

Linacre Primary School



Outdoor Visits Policy

Linacre Primary School
Policy for Outdoor and Educational Visits
(written with reference to the National Guidance from OEAP)

Introduction

This policy applies to all staff involved in the planning, leading and participation in educational activities that occur off site from the school grounds.

Linacre Primary School provides learning opportunities outside of the school grounds for the following reasons:

- Visits enrich the curriculum and provide meaningful learning opportunities for all children
- Visits enable children to learn in a different context and help children to understand and remember what they are learning about
- Visits have an important role to play in helping young people develop healthy lifestyles and enable them to engage with their local and wider environment.
- Visits enable children to respect their local and wider environment and so enable them to develop a positive attitude towards it.
- Visits enable children to develop in confidence, social awareness, environmental awareness, activity skills and key skills. They also enable staff to provide further motivation for learning and broaden the horizons of children.

In adopting this policy the governing body agrees to follow the guidance and policy from the OEAP National Guidance.

Roles and Responsibilities

Visit Leader

- Ensure that the planned visit and activities are suitable for the group
- Obtain the Head Teacher/ EVC's approval for the visit
- Obtain 'leader approval' if such approval is required
- Ensure the ratio of staff to young people is appropriate for the environment/ activities and needs of the group
- Have the required information about the children going on the visit to assess their suitability for the visit or assess and amend the trip to ensure it is suitable for the children or specific children
- Carry out dynamic risk management while the visit takes place. Modifying or stopping the visit if the risk to the health and safety of the young people is unacceptable and have in place procedures/ alternative plans for such an eventuality
- Undertake and complete the planning and preparation of the visit, including completion of the school visit risk assessments and the briefing of group members and parents/ carers

- Identify and record significant hazards and the safety measures required to reduce risk to a tolerable level. Make these risks known to parents/ carers, the Head and how they will be managed
- Seek appropriate assurances from providers and ensure there is a clear contract/ agreement in place about what they are responsible for.
- Make appropriate and adequate preparations for emergencies in conjunction with the EVC and ensure that all accompanying leaders are familiar with these procedures.

Educational Visits Co-ordinator (EVC)

- Liaise with the Senior Leaders and Governors to ensure educational visits meet the requirements of the Governing Body.
- Support the Head Teacher and the Governors with approval decisions
- Assign competent people to lead or otherwise supervise a visit
- Assess the general competence and supervisory ability of the leaders and other adults proposed for a visit. This may include practical observation or verification of experience. The oeapng.info will be referred to for guidance in such matters. For visits that require employer approval, either the local authority or the governing body, the Local Authority's Outdoor Education Adviser will assess a leader's technical competence in that activity/ environment
- Where a provider is being used ensure that appropriate checks have been undertaken and there is a clear contract/ agreement in place about who is responsible for what (activities/ supervision etc)
- Carry out occasional monitoring of visit leaders to identify further training needs
- Organise the selection, induction, monitoring and further training of leaders at the school. Including opportunities for leaders to develop competence in dynamic risk management by assisting more experienced colleagues on a range of educational visits. It will also commonly involve training such as first aid or leader training.
- Work with the visit leader to provide parents with information about the visit and obtain the consent or refusal of parents for their child to take part in the visit as appropriate
- Keep records of individual visits including what worked well, what didn't and any incident/ accident reports

Head Teacher

- Ensure that arrangements are in place for informing the governing body about visits
- Ensure that the governing body has approved the educational visits policy and receives reports on visits as appropriate
- Ensure that the visit arrangements and outcomes are evaluated to inform future visits and staff training needs
- Arrange for the reporting of accidents and incidents as required. Records of these should be reviewed regularly and the information used to inform future visits.
- Ensure that proper support systems are in place to cope with incidents, emergencies and critical incidents, including means of contacting the relevant people at the local authority.

- Provide a rich and varied programme of opportunities for young people to learn outside of the classroom. The programme of visits should be structured and progressive to gradually develop young people's confidence, independence and responsibility.
- Make sufficient time and resources available for the EVC to arrange induction and training of staff and volunteers. This should include opportunities for staff to develop confidence in dynamic risk management by assisting more experienced colleagues on a range of educational visits and by attending relevant training courses.
- Check that there is an appropriately competent visit leader who will meet the criteria for ensuring the best interests of the young people. Make a judgement on a member of staff's competence and suitability to lead the visit. Leaders should remember that discipline on an educational visit may have to be stricter than in school.
- Ensure that appropriate provider assurances are in place
- Check that the visit leader is familiar with the location where the activity will take place
- Ensure that the educational objectives of a visit are fully inclusive, are set out in the pre-visit documentation and are made known to the relevant parties
- Ensuring that charging procedures are fully implemented and comply with the charging policy and legal requirements
- Ensure that the visit emergency contacts are part of the critical incident team and are clear about roles.

