



Barnabas Oley School

Educational Visits, Off-site Activities, Adventure Activities and Learning Outside of the Classroom Policy

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Revision History

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2.0	K Whinney	Complete re-write to include all trips in school as per LA standard model	October 2012	October 2015
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1 Introduction

At Barnabas Oley School we believe that every child is entitled to have access to education of the highest quality. We believe that every child should experience a broad and balanced curriculum with emphasis on the development of the basic skills. In order for us to deliver this curriculum we employ a variety of teaching strategies and use a variety of resources. Resources may be consumables, people's skills and knowledge or the environment. We believe that the curriculum can be enriched by taking the children on an educational visit, so that they can learn from first-hand experience and extend and develop the work they are doing in school.

This policy is the local policy for Barnabas Oley Church of England Primary School and aligns with the Cambridgeshire County Council (CCC) Policy for Educational Visits. None of the CCC Policy is repeated here. It should be attached to this document to ensure a comprehensive reading. Secondly, none of the guidance material is reproduced here and also should be accessed via the web links contain within this policy.

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom – within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young people's confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the Headteacher, and Educational Visit Coordinator (EVC). It provides a local framework for staff planning of site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info).

2 Roles

All roles are clearly defined on the website: www.oeapng.info

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Headteacher, Governing Body and Employer. There is specific guidance and information for each above role and relevant documents. Within the school all roles are covered and managed by staff and the Governing Body. The school has a trained EVC who is **Tina Elkington**.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the National Guidance website. Volunteers are managed under the school volunteer policy including relevant DBS checks.

3 Guidelines and Principles

- Educational visits are organised with due regard to the Cambridgeshire County Council policy and guidelines for "Educational Visits, Off-site Activities, Adventure Activities and Learning Outside of the Classroom Policy" found in Appendix 1.
- The main purpose of each visit is educational
- Clear links must exist between the activities undertaken on the visit and the normal classroom work
- The school has nominated a teacher as Educational Visits Co-Ordinator (EVC)
- Each Educational visit must be led by a teacher as group leader.
- Group leaders plan visits following the planning checklist (Appendix 2)

- Approval for each visit must be requested from the EVC, using the online booking form (Evolve).
- Where necessary approval is sought from the LA through the online system (Evolve).
- The safety aspects of all visits must be given careful consideration and a complete risk assessment undertaken prior to the visit and be available to all adults supervising the visit (Appendix 5,6,7, & 9)
- Travelling time needs to be proportionate to the visit
- The group leader is responsible for ensuring adequate supervision by teaching staff and other adults
- Supervision ratios follow the DFES guidelines for day visits: -
 - 1 teacher/supervisor for every 2/3 pupils Foundation Stage
 - 1 teacher /supervisor for every 6-8 pupils in Year 1 and Year 2
 - 1 teacher / supervisor for every 10 pupils in Year 3 to 6Each group must have an additional supervisor to cover an emergency or unforeseen circumstance.
- All adults attending the trip must have had identity checks confirmed.
- The children need to be prepared for the purpose of the visit.
- Group leaders ensure that each supervisor is fully briefed – including the purpose of the visit, details of work to be undertaken, dates, duration of visit, travel arrangements, name of group leader and other leaders, cost, responsibilities, relevant details of children in their care, emergency procedures, code of conduct and safety.
- Group leaders inform parents about the visit and seek parental consent on the appropriate form.
- Group leaders liaise with the school office to book appropriate transport.

4 The School's Accident Plan

- The School has Public Liability insurance and Employer's Liability insurance. The school provides insurance for children and adults in school, on out of school activities and journeys. All reasonable precautions must be taken to prevent accidental loss, damage or injury.
- A record is kept of all Educational visits, to include a summary of preparation, including a breakdown of costs) and follow-up work. This needs to be completed after the visit.
- A charge for the Educational visit is requested from parents/carers to cover actual costs – no profit is made.
- No pupil is excluded from an Educational visit or journey in school time by reason of unwillingness or inability of parents to pay the cost.
- School visits are fully inclusive to all pupils.

