

Redhill Primary School

Policy for Educational Visits and Outdoor Learning



Introduction

Educational visits can provide important experiences for children and increase their knowledge of the curriculum, their understanding of the world and their personal development. Visits must be well planned and follow the LA regulations, as well as the requirements of this policy.

'To reach their potential, children and young people need experiences which broaden their horizons, enrich their cultural experience and understanding and improve their well-being.' (Children Young People and Families 2012-2015 Directorate Plan)

Redhill Primary School in line with Birmingham City Council has formally adopted "*Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom*". This guidance can be found on the following web site:

www.oeapng.info

Redhill School has a trained EVC lead: Hannah Fox. She is also e-visit trained.

Aims of the Policy

These aims are intended to be in line with the aims of Redhill School

- By enabling children to take part in activities away from school, add to their knowledge and experiences in a meaningful and new way.
- Have procedures in place for leaders of all visits carry out risk assessments when planning visits and activities to ensure the safety of all.
- Make sure that all activities comply with LA requirements.

Procedures for Educational Visits

Educational visits should be well planned and suited to the ages, aptitudes and abilities of the children taking part.

It is essential that the visit leader has first - hand knowledge of the places to be visited, and all accompanying adults have read and understood the risk assessment completed by the visit leader before the trip takes place.

The leader, as part of their planning, must carry out a risk assessment.

The senior member of staff remaining at school (HT- Jo Jones, and in her absence, EVC- Hannah Fox) should be informed about the actual children taking part and the expected return to school time.

The Office Manager should be informed about all the arrangements for visits and all letters should be issued by the School Office.

Visits can be defined using 3 zones -1, 2 or 3.

Zone 1 - e.g. local walks, swimming visits, PE fixtures.

Zone 2- all visits and activities approved by EVC at school level. These visits will involve specific planning and will normally be one off/ once a year/ not multiple activities.

Planning for Zone 2 visits will be completed at least 3 weeks before the trip is taken, and recorded using the e-visit online recording system.

Zone 3- activities in this area are complex activities to plan and deliver. They usually involve distance away from school and/ or an overnight stay. This zone includes all adventure, residential and abroad visits.

Non- adventurous outings within a mile of the school (local walks) will be covered by a letter signed by parents at the start of the school session.

Adult/Pupil Ratios

- All educational visits must be accompanied by at least 2 adults. A general guide is as follows:
Nursery 1:3-4
Reception 1:3 - 5
Key Stage One 1:6 - 10
Key Stage Two 1:10 - 15

NB: ratios are dependent upon the nature and zone of the trip.

- For specific adventurous activities the required ratios can be found in the LA guidelines/requirement
- Adults employed by a commercial centre are not included in this ratio
- At least half of the required number of adults should be staff employed by the school
- Supply teachers cannot lead visits but can accompany them. Extra adults can include TAs, lunch time supervisors, governors and parents
- The inclusion of TAs on outings will be discussed and agreed with all staff including class teachers, the Senior TA and senior staff
- Only adults who are DBS cleared can be left alone with children
- Where possible, adults accompanying an outing should be a balance of males and females.
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Supervision

The group leader is responsible overall for the group at all times. They should allocate supervisory responsibility to each adult for named pupils. Each pupil should know which adult is responsible for him or her. The leader should ensure that all adults and pupils are aware of the expected standards of behaviour. When moving from one place to another, there should be a member of staff at the beginning and end of the line.

Consent by Parents or Guardians

Parents should be informed of visits well in advance. They should be told -

- Dates and times of departure and return
- Travel arrangements
- The names of the visit leader and accompanying teachers
- The cost
- Cancellation arrangements
- Insurance arrangements
- Pocket money arrangements
- Clothing requirements
- The types of activities to be undertaken
- A code of conduct for behaviour
- Emergency procedures
- Charging for visits will comply with school policy
- The details about a meeting for parents of children going on a Residential visit

Medical Arrangements

Parents or guardians should be asked to confirm their children's general fitness as well as providing details of any regular medication, on the consent form. These forms must be taken on the visit and kept with the first aid kit.

Accompanying teachers should have knowledge of first aid appropriate to the activity.

In the event of an accident or illness medical attention should be obtained as necessary.

The teacher leading the visit should inform the Headteacher who should inform the parents/guardians and the area office. In the event of an accident or near accident an accident form should be completed. In general serious incidents should be reported to the Headteacher immediately. A school mobile phone should be taken on all visits to enable contact to be made with school and the emergency services.

6. Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an educational visit or learning outside the classroom activity has either:

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

Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism. Relevant emergency contact telephone numbers should be carried by leaders at all times during an offsite educational visit but should only be used in the case of a genuine emergency. Under no circumstances should these telephone numbers be given to young people or to their parents or carers.

Farm visits

Extra care needs to be taken when visiting farms or farm animals. Please read information about farm visits available from the EVC.

Equal opportunities

All children should take part in school outings. They should be planned to comply with the school's equal opportunities policy.

Updated June 2018

Signed Chair of Governing Body