



IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL
EDUCATIONAL VISITS AND OUTDOOR LEARNING POLICY

CREATED: APRIL 2018
REVIEWED: JUNE 2019
NEXT REVIEW: JUNE 2022

This policy is subject to review and evaluation by the Headteacher and Governing Body.

Educational Visits Coordinator / Headteacher	Louisa Hillman
Governor responsible for Outdoor Learning and Educational Visits	Sally Houston

Signed: Louisa Hillman Date: 14-11-19

Headteacher, Mrs Louisa Hillman

Signed: Sally Houston Date: 14/11/19

Chair of Governors, Mrs Sally Houston

"Do all things in love"

1 Corinthians 16 :14

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At Ide Hill Church of England Primary school, we seek the 'abundant life' that Jesus promised (John 10:10) - pupils and staff flourish. From the tiny Saplings in Reception to the mighty Oaks of Year 6, children are nurtured through the learning and experiencing of respect, responsibility and love - and the greatest of these is love (1 Corinthians 13:13).

At Ide Hill, CE school we believe that every pupil should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. These often are the most memorable learning experiences; helping us to make sense of the world around us by making important connections between feelings whilst learning and transferring skills between environments and growing personally, morally, spiritually and emotionally.

Ide Hill School has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. This policy links directly to the school Child Protection Policy, Health and Safety Policy and Safeguarding policy. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at: <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

All operational matters are set out within the Appendices.

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, as listed on the front page of this policy.
- The Governing Body has designated a Governor with direct responsible for oversight and monitoring of Outdoor Learning and Educational Visits, as listed on the front of this policy.
- 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 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 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.

AIMS AND PURPOSES OF EDUCATIONAL VISITS AND OUTDOOR LEARNING

""Must we always teach our children with books? Let them look at the mountains and the stars up above. Let them look at the beauty of the waters and the trees and flowers on earth. They will then begin to think, and to think is the beginning of a real education." David Polis

Learning outside the classroom is about raising achievement through an organised approach. The school is committed to providing learning experiences outside of the classroom that enrich national curriculum teaching and learning experiences and which enable children to flourish. Outdoor learning may take place beyond the statutory school day or beyond the school premises. Each year, the school will arrange a number of educational experiences for pupils. The range of opportunities referred to within this policy may include:

- Out of hours clubs
- Visits within the local area, on the school field
- Class visits for particular year groups.
- Residential visits
- Overseas visits
- Adventurous visits, which may be classed as higher risk.

Permission for local trips is sought from parents when pupils are enrolled at the school. This permission enables children to visit the local area of Ide Hill without needing to seek further permission from parents.

Outdoor Learning and Educational Visits should always be purposeful and relevant to the children's learning. Teachers will be required to discuss the aims and outcomes of the trip with the Headteacher and seek approval within a reasonable time frame before the planned event.

PROCEDURE FOR EFFECTIVE OUTDOOR LEARNING OPPORTUNITIES

1: PRE CHECK

All educational visits must be approved by the Headteacher, in the role of Educational Visits Coordinator and nominated signatory on behalf of the Full Governing Body. When planning residential, oversees visits or visits with an increased risk, approval must be sought from **both** the Headteacher **and** the Full Governing Body. Visits that are out of county or adventurous / residential will require approval from the Local authority. All staff should complete the following Pre check actions and discuss the following considerations with the Headteacher when seeking approval.

Potential Costings: staff should obtain quotes for entrance, coaches etc. The school has separate policies for 'Charging and Remissions' and 'Equality' which apply to all educational visits. Please consider how you can make savings. In all schools, except independent schools, visits which occur within school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality, the value of the requested contribution equates to the total cost of the visit and therefore, if insufficient contributions are forthcoming, the visit may have to be cancelled – parents must be notified of this contingency. Parents must have the opportunity to discuss financial arrangements with the school Bursar or Headteacher. The school bursar will be responsible for ensuring that payments for all visits are made through the school's accounts.

The Headteacher may charge parents for board and lodging on residential visits as well as the full cost when a visit is to be considered as an 'optional extra'. An optional extra is defined as a visit which falls wholly or mainly outside of school hours (e.g. a skiing holiday, weekend residential) or a visit which is not part of the national curriculum or the statutory requirements for religious education. All pupils have an equal opportunity to attend outdoor educational visits and low income families may request whether Pupil Premium funding can be used to subsidise the cost of the trip.

Risk Assessment: Staff should use the risk assessment pro forma included at the back of this policy to:

- determine the safety and educational benefit of the site.
- determine any potential (new) risks.
- determine whether any specialist provision is necessary.
- direct the visit's itinerary to make best use of the venue's educational potential by understanding the geographical, logistical and social aspects of the venue, by meeting / talking to venue staff and obtaining advice and expertise.