5 Competence of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff who want to lead adventure activities and the adviser will give advice.

<http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>

6 Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide:

www.oeapng.info/ng-first-time-visitor/

7 Zone Information

This school has zones defined for staff. Visits fit into one of three zones. If staff are unsure about a zone, then the visit rises into the next zone up for further guidance and planning.

Zone 3

Adventure/Abroad and Very Complex Visits

These visits require specific approval at school level and the approval of the Outdoor Education Advisor. These must be entered into the Evolve system and submitted to the Advisor at least four weeks before the departure date. The Adviser approves visits on behalf of the employer.

Zone 2

'Normal Visits'

These visits are the majority of this school's visits. There will be aspects of complexity that require careful planning. All visits are required to be planned and logged on EVEOLVE and will be approved by the EVC and Headteacher. Advice on these visits will be provided by the Outdoor Education Advisor. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted.

Zone 1

Local Regular Visits

These are visits which are regular, local and straightforward to organise. It is the responsibility of the visit leader to ensure that the Risk Management documents are completed and amended if required, but particularly if circumstances change.

Activities that this school includes in Zone 1 are visits to the church and walks around the village.

(EVC to list, either by activity or also including a suggested maximum travel distance and motor transport. Please ask for advice if not sure).

8 Specific Advice

Risk Management

This aspect is described in the guidance and forms for recording Risk Benefit Assessments are logged in the resource section on Evolve

www.oeapng.info/downloads/download-info/4-3c-risk-management/

Parental Consent

This school follows the advice on consent and does not require consent for visits that take place during the school day. Full information must be given to parents/ carers. Visits that last beyond the school day require specific consent, the level of detail of that consent will vary according to the visit.

<http://oeapng.info/downloads/download-info/4-3d-consent/>

Group Management

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website.

Behaviour and Inclusion

The Schools inclusion policy and behaviour standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits.

<http://oeapng.info/downloads/download-info/3-2e-inclusion/>

Pre Checking Venues and Providers

Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.

<http://oeapng.info/downloads/download-info/4-4h-preliminary-visits-and-provider-assurances/>

External Providers

Cambridgeshire endorses and supports the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the attached form.

<http://oeapng.info/downloads/download-info/8p-provider-questionnaire/>

Adventure Providers Assurances

An adventure provider, who does not hold an LOTC QB, please check with the OE adviser before proceeding. There are other checks that the adviser will undertake and advise the school. Bookings with such companies should not be undertaken before checks are completed.

Emergency Procedures

This policy integrates into the School Emergency plan which addresses all critical incidents. All staff on a visit carry a copy of the emergency contact card (from CCC) and have access to the following guidance.

<http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/>

The EVC and senior staff have access to the Critical Incident plan, and the advice below:

<http://oeapng.info/downloads/download-info/4-1b-emergency-planning-the-establishments-role/>

Transport

National Guidance contains full information for cars, minibuses and public transport.

For transport requests for this school please ensure that you request and book transport three weeks in advance.

Evaluation

Following the return of a visit which has been logged on Evolve, the system has an evaluation system for staff to ensure that all visits are properly evaluated. Staff may complete this evaluation to aid future plans.

Insurance

All visits should be covered by the County Council Insurance Scheme, and additional insurance should not normally be required or bought from a provider. Please contact Cambridgeshire County Council insurance contact Louise.torrance@cambridgeshire.gov.uk, to check before purchasing. The insurance department has full access to Evolve, so when contacting them, give the Evolve visit number and your plans can be reviewed.

Finance

All financial details for a visit must be managed by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut-off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

Parents should also be told of any arrangements that the school may have for any young people that can't afford a visit.

<http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

This policy links and integrates to the following school policies:

- Health and Safety
- Volunteers in School
- First Aid

Appendices

A. Cambridgeshire County Council – Educational Visits Policy

A.1. Introduction

Every year, thousands of children and young people from Cambridgeshire schools and Children’s Services, participate in educational visits or off-site activity sometimes including an adventurous activity as part of their educational experience or personal development. These activities and opportunities are integral to a rounded educational experience which excites challenges, motivates and stimulates learners. This policy sets out how Cambridgeshire County Council will manage this aspect of learning including health and safety requirements so that young people can discover the world beyond their classrooms and settings.

A.2. Definitions

Adventure Activities: Activities that take place in challenging environments that can present technical or environmental complexity in the organisation or delivery of the activity. Many adventure activities have well established National Governing Bodies that train, assess and validate the competency of staff to lead in the activity.

Educational Visits: All visits with a group of young people that leave a school site, to journey to another location, either during the school day, or for extended periods beyond the school day. This usually does not include work experience or activity in schools on split sites. The activity is planned and organised by the school.

Off-site Activities: Activities that occur away from the base of regular work with children or young people organised by staff who work within Children’s Services.

Learning Outside of the Classroom (LOtC): Activity that takes place on the school site, and further afield. Some of this work will be covered by Educational Visits.

Children and Young People: All young people under the care of Children’s Services, whether from a school or setting.

Staff: In the context of this policy, Staff is defined as any employee of Cambridgeshire County Council, any agency worker or volunteer working for Cambridgeshire County Council and the Elected Members of Cambridgeshire County Council.

A.3. Application

This policy applies to any of the following activities when undertaken by children and young people under the supervision or control (whether pastoral or direct) of Cambridgeshire County Council staff or which are facilitated by Cambridgeshire County Council, those schools for which it is the employer or those foundation and voluntary aided schools that have opted into the policy:

- Off-site activities, visits or excursions;
- Activities that fall within the remit of Learning Outside the Classroom; and
- Adventure Activities.

This policy applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods. Cambridgeshire County Council has formally adopted “OEAP Employer Guidance” as the source guidance for this policy from the website: www.oeapeg.info

It is a legal expectation that employees must work within the requirements their employer's guidance; therefore Cambridgeshire County Council Children's Services employees must follow the requirements of "OEAP Employer Guidance" (EG), as well as the requirements of this Policy Statement.

A.4. Policy Statement:

Cambridgeshire County Council (CCC) recognises the important role that educational visits, off-site activities, adventurous activities and Learning Outside the classroom (LOtC) plays in providing a rich and rewarding education for children and young people whatever their age, ability or circumstances.

CCC actively supports and encourages such activities. In so doing, CCC recognises that this may involve exposing participants to challenges and risks with which they may not be familiar. CCC will put arrangements and procedures in place to identify and manage these risks, reducing them to an acceptable or tolerable level, ensuring a balancing of the risks against the benefits of the activity. It is the County Council's policy, so far as is reasonably practicable, that all activities falling within the scope of this policy should:

- Comply with recognised sector best practice guidance with respect to issues falling within the scope of this policy. For the purposes of this policy, this means compliance with the guidance issued by the Outdoor Education Adviser's Panel (www.oeapeg.info) unless this guidance is specifically over-ridden by a requirement within this or any other CCC health and safety policy;
- Be allocated sufficient resources (time, planning, staff, budget) to enable activities to be undertaken safely;
- There should be a risk management process that is informed by a Risk Benefit Assessment, where the benefits of the proposed activity are balanced against the risks and detailed how the risks can be managed. There may be some background or residual risks elements remaining and these could be viewed as acceptable. Part of the curriculum and learning for young people is to learn how to identify and manage appropriate risk. Where risks to participants are viewed as unacceptable, then the activity must not be carried out until further advice has been sought from the County Council's Outdoor Education Adviser;
- Be monitored to satisfy the County Council that the requirements of this policy are being met.

