

## School Policy for Educational Visits and Learning Outside the Classroom

### Policy for Dry Drayton CP School

#### Introduction

This Policy is the local policy for Dry Drayton School and aligns with Cambridgeshire County Council 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.

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 peoples' 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 Head Teacher and Educational Visit Coordinator. It provides a local framework for staff planning off 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](http://www.oeapng.info))

#### Roles

All roles are clearly defined on the NG website. [www.oeapng.info](http://www.oeapng.info)

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, 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 an Trained EVC who is the headteacher.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

#### Competence of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are standards 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/>

## **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/](http://www.oeapng.info/ng-first-time-visitor/)

This School has the 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 Adviser. These must be entered into the Evolve system, and submitted to the Adviser at least 4 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 schools visits. There will be aspects of complexity that require careful planning.

All visits are required to be planned and logged on Evolve, and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. 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 organize. The risk management will be covered by the schools defined Zone 1 Procedures which attached to this document. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Activities that this school includes in Zone 1 are work in and around the school grounds, trips around Dry Drayton village, church visits, swimming at Impington, walks to Bar Hill, school PE events, matches and tournaments.

## **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/](http://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 organization 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 Critical Incident plan which addresses all emergency procedures.

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 at the time of booking the trip.

## **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 should 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](mailto: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 moneies. 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 cannot 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

Administration of Medicines Policy

Policy Date Review. Nov 2015

Signed ...S. Deane Chair FPP

For advice and support, please contact the Outdoor Education Adviser,

[Outdoor.education@cambridgeshire.gov.uk](mailto:Outdoor.education@cambridgeshire.gov.uk)

Phone 01480 379677