Governors

- Ensure there is a trained EVC who meets employer requirements
- Be aware of responsibilities and the Educational visits policy
- Understand the educational visits guidance
- Ensure visits are included on our meetings agendas
- Visits planned are done so in accordance with the policy
- Be aware of educational visits that need the governing body approval and those which will need the governing body to act as a 'critical friend'. Residential and adventurous holidays will need approval from the governing body. Visits abroad will need the approval of the Local Authority and the Governing Body.
- Ensure sufficient emergency procedures are in place
- Be involved with any parental complaint regarding a trip or when dealing with an emergency
- Ensure trips are monitored
- Ensure there is a charging policy

Procedures

The following must be completed to enable a school visit to take place:

- Risk assessment
- Approval of staff to lead visits and activities
- External providers evaluated

- Parental consent obtained
- Information about children's medical information, special needs or behaviour shared appropriately with adults attending the trip and relevant resources/ adults taken to ensure full inclusion on the trip
- Prior notification given and visit plan completed
- Ensure children are checked in and out on the day of the trip and that there is regular checking of the children during the visit
- Know what to do in case of an emergency; procedures and who to contact
- Monitor the trip
- Evaluate the trip

Monitoring of Educational Visits

Monitoring will take place in the following ways:

- The EVC will attend a trip and evaluate it
- The EVC will designate a senior, experienced member of staff
- The EVC/HT will monitor risk assessments prior to the visit taking place
- The Trip leader will evaluate the visit and notify the EVC/HT of any accidents/incidents to be recorded for future visits
- The HT will feedback to the governing body on visits using the Head Teacher report to governors

Induction

All class teachers new to Linacre Primary will be given support for their first residential trip by an experienced and senior member of Linacre Primary School staff. Once the trip has been completed the senior leader will evaluate the suitability of the member of staff to lead a trip independently or need further support. Once the senior member of staff is confident in the class teacher's ability to lead a trip he/ she will do so whilst usual procedures and monitoring takes place.

The EVC will attend Local Authority and National Training as required.

Records of visits will be kept in the Risk Assessment file and any induction/ training completed will be kept in the completed risk assessment files.

Risk Assessment and Trip Planning

Prior to a trip taking place, the trip leader should

- Complete the trip planning proforma (Appendix 1)
- Once approval has been obtained and it is clear how it will be funded then
- The trip leader should ensure they are familiar with the setting of the trip
- Adults attending the trip should be identified and the HT informed of who will be supporting the trip
- Children needing extra support will be identified and support planned
- A risk assessment will be completed (Appendix 2)

- A letter for consent will be given to all parents including details of purpose, cost, clothing, lunch time arrangements and details of transport
- Prior to the trip all adults should be made aware of the purpose and organisation of the trip
- Staff new to the role of trip leader will be supported in the completion of a risk assessment
- Identify specific hazards and how the associated risks will be controlled on the risk assessment
- The staff ratios will also be recorded and this will be in line with Sefton local Authority guidance (N to Y2 1:5, Y3 to Y6 1:6). 1:1 support as required for pupils needing support with inclusion
- Transport arrangements will be made clear on the trip risk assessment and planning proforma.

Venues and Providers

Venues that hold the LOtC Quality Badge, AALA Licence and Adventuremark ensure that the venues meet suitable Health and Safety Standards.

Where a venue has a risk assessment these will be used by the trip leader to add further information to the school risk assessment.

Appendix 3 will be used to establish health and safety standards of a venue that does not hold accreditation.

Preliminary Visits should be made if:

- The school have not used a particular venue before
- The trip leader has not attended the venue before
- The trip leader has not attended the venue in the previous twelve months.

The Trip leader must ensure they are familiar with the venue for a trip.

Volunteers

All of our volunteers attending trips will have an enhanced DBS check.

All volunteers will be given the information they need prior to a trip.

The trip leader will take into account the experience of the volunteer when designating groups of children to that volunteer.

Volunteers are deemed suitable after they have been observed and monitored carrying out a voluntary role in school.

It will be the responsibility of the trip leader to supervise all volunteers on the trip.

Emergency procedures and incident reporting

When carrying out a residential trip in the UK or abroad, the trip leader will have the emergency procedures. This will include

- A phone number of a senior member of staff that can be used 24 hours a day. This member of staff must hold all emergency contact details for the children and adults attending the trip and any additional information such as medical and next of kin.
- The procedures to follow in event of a fatality or critical incident including contact details for the Local Authority and emergency services. These procedures will be made clear to parents and all adults attending the trip prior to the trip taking place.

- Should any accident/ incident take place it is essential that the head teacher is informed so that the relevant documents can be completed. It is also essential that the venue also completes an incident/ accident report form.

Behaviour

Children will need to demonstrate safe behaviour at all times. Prior to the visit the children will be reminded of the expectations for good behaviour on the trip. Any child who is unable to comply with the schools behaviour policy will be removed from the trip. A member of staff will take the child back to school/ home or a member of staff/ parent will be asked to come and collect the child from the venue. If a child's behaviour is deemed to be unsuitable or dangerous prior to the trip and thus cause a risk to the health and safety of the trip then they will not be allowed to attend the trip. Any specific rules for the visit will be made clear in the information to parents. On residential trips, electronic devices such as tablets or mobile phones are not allowed on the trip.

Inclusion

We expect all school visits to be inclusive and for all trip leaders to ensure there is appropriate level of supervision to enable inclusion of all children. If needed then specific resources/ adults support will be used to enable the trip is modified for all children to be included. If it is deemed that a member of the school community would not be fully included it is important that the head teacher is informed immediately so as to make necessary adjustments to enable inclusion or alterations to venues.

This policy will be shared with all member staff at the start of each academic year and will be reviewed annually with the governing body.

Signed:

Chair of Governors

Date:

Date to be reviewed: July 2020