Where activities that fall within the scope of this policy are being provided by a third party, then the County Council will require that:

- Reasonable checks of any external organisations that are contracted to provide any activities, regardless of whether these activities are being carried out on or off-site, are carried out to ensure that they are competent to provide such activities;
- Checks would normally be via an external validation process using an Inspection and Accrediting Body, which may include: The Adventure Activities Licensing Service, The Learning Outside the Classroom Quality Badge, Adventuremark or sector approval schemes. CCC confirms and endorses the LOtC QB scheme as acceptable without further checks required. Confirmation about an individual Awarding Body schemes should be via the Outdoor Education Adviser.
- The performance of external organisations is adequately monitored to ensure that agreed practices are being met; and
- The significant findings of monitoring are acted upon and are reported to the appropriate Council Officer (OEA) and/or Governing body.

Where activities involve either travel abroad, or the provision of “adventure activities”, whether led by a CCC staff or by a third party provider, then the County Council requires that these be notified to the County’s OEA for outline approval early in the planning stages. To secure these policy objectives, the County Council will put arrangements in place to:

- Establish and maintain systems and procedures to enable schools and settings to comply with the requirements of this policy. Specifically, all schools and settings will be required to record and manage activities falling within the scope of this policy using the “Evolve” system; with regular local visits being maintained via a local system. (These visits will be a Zone 1 activity defined in the Radar Diagram).
- Provide competent advice to enable staff with responsibilities for any aspect of this policy to meet any requirements placed on them;
- Provide written guidance and procedures for staff to enable them to fulfil their responsibilities within the scope of this policy;
- Provide access to suitable and sufficient information, instruction and training for all staff organising, facilitating, leading and advising on such activities;
- Comply with reasonable directions and instructions issued by external organisations providing such activities where these are issued in order to secure the health and safety of other persons; and
- Establish structures to enable the reporting of any significant findings of monitoring activity (e.g. incident reports) to the County Council’s SMT.

Organisational Responsibilities and Arrangements:

In addition to the overall responsibilities for managing health & safety matters that are described in the Council’s Health and Safety Policy, some specific responsibilities apply in relation to the activities covered by this policy.

Executive Director: Children and Young People’s Services - the Executive Director; Children and Young People’s Services is responsible for:

- Allocating sufficient resources to ensure that adequate competent advice is available to provide advice, guidance and support to CCC settings providing activities falling within the scope of this policy. CCC achieves this requirement by formally appointing an Outdoor Education Adviser;
- Ensure that the requirements of this policy are adequately monitored and that corrective actions are taken, as necessary, to obtain compliance with the requirements of this policy; and
- Report significant failings in this policy to the Chair of Strategic Health and Safety Coordinating Group so that they can maintain effective oversight of day to day health and safety compliance.

Outdoor Education Advisor (OEA) - The County’s OEA is appointed by the County Council to provide advice and guidance to duty holders named within this policy so that they can discharge their duties under this policy and any relevant statutory instrument effectively. The OEA is responsible for:

- Maintaining their competence and keeping abreast of legal requirements and sector and industry best practice with regards to activities covered by this policy;
- Report significant changes to legislation, sector and industry best practice to appropriate committees and ensure that employee representatives/ recognised trades unions are consulted on matters of health and safety relating to this policy and any associated procedures (e.g. at the School’s Health and Safety Committee – “HASCAM”);
- Providing advice and guidance to schools and settings to enable activities to be carried out safely; and

- Monitoring schools and settings to ensure that they are complying with all relevant legislation and the conditions set out within this policy; and
- Reporting the significant findings of monitoring, including any recommended corrective actions, to duty holders so that they can discharge their duties in accordance with this policy.

Governing Bodies - Governing bodies play a key role in providing oversight of all activities undertaken by the school. They should satisfy themselves that the school has suitable policies and procedures in place to adequately manage and monitor all activities falling within the scope of this policy. The results of monitoring should be discussed at governing body meetings.

