

The Priory CE VA Primary School

Inspiring a generation to learn, flourish and achieve in a caring, Christian community.



Educational Visits and Outdoor Learning Policy

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Approval	Board of Governors	Chairman	Sue Solly
Headteacher	Paul Ruffle Author: Liz Kelly (Assistant Headteacher)	Signature	
Date of last review	November 2018	Date of review	November 2020
Date of next review	November 2022	Maintenance	Standards committee

The provision and development of this Educational Visits Policy is the responsibility of the Governors of The Priory CE Primary School.

Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are encouraged at The Priory CE Primary School.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose of Educational Visits

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate responsibilities, training, support and monitoring for governors, staff, volunteers, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from BCP and from other technically competent sources (*See links and useful websites below*).

Key principles

Staff

Since November 2018, The Priory CE Primary School has begun using Evolve software to manage and provide guidance for offsite trips and visits. This package provides offsite events and adventurous activities support. The EVC Leader is trained to use the software and all offsite visits are logged on this system which is then sent to the Headteacher for the final approval. When residential trips are planned for, the Headteacher is responsible for submitting the final documents via Evolve to BCP for assessment and monitoring.

Procedure for planning an Educational Visit

All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures using the Gov.uk, 'Health & safety on educational visits' guidance.

- The Event Leader (qualified teacher) will research the trip and send a proposal to EVC Leader (Assistant Headteacher) for consideration using form provided (*Form 1*) which stipulates the purpose of the trip. In the event of small groups going off-site the Event Leader can be a named member of staff other than a qualified teacher who is specifically competent for the role. If in any doubt confirmation will be sought from the Outdoor Education Advisor.
- The Event Leader will use the *3.3e Checklist – Visit Leader* while planning a trip.
- Once an Educational Visit has been approved by the EVC (in consultation with the Headteacher) the Event Leader plans the visit, organises the trip and provides risk assessments which should include; travel, self-led activities, provider-led activities and state whether the provider has risk assessments relevant to all activities that the group will engage in.
- The Event Leader will need to complete the Detailed Planning and Approval Form (*Form 2*) which provides detailed information about the trip (then upload to Evolve).

- Event Leader to complete the generic parental letter using format provided (*master in G-Drive*) outlining the purpose of the trip and further details to inform parents. This information will be used to update Evolve software and log the visit.
- A Parental information and medical form (*Form 3*) to be sent out to parents closer to the date of the trip so that additional risks are highlighted and considered.
- The Event Leader is also responsible for finding out if the provider has the Learning Outside of the Classroom Quality Badge. If the provider does not possess the LOtC, then *Form 4* must be sent to the provider to complete and return to school. The Event Leader will then upload the form to Evolve. The Event Leader will assume full responsibility during the visit, including ongoing risk assessment.
- The Event Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.
- Details of residential visits involving activities of a hazardous or adventurous nature will be submitted to BCP for assessment/monitoring through use of *FORM 5* at least 1 month before the departure date via Evolve software by the Headteacher.
- Event Leader to use the Event Specific Risk Assessment Template (*Form 6*) so that it contains all essential risk information.
- All documents used to plan the trip i.e. parental letter, risk assessments, LOtC information will be uploaded to Evolve and once the trip has been logged completely this will be sent for the Head teacher's final approval via the Evolve software system.
- It is also imperative that the Event Leader has implemented a 'Code of Conduct' setting expectations with regard to behaviour of pupils and expectations of parents e.g. on occasions it may be necessary for parents to collect their child from a site or centre at additional cost.
- During all trips it is important that Event Leaders have a copy of an **EAP** (Emergency Action Plan).
- For all sporting events, Sport Event Leaders to follow the 'Sporting Events Checklist' sending risk assessments and all details of sporting event to the EVC Leader (Assistant Headteacher) in advance of the event (e.g. risk assessments, venue, timings).

Parents and carers

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details
- Whenever appropriate for higher risk, residential and foreign visits, a meeting with parents/guardians will be arranged (where unable to meet face to face with parents; e.g. during a pandemic, parents will be given as much information via letters, emails and useful website links and regularly kept informed of updates in this way)
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs where appropriate and making collection arrangements from a site or centre in certain circumstances.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Links and useful websites

www.hse.gov.uk/education	www.oepng.info	www.lotc.org.uk	www.dorsetforyou.gov.uk/outdoor
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https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits			