



# OVERFIELDS PRIMARY SCHOOL

## 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.

The Head Teacher has appointed an 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: Mr Charlie Johns (Deputy Head Teacher)

Administrative tasks will be carried out by: Mrs Lyn Collishaw (School Administrator)

### 2. Establishment policy and procedures

The Overfields Primary School Policy for Educational Visits, Outdoor Learning and Adventurous Activities (October 2019) is the employer's policy. The Local Governing Body for Overfields Primary School 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, approval and monitoring through North Yorkshire Educational Visits Advisory 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 Head Teacher, and if required from North Yorkshire 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 visit will be

included in our prospectus and on our website. 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.

**Non-routine consent:** Written consent (using an appropriate form) 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 or telephone call of the nature of each visit, activity or series of a similar nature.

**Specific consent:** Written consent (using an appropriate form) 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 in some instances through parents' meetings 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 Head Teacher 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. 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

A web-based 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-ordinator.

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

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

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

Visits will be recorded as detailed in the summary table below.

#### 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 Head Teacher 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.

Additionally, as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The governing body delegate the approval of these visits to North Yorkshire Educational Visits Advisory Service.

#### Adviser:

Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

#### Headteacher:

All provider-led adventurous activities, residential visits and visits outside of the Local Learning Area

#### Educational Visits Co-ordinator:

All visits within the Local Learning Area not including an adventurous activity.

### Visit planning approval summary table for Overfields Primary School.

Type of visit/activity	Planning/Recording Process	Risk Management	Final Approval
On-site/Local Learning Area	Recorded on Evolve	LLA risk management supplemented by specific documentation where necessary	EVC/Head
Day Visit outside Local Learning Area	Recorded on Evolve	School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	EVC/Head
Overseas	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Residential	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Head
Adventure, provider led	Recorded on Evolve	Provider risk manages activities School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	Head
Adventure, self-led	Recorded on Evolve	Local Learning Policy/Specific Risk Management	Adviser

## 5. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan.

## 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 Overfields Primary School's 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 adaptation 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 Overfields Primary School's 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 Overfields Primary School's safeguarding policy.

## 10. Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy or where appropriate, insurance arranged independently by the school. 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.

## **Appendix 1 - Local Learning Area for visits from Overfields Primary School**

### **1 BOUNDARIES**

The boundary of the Local Learning Area will be the Tees Valley Combined Authority, comprising the five local authorities of Redcar & Cleveland, Middlesbrough, Stockton-On-Tees, Hartlepool and Darlington. The boundary of the Local Learning Area is shown on the attached map. This area includes:

- All educational establishments – primary and secondary schools, 6<sup>th</sup> form & Further Education colleges
- All libraries, community centres, sports centres, leisure facilities and local authority buildings
- All museums and galleries
- All theatres, cinemas and places of worship
- All maintained parks, play areas and countryside centres
- All marked walking trails maintained by the local authority (except those whose locality would place them within the exclusions identified below)
- All shopping centres, supermarkets and other stores
- All properties and facilities ran by the National Trust and English Heritage organisations

In addition to the area bounded by the Tees Valley Combined Authority, the following locations are also included within the Local Learning Area given their regular use by the school.

- Beamish Open Air Museum
- The Moors National Park Centre at Danby, North Yorkshire

### **2 EXCLUSIONS**

Exclusions to the Local Learning Area – visits to these locations will require an additional level of risk management.

- Any visit to a beach
- Any visit on or near cliffs
- Any visit in proximity to a canal, river, reservoir or similar
- Any visit which involves an adventurous activity

### 3 OPERATING WITHIN THE LOCAL LEARNING AREA

We use this extended area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure.

Operating Procedure for visits to the Local Learning Area

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

- Road traffic
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Other people / members of the public / animals
- Losing a pupil
- Access & egress from minibus, bus or coach
- Flora, fauna, nettles, stings from insects
- Litter

These are managed by a combination of the following:

- On the day of the trip, the Head, Deputy, EVC or member of the Senior Leadership Team 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 concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school. Consent for routine trips within the Local Learning Area will be received annually in September.
- There will normally be a minimum of two adults accompanying a visit. Visits where supervision is provided for by a single member of staff must be approved by the Head Teacher or Deputy Head Teacher and will involve an additional level of risk management including training for key stage two pupils.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques. Where staff are utilising a venue for the first time, pre-visits will normally be made by the visit leader and due care should be given to 'known locations' in the event of bad weather, potential disruption from third party events (e.g. full or partial closures, conflicting events) or potential disruption that may affect transport to/from the venue (e.g. roadworks, closure of a crossing)
- 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.

- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will ensure that the school office are aware of the names of pupils and staff attending a visit, the proposed route (if walking) and an estimated time of return.
- A mobile is taken with each group (teachers may use their personal mobile phone for contacting the school or can use one provided by school.)
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)
- Staff should ensure that they share any issues that they are made aware of that may affect visits within the local learning area. These will be displayed in the staff room (e.g. temporary road closures, derelict buildings, missing pedestrian guardrails, areas subject to use by drug users)
- Visit leaders will ensure that the controlled pedestrian crossings on the A171 (Ormesby Bank & Cargo Fleet Lane), B1380 (Ladgate Lane, Ormesby High Street, Normanby Road) and at the junction of Normanby Road and the B1380 (Normanby Centre) are used routinely to cross these busy roads adjacent to the school.



