



Educational Visits and Outdoor Learning Policy

Sutton Courtenay Primary School

Approved by the Local Governing Body: 26th September
2022

Review date: September 2025

This policy is currently under review as part of a Trust-wide review of Educational Visits and has been approved by the Headteacher for interim use until the Trust policy is implemented.

Rationale

We believe that high quality outdoor learning and educational visits have a positive and lasting impact on pupils. Evidence clearly shows that being outside has huge benefits on pupils' health and well-being and helps to stimulate children's interest in, and curiosity and appreciation of, the world around them. Educational visits provide a range of memorable experiences which enhance learning and open children up to new possibilities.

Intent

To broaden children's horizons and learning experiences through a range of memorable activities outside of the classroom which have a significant and positive impact on pupils in terms of their learning, well-being, curiosity, skills and appreciation of the world around them.

Implementation

We have a 'can do' attitude towards learning opportunities. High quality visits and outdoor learning experiences are integral to our long-term curriculum planning and therefore our yearly plans integrate relevant, high quality visits and outdoor learning experiences into each year group, identifying how they will positively impact on children's learning. In addition, we take advantage of ad hoc opportunities during the year. Our activities include:

- Upper Key Stage Residential
- Forest School activities
- Using the school grounds for science, geography and other curriculum subjects
- Museum visits
- Using the local environment for field work and learning activities
- Gardening club
- The Daily Mile
- Choir visits to the O2 for Young Voices
- Whole school pantomime visits
- Seaside visits
- Woodland walks
- Field studies on the local river
- Regular Welly Walks in FSU
- Visits to the local environmental centre

Through careful risk / benefit assessments, we plan activities that are accessible to all children regardless of their individual needs.

Impact

Children develop life-long skills and appreciation of the wider world and their horizons are widened to new insights, and possibilities in both the near and distant future.

Children talk positively about their experiences and reflect on what they have learnt, and the ways in which the experience has changed them.

Positive changes are made to children's confidence, life-skills, personal qualities and understanding.

Children's attitudes show greater motivation and appreciation for learning.

Children develop greater environmental awareness.

POLICY

All those involved in the organisation and running of educational visits follow the National Guidance on Educational Visits and Learning Outside the Classroom Activities -

<https://oeapng.info/> All visits must comply with national and school guidelines on health and safety.

All visits and outdoor activities must have an identifiable educational benefit, with clear objectives linked to the school's aims.

It is the responsibility of all staff to ensure that the risk to the health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment. All visits will comply with the national guidelines on health and safety.

Information about staff and pupils, including photographs, is subject to data protection laws. Staff will ensure that personal information is kept private and only shared with appropriate people where necessary for planning activities and in the event of an emergency. Staff must check the accuracy and currency of information and follow the school data protection protocol.

All participants are regarded as representatives of the school during visits. Any deviation from acceptable behaviour as stipulated in the school behaviour policy will be dealt with by the group leader and followed up in school by senior leaders. The school retains the right to remove pupils from trips in exceptional circumstances as part of the school's risk assessment process and behavioural contracts.

Charging for educational visits is detailed in the school 'Charging and Remissions Policy'.

PRACTICE

School will:

Appoint a trained Educational Visits Co-ordinator (EVC) who will oversee school visits and provide support to visit leaders. They will ensure that educational visits follow national, OEAP, guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit.

Develop and implement a procedure for dealing with emergency situations (See Critical Incident Policy and flow chart for procedure).

Ensure that Educational Visits, and Outdoor Learning activities which take place on the school site, are carefully planned and compliment learning inside the classroom.

Ensure that Forest School activities are run by a fully trained member of staff who will ensure that all aspects of the environment have been risk assessed.

Ensure that all staff are briefed when they take up a post at the school and on an annual basis with regard to procedures for planning educational visits and outdoor learning. This information will be disseminated through the annual review of the Staff Handbook and will include risk assessment, pupil ratios, first aid arrangements and staff duty of care during visits / outdoor learning experiences.

Ensure that all members of staff who have not previously undertaken outdoor visit accompany an experienced leader before undertaking a visit leader role.

Keep records of all risk / benefit assessments, and of any injuries, accidents and near misses.

Follow national guidelines on changing for visits.

The EVC will:

Co-ordinate all educational visits to ensure procedures are complied with and all documentation is completed.

Liaise with Class Teachers to ensure the approval requirements for each visit are clearly communicated.

Liaise with school office to ensure all documentation in relation to each school visit is prepared and retained.

Ensure that the visit is planned and risk assessed, including an exploratory visit whenever it is possible. This must include assessing the risk for specific children with regard to health, behaviour and safe-guarding, where appropriate. Risk assessments are shared with all staff attending each visit and the RA will include adequate insurance, emergency arrangements and contingency plans.

