

Educational Visits and Outdoor Learning and Adventurous Activities Policy

Policy Reviewed: January 2023
Next Policy Review Date: January 2024

Introduction

This policy sets out the establishment procedures within which all employees must operate.

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 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.

The Educational Visits Co-ordination is carried out by: Kindergarten Teacher, Education coordinator

Administrative tasks will be carried out by: Education Coordinator or School Administrator

2. Establishment policy and procedures

The Eskdale Community Trust for Education Policy for Educational Visits, Outdoor Learning and Adventurous Activities has been adopted by the board of trustees as its policy. The board of trustees 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, additional 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 if required, clarification sought 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 application procedures and/or on our website, with the appropriate acknowledgment request.

Non-routine consent: We will fully inform parents by email or letter of the nature of non-routine visits, activities or series of a similar nature, or of those which fall out of hours. Written consent by email or letter will be gained for every individual non-routine visit, activity or series of a similar nature.

Medical information: We will use the medical information on record alongside any updated information 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 of individual members of staff.

EVC Training

Appropriate training and revalidation on Educational Visits Coordination as required by the employer.

Visit Leader Training

Visit leaders will be approved by the College of Trustees and will have attended appropriate training as required.

3. Planning and approval procedures

Visit leaders should follow the 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

The Educational Visits Coordinator plans, manages, and evaluates all visits.

Visits may be:

- On-site or local learning area
- to local nature
- to local workshops/farms
- Residential

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

Board of Trustees: The Board is the employer and approval will be retained for all visits, with the exception of local walking visits in normal school hours.

5. Incident Management

In the case of an incident during a visit all members of staff will follow the following procedure.

If an incident occurs:

1. Assess the situation.
2. Protect the party from further injury or danger.
3. Administer First Aid if required.
4. Call or ask somebody to call the emergency services (999), as appropriate
5. Phone Moorland Waldorf School Administrator, if out of school hours call Health and Safety trustee: 01287213192
6. Ensure an adult accompanies any casualties to hospital
7. It is probable that both staff and participants will be in a state of shock, therefore:
 - Remove the remainder of the party to secure accommodation and place under the care of a member of staff.
 - Calm and comfort participants and arrange for their evacuation.
8. Do not make any statements to press/media or allow anyone else to make statements other than expressions of sympathy.
9. As soon as possible make notes of the incidents and fill in an ARF1 form as appropriate.

If a child goes missing please follow the Missing Child Procedure

6. Monitoring of visits and procedures

Trustees will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Education coordinator will appropriate monitor 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.

8. Inclusion & SEND

We endorse the principles for young people 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 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 the Special Educational Needs policy

9. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit leaders 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 school administrator.

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 the Child Protection Policy.

10. Insurance

Young people participating in visits and activities will have appropriate insurance arranged 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 will 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 the employer.

Endorsement:

Name: Sara Lucassen

Position: Health and Safety Trustee

Date: 03/01/2023