Headteachers - Headteachers are responsible for ensuring that any activities falling within the scope of this policy and over which they have, to any extent, control are:

- Adequately resourced (in terms of planning, time, staff and budget) to secure compliance with the requirements of this policy and any associated procedures;
- Notified to the County's OEA where required under the terms of this policy;
- Only lead by competent people.
- Risk management systems are in place, using a risk benefit assessment tool to ensure that adequate risk management measures are implemented. For activities provided and delivered by third parties, reasonable checks of the provider, via the above systems should be used. The Headteacher is not responsible for provider's risk assessments and should not undertake any further risk assessments of a providers activities;
- Monitored and any significant findings to the County's OEA and also to the school's Governing Body so that they can maintain effective oversight of these activities.

Headteachers may appoint a member (or members) of their staff to carry out these duties on their behalf. Where such appointments are made, the Headteacher remains responsible for the standard to be achieved and, as such, they must monitor the performance of these appointed persons (Educational Visits Coordinators or EVC) to ensure that the required tasks are being carried out correctly and competently. Appointment of EVC's should be in writing and should set out clearly what tasks have been delegated to them. EVC's should have sufficient authority (i.e. they should normally be a senior member of staff) to enable them to undertake their role and should be provided with the necessary information, instruction, training and supervision to enable them to discharge their duties effectively.

Educational Visits Coordinators (EVC) - EVC's are responsible for delivering any tasks devolved to them by their Headteacher. Once appointed, EVC's have an additional responsibility to ensure that they bring any significant failings relating to compliance with this policy and its associated procedures to the attention of their Headteacher.

Staff - Staff are responsible for taking care of themselves and for others affected by their actions or their omissions. In the context of this policy this means:

- Cooperating with line managers and supervisors by implementing the agreed actions of any risk management process and planning, observing agreed wherever and whenever they undertake or are involved in activities falling within the scope of this policy; and
- Bringing to the attention of management any failings in the risk management process relating to activities falling within the scope of this policy.
- It is an expectation of this Policy that all CCC staff have been formally assessed as competent to undertake such responsibilities as they have been assigned.

A.5. Emergency Planning, Critical Incident Support and Incident Reporting

A critical incident may include an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As an employer, CCC/PCC is committed to providing emergency planning procedures to support establishments in the event of a critical incident. All health and safety related incidents, including any “near-misses”, arising from activities covered by this policy must be reported to the County Council via the online Incident Reporting (IRF96) system.

A.6. Monitoring and Review

The effectiveness of this policy will be monitored and reviewed in accordance with the Council’s Health and Safety Policy.

A.7. Further Advice

All policies and procedures form part of Council employees’ terms and conditions of employment and therefore care should be taken with their application. Information on how to apply this specific policy is available from Stephen Brown, the County’s OEA. Please contact Stephen Brown to provide any feedback on this policy.

A.8. Links to other Policies:

This Policy has links and relates to a number of other policy documents and standards:

- Adventure standards for D of E expeditions (on Evolve)
- Driving standards for CCC employees and minibuses (on Camweb)
- Insurance for School Visits
- Qualification requirements for staff leading adventure activities (on Evolve)
- The use of private cars (on the portal)
- Employment of staff and recruitment of volunteers

B. Planning checklist

- If the venue has not been visited before a preliminary visit by staff is required.
- Make a rough plan of the proposed trip – day, time, with reasons for going.
- Complete approval form for the EVC (Appendix 3) and explain to the office staff so that they can provisionally book the coach(es).
- Make a provisional booking at the place of visit.
- Cost the trip –
- The cost of the coach can be divided between the children i.e.: adults go free.
- The cost of entrance needs to be looked at carefully- any additional adults need to be paid for from School Fund
- Send out letter detailing plans for the trip, including reasons for the trip, things children will need, etc. and requesting money/permission from parents who are not paying, with a final payment date.
- Inform kitchen of proposed date and possibility of their providing packed lunches for free school meal children.
- Confirm date with venue and coach company, EVC and kitchen.
- Write details of coach arrivals for office staff.
- Complete a Risk assessment form.
- Complete Visit Checklist (Learning Beyond the Classroom, Section 2)
- Copies of all plans and risk assessments to be given to the EVC prior to the visit.