Make provisions and adjustments so that the activity is accessible to all pupils where possible in line with our equal opportunities policy. However, where arrangements will fundamentally change the nature of the visit or the learning for the majority of pupils, alternative provision may be made for individual children in line with national guidance.

Ensure that a parent / guardian is given full information about a visit, and that parental consent will be obtained in line with national guidance.

Ensure that appropriate enquiries are made of any establishment or company being used for residential or outdoor adventurous activities (such as water sports or trekking) and that the establishment holds the relevant accreditation e.g. Learning Outside The Classroom or Adventure Activities Licensing Regulations

Ensure that provision is made for any incident, including First Aid and that there is a procedure to follow in the event of any emergency or other serious incident (See First Aid and Critical Incident Policies). A trained first aider with a first aid kit goes on each trip and arrangements are made for pupils with medical or special needs.

Ensure that the ratio of adults to pupils is appropriate to the visit / activity and will provide safe supervision of pupils. We follow the SAGED model when determining the ratios. This takes into account:

- the **S**taff (all adults on the visit)
- the **A**ctivity
- the **G**roup
- the **E**nvironment
- the **D**istance away from base (and transport)

Ensure all school staff and other adults are selected on the basis of their competence and suitability to undertake the tasks allocated, are fully briefed prior to the visit and understand their roles and responsibilities. If an adult who is not a member of staff is accompanying the trip, then they must have an up to date and valid DBS check or a risk assessment in place.

Except in special circumstances and with the written agreement of the EVC, there must always be a minimum of 2 members of staff for any off-site visit.

Ensure all pupils and staff are informed of the nature and purpose of the visit and that they follow school rules, guidelines and policies, appropriate to the activity.

The Office Administrator will:

- Complete all relevant Educational Visits documentation, including external risk assessments and consent forms in conjunction with class teachers and the EVC
- Ensure all pupils have made necessary payments and completed the necessary documentation
- Gather quotes and ensure that transport and tickets are booked once agreed by the EVC.
- Ensure the trips phone is charged and ready for use by the class teacher.

The Group Leader (Class teacher) will:

- Provide reasonable notice to the Educational Visit Coordinator (or other nominated person) to allow them to assist in completing agreed tasks
- Complete risk assessments on Smartlog and acquire assessments completed by external agencies (for example, Activities Centre) as appropriate
- Plan for pupils with special educational needs, pre existing medical condition or a disability and ensure appropriate provision
- Lead the trip in accordance with the approval given by the EVC and ensure all staff and pupils are fully briefed and that emergency arrangements are in place
- Record the details of any accident or incident in line with the school policies
- Take the school trips mobile phone and a list of necessary contacts.

During the visit / outdoor learning activity the Group Leader will:

Through ongoing risk assessment, ensure that the visit / activity is as safe as possible, making sure that all participants are aware of the need to be involved in the process.

Curtail the visit or stop the activity if the risk to health and safety of any participant reaches an unacceptable level.

Take control of any incidents, during the visit and apply the critical incident policy where needed.

Emergency Procedures

Teachers should not hesitate to act in an emergency and to take lifesaving action in an

extreme situation.

Emergency procedures are an essential part of planning a school visit. If an emergency happens the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to any casualties
- Inform the emergency services if required and everyone else who needs to know of the incident including the School Office and Headteacher.

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all Class Teachers and their deputies.

- Establish nature and extent of the emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and arrange for first aid
- Establish names of the injured and call relevant emergency services.
- Advise other members of staff on the trip of the incident and that emergency procedures are in operation.
- Ensure that a member of staff accompanies casualties to hospital if possible.
- Ensure that the remainder of the pupils are adequately supervised throughout and arrange for their early return to school.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed. The school will inform parents of any delays that will be necessitated.

Media

The Headteacher should act as the point of contact with the media to whom all involved should direct questions.

Under no circumstances should the name of any casualty be divulged to the media.

The Class Teacher should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.

Legal liability should not be discussed or admitted.

All accident forms should be completed and insurers and the HSE should be contacted.

Following the visit / outdoor learning activity the Group Leader will:

Inform the EVC / Head of Establishment of any incidents, near misses, problems and significant successes. The Class Teacher must inform the Educational Visit Coordinator (or whoever has been delegated as the school contact) that the party has returned safely and ensure that all the

students are safely collected from school by a responsible adult, such as a parent or guardian. If any difficulties or incidents occur on a school trip, the Educational Visit Coordinator must be informed as soon as possible after the trip returns to school so that appropriate follow up action can be taken quickly.

Related Policy Documents

- Critical incident
- Health and safety
- Safeguarding
- Charging and remissions
- Data protection
- First Aid