



OUTDOOR LEARNING AND EDUCATIONAL VISITS POLICY AND PROCEDURES

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OUTDOOR LEARNING AND EDUCATIONAL VISITS POLICY

INTRODUCTION

At Evington Valley Primary School we seek to give all children the opportunity to experience learning in different settings. We believe that exposing children to the outdoors, both within the school grounds and beyond, is important because of the physical benefits, (including getting fresh air, exercise and being active) and also because of the educational benefits (learning about the outdoor environment, learning in the outdoors, and using different learning styles within a team context). When children are outdoors they are able to extend themselves by taking calculated risks, they can think and develop understanding of the world they live in, their creativity is encouraged as well as their individuality and just 'being.' We want children to take responsibility for the outdoor environment and feel a sense of ownership for the school grounds.

We seek to take the children of Evington Valley Primary School to different venues in order to broaden their horizons, to deepen their learning experiences and to stimulate their imagination in new ways. We want to expose them to different cultural, religious and artistic practices which we acknowledge that we cannot offer in the school building, therefore expanding their horizons and increasing their areas of interest.

Policy

The Establishment is committed to ensuring that risks are reduced 'so far as is reasonably practicable' to its employees, volunteers and young people. This code of practice is a statement of the major procedures and guidelines in place to ensure that outdoor learning takes place within a safe and meaningful context. In particular it ensures that:

- Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Educational Visits/activities or Outdoor Learning will comply with National, Schools Service and the establishments' guidelines relating to the health and well-being of children and young people undertaking such activities.
- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Leicester City Educational Visits Guidance.
- Systematic written procedures, based on reasonable and sensible risk management process and underpinned by establishment induction and training, support staff when leading Outdoor Learning. These procedures are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.

- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

THE MANAGEMENT STRUCTURE AND LINES OF RESPONSIBILITY

Outline management structure of establishment or service

Mrs Jill Griffin (Headteacher)

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Mr Adrian Manning (Deputy Headteacher)

Practice.

The establishment will:-

- Appoint a trained Educational Visits Co-ordinator (**EVC**) who will ensure that the off-site visits follow National, School Services and the Establishments' guidelines and that the Visit Leader and accompanying adults are suitably competent to run the visit/activity.

The named EVC is: Mr Adrian Manning

- Develop and implement procedures to monitor all outdoor learning and off-site visits and their associated planning.
- Develop and implement an approval system for:

Category A visits, to be approved by:

First Stage: EVC, named above, and Headteacher

Category B Visits, to be approved by:

First Stage: EVC, named above, and Headteacher

Category C Visits, to be approved by:

First Stage: EVC, named above, and Headteacher

Second Stage: Local Authority Approval by Outdoor Education Adviser.

The Governing Body/ Management Committee will be informed of the following types of visit: All category C visits

THE SCOPE OF THIS POLICY

This policy will provide the framework within which staff will operate in relation to outdoor activities both on site and beyond.

- For 'regular and routine' activities staff will be trained in the operation of this policy.
- 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period of time, usually less than 12 months.
- It will cover activities such as school swimming, sports fixtures, outdoor work on the school site, planned regular visits to parks, museums, shops, libraries etc. as defined by the establishment in this document.
- Knowledge of and training in this policy will also allow for some 'short-notice' work to be undertaken within a defined geographic area and the competence of the lead staff member.
- Category A and B activities will be approved within the school through the letters of consent signed by parents at the beginning of each academic year. It is worth considering a time limit for any 'blanket' approvals; the nature (complexity) of the activity; distance from site and competence of staff. Where category 'B and C' activities are planned, such as use of the Climbing Tower or other 'adventurous activity' then approval for that specific event will be required from both the head of establishment and Local Authority.

For the purposes of this policy the establishment defines 'regular and routine' activity as: those activities that are done several times in the school year such as school swimming or walking to GOALs, those that are carried out in the school locality within walking distance such as outdoor work on the school site, visits to parks, shops, or allotments.

Beyond these areas of working it is recommended that the City Council Educational Visits Guidance will be used as a framework to plan and operate off-site visits.

