



St Peter's Catholic Primary School

POLICY FOR OUTDOOR EDUCATION AND OFF-SITE EDUCATIONAL VISITS

Approved by Governors : 14th October 2014
Amended and reviewed: December 2017
Reviewed : September 2020

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Policy for Outdoor Education and Off-site Educational Visits (‘Learning Outside the Classroom’)

1. Introduction

1.1 St Peter’s Catholic Primary School provides many opportunities for its pupils to enrich and enhance their on-site learning through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. In our school we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children we offer a range of educational visits and other activities that add to what they learn in school.

1.2 The value of LOtC is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Learning Outside the Classroom must be well managed, information communicated and responsibilities recognised as with any other learning that takes place within school.

1.3 This document outlines the specific policies and procedures for St Peter’s Catholic Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- West Sussex County Council’s Regulations for Educational Visits and the use of EVOLVE September 2017 and National Guidance.
- Departmental advice on health & safety for schools, regularly updated. See: <http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools/key-points>
- The Health and Safety Executive statement: “School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths” available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All LOtC and off-site visits that are residential, abroad or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The Head Teacher is delegated by the Governing Body to approve all LOtC and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of EVOLVE.

2.3 The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. The person with these responsibilities (Mrs Liz Matthews, Heads P.A) will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that Disclosure & Barring Service enhanced checks are in place where necessary
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. (Refer to the school's Emergency Response Plan, a copy of which is kept in all school visit folders).
- Keep records and make reports of incidents, accidents and "near hits"
- Review and regularly monitor procedures
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

2.4 The Visit Leader is responsible for identifying the purpose and outcomes for the visit and following the checklist published in the Local Authority guidance. A robust risk management process is necessary for all LOtC visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available on <http://www.westsussexvisits.com/>).

This will take account of:

- Generic hazards as published in this document and the WSCC Regulations for Educational Visits and the use of EVOLVE 2017 and Section B (Adventurous Activities) of the Regulations & Notes of Guidance for Off-site Activities 2017.
- Event specific hazards as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport.
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants

and staff will be fully briefed on the purpose, outcomes and the risk management process.

2.5 Participants are encouraged to consider hazards involved in LOtC and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour.

3. Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

- 3.1 All visit leaders will familiarise themselves with the published advice and guidance. Further information is available from the EVOLVE website (www.westsussexvisits.org). Training for staff and Visit Leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.
- 3.2 In order to plan LOtC the EVC should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned ahead. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.
- 3.3 Parental Consent. Parents sign a “one off” consent form, when children join the school, for all school trips, other than Year 4, 5, 6 residential visits. Data collection sheets for all children will be included in the trip folder and taken on the visit by the Visit Leader.
- 3.4. Internal Approval Form. This local form is to achieve any necessary cover arrangements.
- 3.5 An Evolve Visit form must be completed for all residential visits, visits abroad, visits out of county and for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, via the EVC and Headteacher, one month in advance of the visit date and before becoming financially committed. These types of off-site visits also need the Governing body’s approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should check to see if such cover is already being provided by a tour operator or external provider.
- 3.6 The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC ‘check’ a number of providers who are regularly used by WSCC establishments. These providers are listed on EVOLVE as ‘checked’ in addition providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have a nationally recognised accreditation.
- 3.7 On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a ‘near

hit' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment. In addition it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOLVE visit form.

- 3.8 Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.
- 3.9 Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.