A clear and accurate Risk Assessment **MUST** be submitted before the event, taking into consideration

- Specific highlighted risks.
- Pupils specific educational and medical needs
- Emergency planning procedures
- Local medical support (doctors / hospitals)
- Number of paediatric first aiders, the number of pupils with dietary requirements.

Staff should consider how the children will be prepared for the visit or included in the risk assessment: to include safety awareness, code of conduct etc.

What support is required for the visit: The trip leader should ensure sufficient support for the visit to go ahead safely. The lead teacher must consider the impact of removing adults from school on other teachers, and should ensure that the visit does not negatively impact the effective running of the school, including lunch and playtimes. Where teachers and teaching assistants are required to attend, staffing costs must be included in the total cost of the trip to parents.

Parents / Carers may be asked to support the visit. The school will ensure that List99/DBS screening is available for volunteer adults assisting with educational activities and visits. On residential visits the

gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils.
Staff: pupil ratio as follows

Year R	Year 1 - 3	Year 4 – 6
1:5	1:6	1:10

Parents and carers must be provided with the school guidance for school trips and visits, as set out in Appendix B. Parents / Carers are expected to follow school guidance.

How Parents will be informed: Parents should be notified within a reasonable time frame to allow permission to be sought. Within a letter to parents / carers consideration must be given to the following and arrangements clearly explained:

- the purpose and outcomes of the event
- timings
- equipment or clothing required
- the number of parental helpers required
- The total costs of the visit (with a clear breakdown of costs).
- How the visit is to be funded (parents / PTA/ School)
- How much each parent is asked to contribute towards the cost of the visit.
- The use of any surplus funds.

Parents must be asked to give consent **in writing** and return their consent to the school **with relevant emergency contact details**. When seeking consent from parents, the letter will ask for permission for their child to take part and emergency medical consent separately, with the following wording:

"I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the qualified medical authorities present."

Signed.....

I have notified the school of all my child's medical, educational and dietary needs and have provided the appropriate medication.

Signed.....

2: DURING THE VISIT:

- Staff and Volunteers must be aware of the itinerary for the day and provided with necessary documentation related to the visit, or the children that they are accompanying.
- Staff should make frequent references to the rules and procedures applicable to the visit or particular activity.
- Staff should insist that pupils are inducted into a real sense of safety awareness and good practice. Pupils should be encouraged to develop a strong sense of 'Health & Safety' for themselves and others, and to become familiar with the general and visit specific rules and procedures. Pupils must heed the staff's advice on how to avoid any potential risks when using particular equipment/ hardware and when undertaking specific activities.
- All adults in the group should know how to contact the emergency services. The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related 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 school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate. The Visit Leader will take with them a copy of the contact details of the appointed emergency school contacts. All incidents and accidents occurring on a visit will be reported

back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents. The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad. Cash will be made available.

- In all cases a nominated person should be in charge of the first-aid arrangements, e.g. a fully trained first-aider is required for adventurous activities, visits abroad or residential visits. However, for normal school trips and visits the group leader should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken.

EMERGENCY SITUATIONS:

In the event of a pupil injury, that incident must take priority. All participation in such activities **must stop** and pupils must be instructed to rest quietly and not to make any further use any equipment/hardware associated with the accident, until the incident has been dealt with and the welfare of the injured party has been organised.

Pupils must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts and abrasions can be dealt with using the first aid bag but more serious incidents should receive the attention and evaluation of a qualified 'first aider'. All accidents should be reported in the **SCHOOL ACCIDENT BOOK** **by the end of the day on which they occur** - if the visit is residential then the incident should be written up as soon as possible on return to the School.

Pupils should be encouraged to report all injuries however minor and should be reassured that no punishment or sanctions will be taken against them. Pupils should also be reminded at regular intervals about the course of action that they should take immediately following a personal injury.

All medication given must be logged in the first aid book and then listed in the medication book on return to school.

3: AFTER THE VISIT: Following an outdoor learning visit, the Group Leader should ensure that senior leadership are informed of the conduct of the pupils so that appropriate comments/praise can be made in assemblies and can be reported to governors via the headteacher's report / headteacher's newsletter. The Group Leader should also ensure that the visit / site / helpers are thanked in an appropriate way and that risks assessments are evaluated and/or modified as a result of findings or feedback from the visit.

APPENDIX A:

Educational Visit Checklist:

All steps in a white box are to be actioned by the lead teacher(s).

All steps indicated in yellow boxes should be actioned the school office.

