.org.uk/Curriculum/outdoor-education>

3. Access to Advice, Guidance, Training and Support

Schools and establishments must ensure that their staff members have access to appropriate advice, guidance and training to support their role in planning and managing visits and activities.

KCC enables schools to access appropriate advice and guidance by purchasing service and support packages from the Outdoor Education Advisory Service. Those that do will have direct access to professional outdoor learning and educational visits support, guidance and technical advice.

Aylesham Primary School has purchased the Outdoor Education Unit – Package B

Training for all schools and establishments is available from the Outdoor Education Advisory Service, including INSET and bespoke training, across a wide range of outdoor learning and educational visit areas - from visit management to practical outdoor learning skills and leadership qualifications.

4. Aims and Purposes of Educational Visits

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early years, and progress to a residential experience at the end of Key Stage 2.

5. Health and Safety Responsibilities

The scheme of delegation for Outdoor Learning and Educational Visits transfers the day to day responsibility for the safe management of outdoor learning activities and educational visits to the Governing Bodies of maintained schools and the Management Committees of Pupil Referral Units.

KCC retains its legal health and safety responsibilities under the Health and Safety at Work Act as the ultimate employer of staff in Community and Voluntary-Controlled schools and Pupil Referral Units. Through the scheme of delegation the Governing Bodies/Management Committees act as the employer in the first instance.

For Foundation and Voluntary-Aided schools, the employer is the Governing Body, and they retain their responsibility for ensuring the safe planning and management of Outdoor Learning and Educational Visits.

The change in delegation of the management of the health and safety of school educational visits brings this area in line with KCC's general approach to the management of health and safety in schools.

6. Review / Monitoring

KCC will monitor, on an annual basis, compliance with the scheme of delegation and adherence to the Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities.

For schools purchasing a service and support package (A or B) from the Outdoor Education Advisory Service, visits and activity compliance will be monitored through the EVOLVE online educational visits system and advisory support included with the SLA. **These schools are not required to submit annual audit information.**

Maintained schools not purchasing a service and support package (A or B) from the Outdoor Education Advisory Service **will be required to submit a yearly Outdoor Learning and Educational Visits Audit.**

Individual visit / activity planning and management may also be 'sample' monitored or directly inspected as required.

7. Curriculum Links

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA:

- **English** – theatre visits, visits by authors, poets and theatre groups;
- **Science** – use of the school grounds, visits to botanical gardens; mathematics – use of shape and number trails in the local environment; history – castle visits, study of local housing patterns, local museums; geography – use of the locality for fieldwork, village trails;
- **Art & Design** – art gallery visits, use of the locality;
- **P.E.** – a range of sporting fixtures, extra-curricular activities, visit by specialist coaches;
- **Music** – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear'
- **Design & Technology** – visits to local factories or design centres' ICT – its use in local shops/libraries/secondary schools etc;
- **R.E.** – visits to local centres of worship, visits by local clergy;
- **PSHE & Citizenship** – visit to the fire station or an old people's residential home, visits by local police officers and health workers

8. Residential Activities

Children in Year 6 have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so we do not make any charge for the education or cost of travel. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Parents in receipt of state benefits are exempt from payment.

The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. We provide qualified instructors for all specialist activities that we undertake.

How visit may be authorised

The school's educational visits co-ordinator (EVC), will be involved in the planning and management of the residential visits. S/he will:

- ensure that risk assessments are completed;
- support the headteacher and governing body in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company (see 6.5) assures us their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

Where a member of staff is proposing to arrange an off-site activity, they must seek and obtain the approval of the headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and the Local Authority before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits.

When a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will take any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

9. Approval Procedure

Before a visit is advertised to parents the Deputy Headteacher and EVC will approve the initial plan.

Once the visit has been organised, the Deputy Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. If the trip involves Adventurous Activities this will be undertaken using EVOLVE as the planning and approval system.

The School has agreed a policy for categorising its visits in line with KCC guidance i.e.:

- **Level 3** visits must be approved via Evolve and the LA's on-line approval gained.
- **Level 2** Day visits approved at school level on Evolve by EVC & Head.

- **Level 1** Local regular day visits this establishment has chosen to Evolve to record & approve all these visits.

It confirms that set of standard operating procedures (SOP) or generic risk assessments existed for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

10. Definition of Levels

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

Level 1 = Local & regular visits that you have generic risk assessments' & standard operating procedures for.

11. Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers who assist with offsite activities and visits. Any volunteer will be approved by both the Deputy Headteacher and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

12. Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

13. External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the 'Learning Outside the Classroom' Quality Badge for which no Providers Contracts or other assurance checks are required.

14. Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard letter/reply slip, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit.

For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

15. The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Management & Anti-Bullying Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity.

The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

16. Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

17. Charging for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

18. Other school policies that this Educational Visit policy relates to

These are:

- Charging & Remissions Policy
- Pupil Premium Policy
- SEND Policy
- Behaviour Management & Anti-Bullying Policy
- Health & Safety Policy

**OUTDOOR LEARNING AND EDUCATIONAL VISITS POLICY
STATEMENT
of
Aylesham Primary School**

Statement of Intent:

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; an **Educational Visits Coordinator (EVC)** will be nominated in each school or establishment to carry out this role and they will attend an EVC training course, and an EVC update course every 3 years. This role can be retained by the Headteacher / Manager or delegated to an appropriate staff member.
- The Governing Body has designated a Governor with direct responsible for oversight and monitoring of Outdoor Learning and Educational Visits; this could be incorporated into existing Governor's Health and Safety responsibilities, or form a new role.
- Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.

- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.
- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.
- All school and establishment members of staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.
- Informed activity and medical consent has been obtained from parents/guardians as appropriate for the type of visit or activity, and that parents/guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc., have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These should be shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.

Signed: 

Name: Ian Rowden
Headteacher

Date: 16.01.18

Signed:

Name: Catherine Webster

Chairman of the Governing Body

Date: 24.01.18