Notification and approval of Regular and Routine visits

For all regular and routine visits the head of establishment or EVC will approve a programme of visits or activity each time the first visit takes place, being notified of all other dates of the trip.

For all other visits the establishment will follow the City Council Educational visit guidance in terms of approval.

The establishment will manage the notification of groups going off-site by:

- Emailing the EVC and headteacher with the dates of any intended visits
- Notifying Caroline Ahern of the dates, putting these on the school planner
- Giving risk assessments to Musarat Amjed prior to the visit

STAFF

Staff Training and Induction

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of sessions by the Head of Establishment or delegated senior staff members, and as part of the staff Continuing Professional Development process.

All staff should be trained in the operation of this policy.

Staff will be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence.

New employees will undertake a specific establishment induction process in relation to this code of practice.

Staff management and communications

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed and actions recorded. Notes of such meetings should be maintained as evidence of the risk management process, and retained.

To supplement such meetings staff will be issued written information and briefings when appropriate.

Staff responsibilities

Staff are directly responsible for the well-being of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Policy, for the activities they undertake.

Staff Competence

- The Head/Manager should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led, see Specific Activity risk assessments and Operating procedures.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity risk assessment.
- All staff in sole supervision of young people must have undergone an enhanced CRB check by Leicester City Council.

PROCEDURES – ALL VISITS/ACTIVITIES

These procedures must be supported by undertaking an appropriate risk assessment and filing these in the folder in the front office.

Pre – session/activity planning and considerations

Before any off-site activities are undertaken staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this policy and Leicester CC Educational Visits Policy.
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required reference should be made to the Generic Risk assessments prepared by the Leicester City Council (Found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents').
- Ensure that a parent/carer and young people are made aware of the nature, purpose and detail of the off-site visit/activity.
- When appropriate, consent including all appropriate information is obtained from parents/carers to support off-site activity/outdoor learning. (Form OV4 can be used as a guide to information required for more complex visits)

Outline Establishment policy on Consent:

- For local regular and routine visits (Category A), as part of the curriculum or life experiences a letter outlining the range of off-site activities to be undertaken over the following academic year will be signed by parents/carers.
- For visits further afield (Category B), a letter outlining the range of off-site activities to be undertaken over the following academic year will be signed by parents/carers.
- For more complex activities, for example residential visits, adventurous activities or visits abroad, specific consent from parents/carers is required to undertake the activity/visit.
- Personal information on all participants is known (as regards any medical considerations) and this is to assist the safe inclusion of all participants.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the Learning Outside the Classroom Quality Badge Scheme as guidance)

- For category C visits, ensure that the visit is logged on the EVOLVE Online system or that an establishment reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.
- The head/manager or other nominated member of staff should have access to the following information, prior to and during an off-site visit taking place:
 - a) Names, addresses, dates of birth and phone number of all children taking part.
 - b) Names of all staff attending, with contact phone numbers.
 - c) Full details of the venue, Coach Company, departure and arrival times, with appropriate phone numbers.
 - d) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated establishment contact person.

Appropriate details should be placed in the central office or available electronically.

- When planning the number of adults needed to lead/accompany a visit undertake a risk assessment to inform the appropriate staff/young person ratios.
- DBS and Enhanced Clearance checks should be obtained on all individuals helping on activities with children, through School's Services, HR Section if they are to be in sole charge of young people.
- Provide appropriate briefings and instructions to their group and accompanying adults to ensure a safe and high quality experience.
- Ensure all young people are informed of the nature and purpose of the visit. Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any conversations

DURING THE OFF-SITE VISIT/ACTIVITY

During the visit the Visit Leader will:

- Ensure children and young people are wearing appropriate clothing/equipment for the activity being undertaken.
- Ensure that the visit is managed in order that risks are reduced to staff and young people as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Contact the Establishment or nominated contact person if you anticipate returning later than estimated. Your 'late back' procedure should be followed.

Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information regarding suitable clothing and equipment to group members
- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing – check before departure and/or bring spares

Management of on-going conditions:

- Daily weather forecast obtained and plans adjusted accordingly.
- Ongoing risk assessment carried out by Visit Leader during the activity.
- Be considerate to other site/venue users and seek advice on venues for off-site activities from your line manager, Head or Educational Visits Co-ordinator prior to the session. Such sites must be risk assessed before use.

Group ability and management

- Pre - plan supervision before visit and brief staff
- In conjunction with any assistant staff, provide adequate supervision of young people in your charge during the activity session.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)
- During a briefing on the day include what to do if separated from the Group.
- Head counts should be undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups.
- Obtain and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and additional staffing as necessary
- Warn children and young people about 'strangers'

Indirect/ remote supervision

- Check location is suitable for this mode of supervision.
- Ensure young people are sufficiently briefed and competent (any individual young people for whom indirect supervision is not suitable must be directly supervised)
- Clear guidelines and emergency procedures set and understood.
- Young people remain in pairs or groups (buddy system - each responsible for named other)
- Rendezvous points and times are set and young people know how to contact staff
- Set clear boundaries
- Parents/carers informed and if necessary consent given for Indirect/remote supervision
- Warn young people about traffic, if necessary

Medical emergency and incident management

- Ensure that provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident.
- At least 1 leader with each group prepared to take lead in first aid. If appropriate check first aid certificate current, and that an appropriate first aid kit is taken.
- First aid and travel sickness equipment carried, young people with travel sickness known
- Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group
- Staff must know and understand the Establishment Emergency Operating procedures. For staff this must be part of their induction training or briefing.
- Young people and parents/carers should be reminded to bring individual medication where appropriate
- Mobile phones should be carried by staff.
- Emergency details with nominated contact person to be arranged
- Emergency plan for lost or missing young people known and understood by group leaders.

During a visit accompanying adults will:

Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

During a visit all participants will:

Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.

Develop their knowledge and understanding related to responsible participation in risk reduction.

POST VISIT ACTIVITY

Where appropriate ensure that the visit is reviewed and a report is made to the Head of establishment indicating the extent to which the intended visit aims were achieved. The receipt will include the result of all investigations into particular incidents/near misses as necessary, and report these to both the Governing Body and the Outdoor Education Adviser.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Educational Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

NORMAL OPERATING PROCEDURES - TRAVEL

BY FOOT (Derived from the LCC generic Risk assessment on 'Travel – On foot'. It will be important to make such procedures specific to the establishment and location of activities)

General considerations:

- 'Walk on foot' planned to avoid fast roads wherever possible.
- A map with the planner route is to be provided for the EVC to check, road crossings to be highlighted in red
- Pavements must be used where available and the dangers of being on the road explained to young people.
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned
- Young people briefed regarding hazards and behaviour required
- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes.
- If pedestrian crossings are unavailable, two adults wearing high visibility jackets should stand in the middle of the road, and two more should stand one on each side of the road

BY PUBLIC TRANSPORT

Becoming separated and lost:

- Journey is planned and assessed – (key specific risk points identified at this point)
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts
- Young people know their group and leader(s) and the route they are taking.
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.
- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.
- Young people should never be on their own.

Emergency and medical issues:

- Emergency plan in place – young people briefed where they are going, what to do if separated from group, or if there is an incident.
- Young people must be made aware of safety rules and expected standards of behaviour
- Young people should be made aware of emergency procedures and should remain under the direct supervision of the group leader
- Travel sickness pills can only be given if prior consent by parents/carers has been obtained

Taxi:

- Parents/carers must be informed and consent given if young people are travelling without staff.
- Only 'Black Cabs' / Council Licensed cabs to be used.

Buses and Trams:

- On double-decker buses supervisors should be positioned on both decks
- Young people should not be allowed to walk around on a bus or coach
- Young people should be made aware that they are not allowed access to the driving area
- Supervise embarkation and disembarkation
- Warn pupils and staff when using raised platforms on the Tram system
- Make sure young people sit whenever possible

BY CAR

Competence of driver and suitability of vehicle:

Complete Volunteer Drivers' Form or the forms section on the EVOLVE website

Check that:

- The driver has a current driving licence (driving licences should be checked annually by Line Managers)
- Is the vehicle roadworthy? e.g.
 - valid road tax
 - current MOT certificate
 - is the vehicle maintained in accordance with the manufacturer's recommendations?

