



# Educational Visits, Outdoor Learning and Adventurous Activities Policy

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## **Introduction**

This policy sets out the 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.

It is the visit leader's responsibility to:

- complete the EV form in full at least a week prior the visit. This allows sufficient time for review of the visit to take place and approval of the visit. Failure to do so may result in a trip not being allowed to go ahead (or be cancelled);
- Ensure a risk assessment is in place;
- Ensure all off-site visits are appropriately staffed (staff to pupil ratios met);
- Take the school mobile phone, a portable first aid kit, information about the specific medical needs of pupils, any necessary medication and the parent/carers' emergency contact details;
- Ensure there is at least 1 first aider on trips and visits (for EYFS, there will always be one first aider with a current paediatric first aid certificate).

Maximum vigilance must be exercised by all staff taking pupils off the school site. Pupil ratios should be discussed with the Head of School before leaving the school site. Voluntary workers must not take pupils off site unless accompanied by employed staff. The Head of School has the discretion to vary the foregoing for specified reasons.

It is also the responsibility of every member of staff, placement or volunteer attending the visit to read and understand the relevant requirements of the EV form and risk assessments.

#### **Residential and overseas visits**

More complex trips/visits (residential and overseas) will require a minimum of 1 month's notice for approval. Staff should always take advice from the school's Educational Visits Co-ordinator or the Head of School where necessary with regards to completing such an educational visit request.

The Head of School has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities.

The Education Visits Co-Ordinator is responsible for reviewing all EV forms and risk assessments. A local area learning guidance document is available for visits within the local area and generic visits.

The Educational Visits Co-ordinators are: Rachael Francis and Audrey Brahim.

Also refer to the school's Health and Safety Policy for further information on Educational Visits.

## **2. Employer Policy and Procedures**

Eldon Grove Academy recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of this 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 Educational Visits Policy will take precedence with clarification sought from the Head of School, 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 (Loco Parentis) which are 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 school prospectus and website. We will always aim to fully inform parents using our school's electronic communication system or letters 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 always be possible.

### **Specific consent**

Written consent will be gained for every individual visit, activity or series of a similar nature which involve activities which fall outside of normal hours or are a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents by 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 by the Head of School and EVC. To ensure sustainability of important visits, deputy visit 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.

### **Teaching Staff**

All appropriate staff are familiar with the EV system and where to access relevant documentation and support.

## **3. Planning and Approval Procedures**

Visit leaders should follow the Educational Visits Policy, EV Co-ordinator guidance, any relevant 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: Where applicable (residential/trips abroad), 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 an adequate Provider Statement provided by the external provider.

#### **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 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 school procedures and guidance regarding the establishments' use of these categories.

Approval of visits will be made as detailed below:-

- Initial approval in principal will be gained electronically from the EVC or Head of School, as required in this Policy.
- North Yorkshire Adviser: Visits abroad and all self-led adventurous activities (residential) regardless of location. (As detailed in online guidance).
- Head of School: All visits and activities.
- Educational Visits Co-ordinator: All visits and activities.

Governing Body:

Additionally as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with this Policy. The Governing Body delegate the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

#### **5. 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.

#### **6. Charges for Off-site Activities and Visits**

Charges for educational off-site visits and residential activities/trips abroad, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Please refer to the Academy's Charging and Remissions Policy for specific guidance.

## **7. 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 favorably 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 school's SEND Policy.

## **8. Safeguarding**

Safeguarding procedures should always 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 the Safeguarding and Child Protection Policy.

## **9. Insurance**

Young people participating in visits and activities will have travel insurance provided under the annual School's Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

## **10. 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.

## **11. Covid-19 Restrictions**

Due to the current Covid-19 restrictions, educational visits have not taken place in the academic year 2020/21. When restrictions are lifted, educational visits will resume in line with Government guidance and be planned in accordance with this policy.