

Austwick CE VA Primary and Nursery School

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 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.

Maisie Thistlethwaite (Class 1 teacher) retains the role of the 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: Maisie Thistlethwaite

Administrative tasks will be carried out by: Elise Wright

2. Establishment policy and procedures

The North Yorkshire Council Policy for Educational Visits, Outdoor Learning and Adventurous Activities (November 2022) 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 the North Yorkshire Outdoor Learning 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 visits will be included on our weekly newsletters, in our prospectus and on our website. We will always aim to fully inform parents by letter and/or text of the nature of each visit, activity, or series of a similar nature, remind parents that they have

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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 off-site, but this may not be possible.

Non-routine consent: Written consent which may be electronic via Parentpay or Microsoft Forms 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 and/or email of the nature of each visit, activity, or series of a similar nature.

Specific consent: Written consent [which may be electronic via Parentpay or Microsoft Forms 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 and/or email 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 the EVC 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. At Bentham CP School we have identified our Local Area Visits which include all the places that we visit and the activities that we undertake routinely. Details of our Local Area Visits 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.

4. Visit Planning and Management System

Evolve is the North Yorkshire Council 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 categorized, 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 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, residential and all adventurous activities regardless of leadership or location. (As detailed in guidance).

Headteacher:

Visits abroad, all adventurous activities, residential visits, and non-local day visits or all visits and activities – when they are also the EVC.

Educational Visits Co-Ordinator:

Local walking visits, bike ability training, local sports fixtures, and local swimming visits.

Visit planning approval summary table for Austwick CE (VA) Primary and Nursery School

	Planning/Recording Process	Risk Management	Final Approval
On-site/Local Learning Area	<ul style="list-style-type: none"> Local Learning Area Policy ¹ Complete School Educational Visits planning form Recorded within LLA on Evolve Risk Assessments saved on school server 	<ul style="list-style-type: none"> Local Learning Area Risk Assessment² Supplemented by other specific documentation³ where necessary e.g. transport RA, activity RA, provider statements⁴. 	EVC/Head
Day Visit outside Local Learning Area	<ul style="list-style-type: none"> Complete School Educational Visits planning form Recorded on Evolve Risk Assessments saved on school server 	<ul style="list-style-type: none"> School risk manages journey and non-provider led activities using the events specific risk assessment ⁵. Supplemented by other specific documentation where necessary. 	EVC/Head
Residential	<ul style="list-style-type: none"> Complete School EV planning form Recorded on Evolve Risk Assessments saved on school server 	<ul style="list-style-type: none"> Event specific risk assessment Supplemented by specific documentation necessary 	Head
Overseas	<ul style="list-style-type: none"> Complete School EV planning form Recorded on Evolve Risk Assessments saved on school server 	<ul style="list-style-type: none"> Event specific risk assessment. Supplemented by other specific documentation necessary 	Adviser
Adventure, provider led	<ul style="list-style-type: none"> Complete School EV planning form Recorded on Evolve Risk Assessments saved on school server 	<ul style="list-style-type: none"> Provider risk manages activities School risk manages journey and non-provider led activities using event specific risk assessment Supplement with specific documentation where necessary 	Head
Adventure, self-led	<ul style="list-style-type: none"> Complete School EV planning form Recorded on Evolve Risk Assessments saved on school server 	<ul style="list-style-type: none"> Local Learning Policy/Specific Risk Assessment. Supplement with specific documentation where necessary 	Adviser

¹ Local Learning Area Policy – see Appendix 1 of this policy.

² Local Learning Area Risk Assessment – this is created per class at the start of each academic year and saved on the school server. Staff update this as necessary for LLA visits.

³ Other specific documentation may include provider statements, provider risk assessment(s), provider qualifications, specific or site risk assessments e.g. travel, residential accommodation. Templates are available on the school server.

⁴ Provider Statement – this should be obtained where necessary for an event where the teaching/input is being provided by an external provider.

⁵ Event specific Risk Assessments – a template is provided on the school server and should be completed, as appropriate.

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 Austwick CE VA School 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 Austwick CE VA School 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 Austwick CE VA safeguarding 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.

Date Adopted: January 2025

Review Date: January 2027

Appendix - Local Area Visits

Boundaries

The boundaries of what we deem 'The locality' are shown on the attached map. The boundary represents a travelling distance (as the crow flies) of up to 30 minutes from School and includes the following frequently used venues:

- Churches in Austwick and Clapham
- Settle Swimming Pool/Settle college
- The Bluebell walk Feizor
- Kirkby Lonsdale or Settle Rugby Club
- Primary Schools within the North Craven Cluster

We use our Local 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 Area Visits option*, provided they follow the below Operating Procedure.

*For schools who still wish to record visits on Evolve but also want to designate their own Local Area we have created the On-site enrichment/Local Learning Area option on Evolve which requires the completion of a greatly reduced question set but allows for all visits to be recorded in a single place which can be very useful when running reports on Evolve.

Operating Procedure for visits to the Local Area

The following are potentially significant issues/hazards within our extended locality:

- Road traffic, in particular large vehicles.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Visit leader incapacitated.
- Objects falling from height.
- Unplanned entry to water.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish etc).
- Adverse contact with animals/plants
- Pavements stopping at various places/no pavement access

These are managed by a combination of the following:

- The Head 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.
- The Operating Procedures for the 'Local 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. (see 4.2a Group management and supervision guidance).
- 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 will depend on the group and place visited e.g. return to school, wait where they are, go to x and ask for help.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school. It is good practice to inform parents of the visit and clothing needed via text message/letter beforehand.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- First Aid is taken.

- Staff will leave a copy of the generic local visit or specific risk assessment on the server and evolve which includes a list of Year groups/classes taken, staff or parents accompanying the trip and the place of visit.
- Members of staff taken their mobile phone with them and the office have access to their numbers.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles).