## DEALING WITH ISSUES ON EDUCATIONAL VISITS

It is anticipated that the following issues will be present on all educational visits. Visit Leaders should familiarise themselves with these issues and how to deal with them. Visit Leaders should, however always be prepared to assess and deal with any risk in a dynamic way during an educational visit.

Issue	How to deal with it
Road traffic	<ul style="list-style-type: none"> <li>• Only approved coach operators used for hire purposes.</li> <li>• Seat belts to be worn by all passengers.</li> <li>• Pupil's behaviour on coach managed effectively - staff pupil ratios approved in visit planning/pupil briefing</li> <li>• No pupils to sit adjacent to emergency exit without an adult next to them.</li> <li>• Visit leader to coordinate with coach operator regarding planned rest/toilet stops.</li> </ul>
Uneven surfaces and slips, trips, and falls	<ul style="list-style-type: none"> <li>• Pupils to wear appropriate footwear</li> <li>• Potential hazard points pointed out to students before tackling them</li> <li>• Staff pupil ratios approved in visit planning</li> <li>• Immediate and appropriate first aid available</li> <li>• Pupils with mobility/coordination or vision problems are known to visit leader and assistance given accordingly</li> </ul>
Weather conditions	<ul style="list-style-type: none"> <li>• All pupils to have an appropriate clothing and footwear prior to leaving school.</li> <li>• Visit leader will have knowledge of available shelter on journey and at venue.</li> <li>• Visit leader will have assessed potential changes in weather conditions for the duration of the visit (<a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>) and any weather warnings in place.</li> <li>• Parents informed of any additional clothing or equipment required due to weather conditions (Caps/sun cream/change of clothing)</li> </ul>
Other people / members of the public / animals	<ul style="list-style-type: none"> <li>• Staff pupil ratios approved in visit planning</li> <li>• Pupils grouped accordingly and instructed to stay in designated groups</li> <li>• Group leaders aware of children in their group</li> <li>• Pupils working with remote supervision will have received instruction on dealing with members of the public/other adults and work in (at least) pairs.</li> <li>• Pupils instructed how deal with presence of dogs (resources available online e.g. <a href="http://www.bluecross.org.uk">www.bluecross.org.uk</a>)</li> <li>• Hand sanitizing gel carried by group leader when visits involve contact with animals (farms/zoos/parks)</li> </ul>
Losing a pupil	<ul style="list-style-type: none"> <li>• Pupils grouped accordingly and instructed to stay in designated groups</li> <li>• Group leaders aware of children in their group</li> <li>• Group leaders to do regular head counts</li> <li>• Staff pupil ratios approved in visit planning</li> <li>• Procedures for getting lost outlined to pupils at briefing</li> <li>• Training for pupils provided within school curriculum</li> </ul>
Access & egress from minibus, bus or coach	<ul style="list-style-type: none"> <li>• Pupils should be instructed to hold the handrail</li> <li>• Pupils should hand any large bags to an adult to load</li> <li>• Staff should assist smaller children with the step up/down from the vehicle</li> <li>• Immediate and appropriate first aid available</li> </ul>
Flora, fauna, nettles, stings from insects	<ul style="list-style-type: none"> <li>• Immediate and appropriate first aid available</li> <li>• Prior to visit, ensure staff aware of who suffers from allergies/asthma/hay fever</li> <li>• Health Care Plan for specific pupils are followed as if in school.</li> </ul>
Litter	<ul style="list-style-type: none"> <li>• Visit leader to check area before seating/rest/activity – particularly public play areas</li> <li>• Immediate and appropriate first aid available</li> <li>• Group leader to carry wet wipes/hand sanitizing gel</li> <li>• Children briefed about handling litter</li> </ul>

## Agreed Walking Routes

The school has developed safe walking routes which visit leaders should use; deviating only when necessary to keep the children safe. The agreed walking routes are to the following locations:

- Ormesby Hall (via Church Lane)
- St Cuthbert's Church
- Stewart Park
- Eston Cemetery
- Normanby Cricket Club
- Flatts Lane
- Ormesby Village
- Middlesbrough Sports Village

## 4 EDUCATIONAL VISITS AND THE SCHOOL CURRICULUM

The school will include in its risk management, specific visits training for pupils each year. The training will consist of:

	<b>Pedestrian training</b>	<b>Getting lost</b>	<b>Dealing with strangers and animals</b>	<b>Risk management and planning a visit</b>
<b>EYFS</b>	✓			
<b>Year 1 &amp; 2</b>	✓	✓		
<b>Year 3 &amp; 4</b>	✓	✓	✓	
<b>Year 5 &amp; 6</b>	✓	✓	✓	✓