C. Request for an Educational Visit

Year Group..... Class(es).....

Location of intended visit.....

Date of intended visit.....

Purpose of visit/Curriculum Links.....
.....
.....
.....

Team Leader.....

Signed..... (Team Leader)

EVC approval (tick as appropriate) Yes..... No.....

Signed..... (EVC/Head)

D. Group Leaders responsibilities

- Plan the trip in detail: - dress code, eating arrangements, cloakroom facilities, equipment needed, First aid (including taking inhalers, epipens etc.), emergency arrangements, code of conduct and safety
- Plan the itinerary and coach groups. Allocate adult helpers to each group and a leader (teacher or staff member) for each coach.
- Prepare a written itinerary to include the above, for each helper and/or have a meeting to brief them.
- Designated adult (usually a TA) to organise First aid kits, “accident” and sickness tubs, wipes and change of clothing.

E. On the day

- Assemble in class area/hall
- Register (take a copy of the register with you on the trip)
- Toilets
- Group children
- Collect any medication and check emergency treatment form
- Ensure each adult has read and understood the Risk Assessment
- Teachers to take a copy of the Risk Assessment with them count all children and adults before departure and at intervals during the Trip.
- Count all children and adults before departure and at intervals during the Trip

F. Points for Risk Assessment

Identify areas/times/activities of potential risk

- Behaviour
- Organisation i.e.; communication/movement of children
- Emergency first aid procedures
- Implications of change in the weather.
- Clothing

Fill in Risk assessment and Risk Management Record (Appendix 7) and/or check generic risk assessments (Appendix 8 and/or 9)

G. Risk Assessment and Risk Management Record: Off- Site Activities and Educational Visits

Establishment _____

Location / Purpose _____

Visit Leader _____

Date (s) _____

Identifying Significant Hazards – Assessing The Risk. (Consider: Site and environment/group/leader & activity arrangements/transport)	Control Measures- How you manage the risk.

Telephone numbers	
Staff	
Staff	
Staff	
Staff	
School (day)	
School (after 3.15)	

Alternative Plan (Plan 'B')

On-going Risk Assessment notes

Completed by _____

Date: _____

EVC/Head _____

H. Generic Risk Assessment – Travelling By Coach

HAZARD	RISK	CONTROL
Using the steps, getting on/off	Children falling	Adult to stand at bottom of steps and hold child's hand.
Seating arrangements	Children falling	No children to sit in the front seats No child to sit by emergency exit door Adult to ensure seat- belts are fastened Adult to sit with designated group
Passengers moving about in coach (e.g. To look at animals in Safari Park)	Children falling	Children allowed standing at side window with adult next to group when coach is travelling slowly/ is Stationary in Safari Park. Adult to help child move across coach aisle to resume safety belt seating

Completed by _____

Date: _____

EVC/Head _____

I. Generic Risk Assessment – Walking Trips

HAZARD	RISK	CONTROL
Walking along road/pavement	Children stepping into road	<ol style="list-style-type: none"> 1. Children must walk on the pavement or designated walking area at all times 2. children to walk in pairs, holding hands 3. the adult in charge of three or five children must hold 3rd or 5th child's hand and walk on roadside of pavement.
Crossing roads	vehicles	<ol style="list-style-type: none"> 1. Children to know the Safe Crossing code 2. Road crossing should always be in a safe place i.e., zebra crossing/protected crossing/away from a corner 3. The adult with the group is responsible for leading the children through the safe crossing code and across the road 4. Children to wear high visibility vests

Completed by _____

Date: _____

EVC/Head _____