	Speak to the Headteacher about the proposed visit – All visits are discussed at TLC meetings. All residential or 'high risk' visits need to be approved by governors.
	Check the date for your proposed visit does not clash with anything else
	Speak to the school office about processing this trip through Evolve to seek county consent
	Add the visit to the diary for "admin" and "teachers" to see.
	Ask the office to look at coach prices on the proposed date (please give as much detail as possible)
	Office to research transport costs and feedback to the lead teacher
	Accompanying adults agreed with Headteacher / Key Stage Leader *any additional staffing costs will need to be added to the overall cost to parents.
	Note put on the school diary if TA's are to be out. Talk to HT about the impact of this on lunches and playtime.
	Site booked and confirmed
	Ask the office staff to book transport.
	Transport arrangements to be booked and confirmed.
	Check that you have a sufficient number of First Aiders
	Letter created and sent to Headteacher
	Letter checked by Headteacher and sent back to lead teacher.
	Letter sent to parents via the school office
	Medical consent gained from parents and carers via letter with specific wording: <i>I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the qualified medical authorities present.</i> <i>Signed.....</i> <i>I have notified the school of all my child's medical, educational and dietary needs and have provided the appropriate medication.</i> <i>Signed.....</i>
	Check reply slips have been returned and signed.
	Check payments have been returned
	Check that the trip has been approved via the Evolve system.
	Risk Assessment completed
	Risk assessment signed by Headteacher
	Make arrangements for playground duties to be swapped with another member of staff
	First Aid kits and personal medication arranged.
	Coach sick buckets etc organised

APPENDIX B: GUIDANCE FOR PARENTS AND CARERS



IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL

Guidance for parents & carers who support on school trips and visits

We are very grateful to parents/ carers who support us by attending trips and events outside of school. Without this support the visits would be unlikely to go ahead. There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff.

The following must be maintained in the interest of all.

1. Mobile phones must be switched off and not used at any period during the time with the children.
2. Parents or other helpers will not escort any child or children to the toilet.
3. Parents or other helpers will not be solely left in charge of a group without a member of the school staff being present.
4. No photographs of children will be taken unless asked specifically by a member of the school staff team.
These will only be taken using a school camera only. All photographs will be checked by the Headteacher before they are published on the website or sent home if this is required.
5. Parents or any other helper will not be expected to administer any medicines or first aid. This will be the responsibility of the school team. All helpers will know who the first aiders are in an event of an accident.
6. In the event of an emergency the trip leader will have sole responsibility for contacting the appropriate emergency services, the school and/ or parents. No other phone calls will be made by any other member of the trip team unless asked to do so by the trip leader. They will follow the instructions given by the team leader and will act to promote the safety of all children and adults. In the event of a serious accident, there is an expectation that any parent or helper will not speak to the press or any other person. This is to safeguard and protect all those involved.

Before the visit

A short meeting will be held to explain to all helpers the following:

- ✓ Purpose of the visit including proposed learning outcomes
- ✓ Role and responsibility of supporting adults
- ✓ Any particular needs of individual children or group of children
- ✓ Difficulties or possible problems that may arise as highlighted from the risk assessment
- ✓ Notification of who the team leader, first aiders are
- ✓ Notification of appropriate clothing to be worn (as appropriate)
- ✓ Expectations with regard to confidentiality
- ✓ Expected level of behaviour and an awareness of Professional Codes of Conduct Supporting with school trips

Do everything in Love





IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL

Guidance for parents & carers who support on school trips and visits

Name of helper

Trip supporting

Date

I have received information regarding my role and responsibility and understand the procedures I need to take if there is an accident or an incident.

Signed



Risk Assessment

<u>Risk Assessor(s):</u>	Date of event: Risk Assessment Last Updated:										
Venue address, postcode and telephone contact number:	Supporting adults on date of trip: <table border="1"><tr><td>Name:</td><td>Emergency contact number:</td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>	Name:	Emergency contact number:								
Name:	Emergency contact number:										
Travel Arrangements :	Nearest Hospital with an A+E:										
Emergency school Contact to hold copies of all paperwork. This must be a member of the Senior Leadership Team.											

Hazards (examples given below for information only)	Risks (examples given below for information only)	Risk Level L/M/H	Action taken to reduce/eliminate risk
Transportation	Children getting lost or being unsupervised		
Illness/accidents	Medical Attention Required		
Personal first aid:	Specific medical conditions or allergies		
Members of the public	Other people will be using venue		
Trips and falls.	Uneven ground		
Coach / Train accident	Injuries to passengers		
Reputation of Ide Hill affected	School Loss of school reputation		
Major Incident Declared	Determined by Incident declared		

Risk Assessment seen and authorized by Headteacher on Date:	Signed
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Visit Evaluation: to be completed by the lead teacher after the event

Signed:

Date: