



Educational Visits & Learning Outside the Classroom Policy

October 2020
Next Review October 2021

Introduction

This document aligns with MOD Schools Policy and Guidance for Educational Visits and Learning Outside the Classroom. It should be attached to this document to ensure a comprehensive reading. Secondly none of the guidance material is reproduced here and also should be accessed via the web links. The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. The Head Teacher manages this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)

Roles

- All roles are clearly defined on the NG website. www.oeapng.info
- Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.
- There is specific Guidance and information for each above role and relevant documents.
- Within the school all roles are covered and managed by staff and the Governing Body.
- The EVC is Acting Head Mandy Summers.
- All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website.
- Volunteers are managed under the school volunteer policy including relevant DBS checks.

NG documents Roles 3.4a-o

Competence of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are standards national standards for staff that want to lead adventure activities and the adviser will give advice in that area.

NG 3.2d, 4.4a Assessment of Competence

Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance.

NG Documents in section 1 basic essentials are useful including 1d The Radar Introduction

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning. Staff should consult the EVC for support.

Zone 3

Adventure / Abroad and very complex visits

These visits require specific approval at School level and the notification of the Education Visits and Outdoor Learning Adviser. These must be submitted to the Adviser in line with MOD Schools Policy.

The adviser monitors these visits on behalf of the employer.

Zone 2

Enhanced Planning Visits

These visits along with Zone 1 visits constitute the majority of schools visits. There will be aspects of complexity that require careful planning.

All visits are required to be planned sent to the EVC, and will then be approved by the EVC/Head. The Education Visits Adviser can provide advice on these visits if required. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted. This should be embedded within the school process.

Zone 1

Local regular visits

These are visits that are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which is formed by Risk Assessments stored on the school network. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

The menu of activities that this school includes in Zone 1 are all visits in MPC and most visits to Stanley.

Specific Advice

Parental Consent

School should input their policy decision on consent in this area

The school takes into account the following points regarding consent.

- It is good practice to obtain blanket parental consent for a range of regularly occurring activities or a specific programme which is likely to be in Zone 1 visits.
- In the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental authority are fully informed.
- When an activity is part of the establishment's curriculum or normal working practices and no parental contributions are requested, there may not be a need for specific parental consent.
- Zone 3 visits would require specific formal consent.
- Zone 2 visits *may* require specific formal consent. If in doubt consult the EVC

<http://oeapng.info/downloads/download-info/4-3d-consent/> **NG 4.3d Consent**

Group Management

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website and in MOD Schools Policy.

Behaviour and Inclusion

The Schools inclusion policy and behaviour standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits.

<http://oeapng.info/downloads/download-info/3-2e-inclusion/> **NG 3.2e Inclusion**

Pre Checking Venues and Providers

Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.

NG 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.

Adventure Providers Assurances

Reference should be made to Nationally accredited provider schemes if in doubt consult your EVC. Note: Notification is required for Adventurous Activity visits

Emergency Procedures

Emergency planning procedures are in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to EVCs and visit leaders.

The schools Emergency Procedure is:

1. All external visits must take the school mobile telephone with them.
2. If the emergency is an accident which requires medical treatment contact emergency services before doing anything else.
3. Call School to make contact with the Head Teacher
4. HT will co-ordinate the emergency from school.

Transport

National Guidance contains full information for cars, minibuses and public transport.

For transport requests for this school please ensure that you request and book transport 4 weeks in advance.

Evaluation

Staff should follow the school Evaluation procedure by asking the children about the learning from the visit and should consider a more formal evaluation where learning did not match expectations for the visit.

Insurance

This is a consideration for MoD. **NG 4.4c Insurance**

Finance

All financial details for a visit must be follow by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

Parents should also be told of any arrangements that the school may have for any young people that cannot afford a visit.

<http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

Help and Support

Support Advice and professional discussion are available from the EVC and DCYP Health and Safety Officer – Mark Harris

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Next review: October 2021

Undertaken by: Mandy Summers