Is there adequate motor vehicle insurance cover provided i.e. is it insured for personal business use?

Lone working (Child protection and behaviour):

- Lone working procedures are followed and a specific risk assessment undertaken
- Risk assessment for the young person/people has been carried out (Consider behaviour, special needs, male/female)
- If so, are additional control measures required e.g. is another adult required in the vehicle?
- Has a DBS check been carried out i.e. where an adult has sole, unsupervised access to young people?
- Will the young person be delivered safely to their destination?

Consent Parental / carer's consent has been obtained?

Restraint of occupants in vehicle:

- Seatbelts **MUST** be worn by all occupants of the vehicle.
- Booster/Child seats must be used when appropriate
- Each young person **MUST** be restrained individually by a seatbelt
- Suitable restraints/child seats provided e.g. for young, small children
N.B. the driver is legally responsible to ensure seatbelts are worn and may be prosecuted if a child under 14 years does not wear a seatbelt
- Children will only be transported in the rear seat of a vehicle and must **NOT** be carried in the front seat of any vehicle.
- Where appropriate and possible child locks will be used.
- Loose objects should be stored securely in the boot of the vehicle to prevent injury by 'projectiles' in the event of an emergency stop.

BY COACH

General Safety

- If the condition of either the bus or the driver is considered to be dangerous the venture is not allowed to proceed.
- Passengers briefed on relevant safety procedures before the journey takes place.
- Young people must sit in seats with seat belts fastened at all times when the bus is in motion.
- Qualified first aiders are present or provision is made for local journeys.
- Young people must not be allowed to move around the vehicle when it is in motion.
- Where there is a toilet on board it is used only in an emergency. Toilets stops arranged for the journey at appropriate intervals.
- Young people must not distract the driver when the vehicle is in motion.
- Appropriate insurance is arranged for young people during the journey.
- Particular consideration needs to be given to children and adults with medical or special needs.

On Motorways

- Get the party behind the side crash barrier as soon as possible.
- Those that cannot be moved safely to behind the crash barrier must remain in the vehicle.
- Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.)

On Normal Roads

- On normal road keep pupils safe by remaining on the transport if it is safe to do so.
- If not move the young people to a safe location protected from oncoming traffic.
- When moving follow the Highway Code and use staff to supervise the young people to avoid danger.

Traffic accident – Injury to passengers:

- Coaches have seat belts, which staff ensure are used
- On double-decker coaches supervisors should be positioned on both decks
- Young People not to stand in the aisle or distract driver
- On normal road keep pupils safe by remaining on the transport if it is safe to do so.

- If not then move the young people to a safe location protected from oncoming traffic.
- When moving young people to a safe place follow the Highway Code and use staff to supervise the young people to avoid danger.
- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all time.
- Deal with casualties as best as you can until emergency help arrives.

Young people lost or separated -Service station and other breaks in journey:

- Brief young people: re purpose and timings of stop
- How and where to contact staff
- Remain in pairs or threes (buddy system - each responsible for named other)
- Remind re moving traffic (driving on right abroad)

Careful head count before departure

Accident injury due to poor supervision:

- Supervision within risk assessed ratios
- Loading should be from the front back, with the rear seats only used when the coach is full
- Suitable embarkation points used (e.g. coach park, onto wide pavement)
- Make sure staff sit in different areas of the coach to ensure supervision of young people

Injury / disorientation in an emergency:

Evacuation and emergency procedures are known by all before departure

- Make sure luggage is stowed safely without blocking emergency exits
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going)
- Make sure young people are evacuated safely off and away from the coach and road if it has to pull onto the hard shoulder

FOR ADDITIONAL ADVICE AND SUPPORT CONTACT:

The Outdoor Education Adviser – Martin Smith
 Telephone – 0115 947 6202
 Mobile – 07944038678
martin.smith@collegest.org.uk