

Philosophy

The school wishes to enrich the learning for all pupils by integrating visits and visitors into the two year rolling programme. The school acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities for all. We recognise that pupils described as having specific learning difficulties or dyslexia have special educational needs and that these needs have to be met to the best of our ability and resources; we recognise that these pupils have skills and talents which need to be nurtured and developed. The school strives to remove barriers to learning and involve all pupils fully in activities within all curriculum areas and beyond so that all children reach their potential. The Governing Body have adopted the Staffordshire County Council Policy.

Aims

- To ensure the health and safety of pupils and staff.
- To provide value for money whilst maintaining the quality of visits and visitors.

1. Procedures

The vision for the Manifesto for 'Learning Outside the Classroom' 2006 was expressed as: "...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"

The school's policy must be read in conjunction with Staffordshire County Council's Educational Visits Policy <https://evolve.edufocus.co.uk/evco10/docs.asp> This is then linked to the Outdoor Education Advisers' Panel Employers Guidance <http://oeapng.info/> . The Manifesto for Learning Outside the Classroom is also essential reading, <http://www.lotc.org.uk/what-is-lotc/where-lotc/> . The school Business Continuity Plan also includes guidance on serious incidents occurring during educational visits.

Procedural Requirements

All supporting forms are available in the risk assessment folder and can also be downloaded from the staff area on the computer, some are available on EVOLVE. These include:

- Risk assessment forms
- Pre-visit checklists
- Use of private vehicles
- Emergency contact form

Monitoring Arrangements

All Educational Visits are subject to the approval of the Educational Visits Coordinator (the Head teacher) and this must be done in a timely manner. The Governing Body will receive regular information of visits through the Headteacher's Report to the Governing Body, however approval via the county outdoor education advisor must be sought for activities that will be of a residential nature.

Induction Process

The induction process involves training for off-site visits. For newly trained teachers, the first visit will be closely coordinated by the EVC and will be accompanied by the mentor. Voluntary help may be used for off-site visits, however all volunteers must be established volunteers within the school and as such will have taken part in the school's induction process.

Promoting positive behaviour during educational visits

Visit leaders will have overall charge of the visit they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information will be shared with parents. Children are expected to behave appropriately and the school's positive behaviour policy is adhered to on all visits. For residential visits parents and children will be made aware of procedures for removing children from a visit if their behaviour puts themselves or others at risk of harm.

2. Local Responsibilities

"The EVC should be specifically competent. The level of competence required can be judged in relation to the size of the establishment as well as the extent and nature of the educational visits planned. ...Evidence of competence may be through qualification, but more usually will be through the experience of practical leadership over many years of off-site education. Commonly, but not exclusively, such competence will be identified in a person on the senior management team of the school."

The Educational Visits Coordinator is required by the governors to have undertaken relevant training provided by Staffordshire County Council (Entrust). When agreeing to any learning outside the classroom the educational visits coordinator must:

- ensure that all LOtC activities comply with guidelines provided by Staffordshire County Council and are officially notified/approved as required by employer guidance.
- ascertain that all members of staff involved in LOtC are specifically competent to carry out responsibilities allocated to them.
- be clear about your role when taking part in the visit as a group member/assistant supervisor and should follow the instructions of the designated Visit Leader, who will have sole, over-all charge of the visit.
- ensure that suitable child protection procedures are in place.
- ensure that the Visit Leaders, assisting staff and voluntary helpers are appropriately trained (as required by employer guidance) and competent to carry out such tasks as they are allocated.
- ensure that you have assigned sufficient time for staff to organise visits properly.
- ensure that visits are effectively supervised with an appropriate level of staffing.
- ensure that visit information has been shared with parents and that consent has been sought where necessary.
- ensure that arrangements have been made for the medical needs and special educational needs of all the young people and also address any inclusion issues.
- ensure that there are sufficient numbers of staff with the relevant first aid training
- ensure that suitable transport arrangements are in place and meet any regulatory requirements, including those for using private vehicles.
- ensure that insurance arrangements are appropriate.
- ensure that details related to the visit and participants (including staff) are accessible to a designated 24/7 emergency contact(s) at all times in case of a serious incident.
- ensure that there are contingency plans in place should the visit plan be significantly changed or cancelled (Plan B).
- ensure that a preliminary visit is undertaken for all off-site visits that are undertaken to places that do not provide their own risk assessments so that relevant risk benefit analysis can take place.
- ensure that a risk assessment has been produced
- ensure that, where the activity involves a third party provider, appropriate assurances have been sought. Specifically note those national schemes that make seeking provider assurances unnecessary e.g. LOtC Quality Badge, AALS licence, Adventuremark, or a clear management Statement of Competence.
- ensure that all visits are evaluated with regard to best value, teaching and learning, quality experiences, and address issues raised by any serious incident that might inform the operation of future activities/visits.

3. Emergency Procedures

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency. The emergency procedure is in must be taken on each visit.

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police. In the event of a serious incident reference must be made to **Coping with a Crisis** document.

4. The Governing Body

The governing body wishes to be informed about the following categories of visit prior to them taking place (if any): - Residential

The governing body will receive reports from the Headteacher detailing the school visits that have taken place.

This policy should be read in conjunction with: The Health and Safety Policy, Supporting Children with a Medical Condition, Asthma Policy, Safeguarding Policy, the Behaviour Policy.

Formulated April 2011

Reviewed January 2020

Emergency Procedure to Support All Educational Visit Group Leaders

The Group Leader is responsible for all aspects of the visit from organising toilet supervision to liaising with providers. In the event of an emergency the Group Leader must ensure that all staff know what action to take if there is a problem,

If an accident happens the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform the Headteacher/ School/ Parents/ Chair of Governors/ SCC
- Record and review details of the incident

Assess the situation
Safeguard the situation
Deal with any immediate danger to self and other group members
Account for all members of the group (register children and adults)
Arrange First Aid
Airways
Breathing
Circulation (bleeding)
Get Help
Call the emergency services as necessary (999)
Inform Relevant People
School 01889228730
Parents: Use the contacts list in the visit folder
In cases of extreme emergencies:
SCC Emergency Team: 08456 042886
SCC out of hours: 01785 278499
Establish a contact point and member of staff to liaise with emergency services
Arrange for a member of staff to travel with any casualties to hospital
Make arrangements for non-casualties to return to school/ base (residential visits)
Record details of the incident and actions taken