



Linthorpe Community Primary School

*Everyone is equal, everyone is different, everyone is welcome and everyone achieves their best.*

## Educational Visits, Outdoor Learning and Adventurous Activities Policy

	Term	Year
Last Review Date/Policy Adopted	Autumn	2024
Next Review Date	Autumn	2025
Lead	Mrs McDonough	

This school is an academy within The Legacy Learning Trust.





## Linthorpe Community Primary School

### **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 detailed in Section 2.

Every child 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 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 also about 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 children.

The Headteacher has appointed Kay McDonough 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 Kay McDonough

Administrative tasks are carried out by Marie Conwell

### **2. Establishment policy and procedures**

Linthorpe Community Primary School Policy for Educational Visits and Adventurous Activities (October 2023)

## The Legacy Learning Trust Employers Policy

The Local Council/Trust Board 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 from the Headteacher, 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 as part of the admission process for routine local walks and activities which are part of our normal educational provision during the school day and information regarding the nature of the types of visits will be included in our prospectus. We will always aim to fully inform parents by via parentmail of the nature of each visit or activity, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasion, 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.

**Specific consent:** Written consent will be gained for every individual visit, activity or series of a similar nature, which involves a higher level of risk including but not limited to longer journeys, visits that fall outside of normal school hours, residential visits and adventurous activities. We will fully inform parents by parentmail 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 pupil 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 in individual personnel files.

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 Legacy Learning Trust.

### **Visit Leaders**

Visit leaders will be approved by the Headteacher and will have attended appropriate training.

### **3. Planning and approval procedures**

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and assessment 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 and 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 is used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits complete the appropriate EVOLVE forms and risk assessments before the trip is authorised by the Educational Visits Co-ordinator.

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

- Onsite or local learning
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

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

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the employer policy.

**Local Council:** The Local Council 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 Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, the best value is obtained and financial regulations are adhered to.

In addition, approval by The Legacy Learning Trust will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The Local Council delegate the approval or scrutiny 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 the guidance).

**Headteacher:** Visits abroad, all adventurous activities, residential visits and visits to large public events.

**Educational Visits Coordinator:** Local visits, local walking visits, bike ability training and local sports fixtures.

## **5. Incident Management**

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

## **6. Monitoring of visits and procedures**

The Local Council 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 Linthorpe Community Primary School Charging and Remissions Policy.

## **8. Inclusion and SEND**

We endorse the principles for children 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 child with a protected characteristic less favourably or fail to take reasonable steps to ensure that children with protected characteristics are not placed at a substantial disadvantage without justification.

We acknowledge that expectations of staff must be reasonable, so that what is required of them to include a child is within their competence and is reasonable. Reference should also be made to Linthorpe Community Primary School SEND Policy.

## **9. Safeguarding**

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. The staff taking part in the visit should:

- As part of the planning process 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 children then an enhanced DSB 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 Linthorpe Safeguarding and Child Protection Policy.

### **10. Insurance**

Children participating in visits and activities will have appropriate insurance arranged independently by the Legacy Learning Trust. 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.

The school has a 15-seat minibus. All staff that drive the minibus have received familiarisation training with Glenn Bellamy previously a driving instructor/examiner for the forces. Staff details and qualifications are recorded and checked annually. Refresher training is available when required.

When driving the children in the minibus staff must have another responsible adult other than the driver on-board.