

EVC – Learning outside of the classroom policy – Academy specific

Please also see SPTA specific SPTA Employer policy for the management of Learning outside the classroom/off site visits and activities

Dated issued: November 2015
Ratified by EAB on: 14.12.15
Next review date: November 2017

Craven Primary Academy

Learning Outside the Classroom/Offsite Visits

Health and Safety Policy Guidelines

Principal – Trudi Bartle

EVC – Stephanie Jackson

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Craven Primary Academy as a successful academy. Our Creative Curriculum policy states as a school we will “Provide enrichment opportunities where learning and teaching can take place beyond the classroom. They are an opportunity to extend pupils’ learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

PURPOSE

1. To ensure that every pupil has the opportunity to benefit from education visits.
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, Heads, staff, helpers, pupils and providers involved in education visits.
4. To comply with SPTA ‘Policy for the Management of Learning Outside the Classroom / Offsite Visits and Activities’; use “Offsite Visits-Operational Procedures” and keep up to date with further advice.
5. To meet DfES guidelines (1998) entitled ‘Health & Safety of Pupils on Education Visits’ (HASPEV); DfES 3 part supplement any guidance published July 2002 and DfE Health and Safety 2014 Guidance.
6. To ensure where appropriate further advice is sought from SPTA and other technically competent personnel.

BROAD GUIDELINES

Key Point – These guidelines can be captured simply in four words:

PLAN – DO – REVIEW – RECORD

APPROVAL

All visits are linked to the academy aims and where possible planned and approved well in advance in accordance with visits planning procedures.

EAB members will be informed of all visits but delegate approval of low risk and routine visits and occasional opportunities to the Principal and EVC (See delegated approval levels).

- After Principal's approval all higher risk visits including adventurous activities, residential experience and foreign travel will be submitted for EABs' approval and SPTA approval
- A named Educational Visits Coordinator (EVC) will be appointed
- The EVC will identify and record with the minimum paperwork, qualifications, training, development, induction and apprenticeship arrangements for all visit leaders
- The EVC will approve visit leadership, planning checklist, risk assessment, management and evaluation of all visits.
- There will be a named visit leader (and where appropriate, deputy) on all visits.
- The visit leader will ensure sufficient staff and helpers of the right experience are checked (CRB if appropriate) and briefed throughout the visit.
- The visit leader will ensure risk assessment and management including generic, site specific and on-going are undertaken and recorded.
- The visit leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
- Visit leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.
- Visit leaders will, where possible, undertake exploratory visits or seek references from other academies if using new venues.

PARENTS

- Within the academy prospectus parents will be given details about Learning Outside the Classroom/Offsite Visits practice safety procedures etc.
- Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.
- Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

PUPILS

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. On-going briefings are an important part of learning and safety.

Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

VISIT TIMESCALES

Timescale for the approval of visits/activities which are classified as sport fixtures is 2 term time weeks or as soon as practicably possible.

Timescale for the approval of visits/ activities which are part of normal curriculum time and within the immediate locality of the academy i.e. Hull City Centre is 2 term time weeks.

Timescale for the approval of visits/ activities outside normal curriculum time and/ or beyond the immediate locality of the academy is 4 term time weeks.

Timescale for the approval of visits/ activities outside normal curriculum time and/ or beyond the immediate locality of the academy and are abroad and/ or adventurous activities is 12 term time weeks.

DELEGATED LEVELS OF AUTHORISATION

Visits/ activities which are classified as sport fixtures must come from the academy's Leader of Physical Education (Alex Rhodes) and be approved by the EVC (Steph Jackson) or the Principal (Trudi Bartle).

Authorisation of visits/ activities which are part of normal curriculum time and within the immediate locality of the academy must come from the academy's Principal (Trudi Bartle).

Authorisation of visits/ activities outside normal curriculum time and/ or beyond the immediate locality of the academy must come from the academy's Principal (Trudi Bartle).

Authorisation of visits/ activities outside normal curriculum time and/ or beyond the immediate locality of the academy and are abroad and/ or adventurous activities must come from the EAB and SPTA.

The following actions must be carried out for all visits/ activities before approval can be considered.

Initial Approval

By seeking initial approval the visit leader agrees to detailed plans being worked up and in no way gives permission for the visit or activity to go ahead. It is essential that all offsite visits and activities have a clearly defined purpose with a stated objective(s). This will enable all other requirements to be fully understood in context.

These are the fully worked up plans covering the organisation and management of the whole visit or activity. These details are formally recorded within the approval process using Evolve. Apart from appropriate risk assessment all details of the visit or activity need to be included i.e. Parental letters, financial information,

Formal Approval

This should be given, for submitted proposals through the Evolve process that are within guidance outlined in the academy policy and SPTA policy. No offsite visit or activity must go ahead unless written Formal Approval has been given at the authorised level.

Please note: Formal Approval

This must **not** be assumed, but clear, documented and unequivocal, which will be by the use of Evolve database only.

CONCLUSION

Although part of health and safety policy, learning outside the classroom/offsite visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

This policy has been formally approved and adopted by the Local Education Advisory Board at a formally convened meeting

Policy approved:

(Chair of EAB)

Date:

Date of Policy review:

End of statement

Appendix 1

Educational Visits

<u>1</u>	Consult with Mrs Bartle for authorisation to proceed with the visit	
<u>2</u>	See Admin to arrange availability of venue and transport	
<u>3</u>	Visit type and date:- Please provide the following information for at least TWO weeks prior to the visit or as specified in EVC Learning Outside of the Classroom policy	
	Date of visit:	
	Times:	
	Overseas/Residential/Adventurous: (Or none of the above)	
<u>4</u>	External providers Venue/Accommodation Address:	
<u>5</u>	Travel Arrangement's:-	
	Travel Company (if applicable):	
<u>6</u>	Staffing and participants:- Visit Leader	
	Mobile No:	
	Attendee group:	
	Number of boys/girls:	
	Accompanying staff (employees):-	
	Accompanying staff (volunteers):-	
	Ratio info; FS= 1:3 KS1 = 1:6 KS2 = 1:12	
<u>7</u>	Purpose and Activities Main Purpose:	
	Secondary purpose:	
	Intended outcomes:	
<u>8</u>	Please see Admin to arrange a letter to be typed, to inform parents of the education visit	
<u>9</u>	On day of the visit, a list of: <ul style="list-style-type: none"> • Children • Staff • Leader Mobile Number TO BE LEFT WITH THE ADMIN OFFICE	

Useful websites to aid the organisation of your visit

www.oepng.info

National Guidance

www.national-library.info

National Library

www.lotc.org.uk

LOtC

www.lotcqualitybadge.org.uk

LOtC Quality Badge

www.oepap.info

Outdoor Education Advisers' Panel