

Foxhill Primary School

Excellence, Inclusion, Enjoyment

'Be the best that you can be'

Educational Visits policy



Approved by:	R Hainsworth	Date: 23/05/2024
Last reviewed :	April 2024	
Next review due by:	April 2026	

Policy for Educational Visits, Outdoor Learning and Adventurous Activities

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.

Sarah Thomason has appointed the Educational Visits Co-ordinators - Chloe Dolby and Benjamin Linsel. 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-ordinators are: Chloe Dolby and Benjamin Linsel.

Administrative tasks will be carried out by: Andrea Bradley and Jo Mitchell.

2. Establishment policy and procedures

The Policy for Educational Visits, Outdoor Learning and Adventurous Activities (October 2020)

Foxhill Primary School has been adopted by the governing body as its policy. The governing body 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, additional approval and monitoring through City of Bradford Metropolitan District Council's (CBMDC's) Outdoor Education 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 Headteacher, and if required from CBMDC's Outdoor Education Service.

Consent

Whilst it is not a legal requirement to gain parental consent for school activities for children over nursery age, 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 curriculum on a page/website/with the acknowledgment 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 and we will always aim to notify parents that their child will be offsite but this may not be possible. Written consent will also 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 a meeting of the nature of these visits, activities 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

All staff members who attend off site educational visits have received sufficient training. A member of teaching staff will be appointed as the leader on each visit. Furthermore, a deputy leader will also be appointed. There will be at least one first aider for every education visit.

EVC Training

The Educational Visits Co-ordinators will attend appropriate training and revalidation 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

Evolve 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-ordinators.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Refer to local procedures and guidance regarding the establishments' use of these categories.

For each educational visit, the visit leader submits the visit plan to the educational visits coordinators who then approve or amend the plan. It is then submitted to the Headteacher who then completes the final submission to Evolve.

5. Incident Management

In the case of an incident during a visit, all members of staff will follow Foxhill's first-aid procedures which all staff are trained and aware of.

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-ordinators 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 legislation for maintained schools and DfE guidance and academies funding agreements.

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 and disabilities 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 is within their competence. Reference should also be made to Foxhill's SEND policy.

9. Behaviour

All of the children and staff at Foxhill Primary School are aware of the behaviour policy and what is expected of them in and out of school.

10. Safeguarding and volunteers

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 under the DBS procedures and for competency and will 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.

12. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Staff must follow any specialist guidance provided by your employer regarding driving minibuses.

13. Data Protection

It is vital for the health and safety of those involved in visits that relevant information is available to leaders and external providers for planning activities, and in the event of an emergency. Your establishment policies should allow appropriate sharing of personal data for visits, and set out procedures for handling it.