

Educational Visits and Learning outside the Classroom Policy



Policy	Non-Statutory	
Approved by:	Governing Board	Date: 4th October 2023
Last reviewed on:	March 2020	
Next review due by:	September 2027	

Mission: To provide a caring, respectful, tolerant environment in which all individuals are enabled to fulfil their full potential through a creative and enjoyable curriculum.

Introduction

This Policy is the local policy for Marsh Hill Primary School and aligns with Birmingham City Council Policy and Guidance for Educational Visits and Learning outside the Classroom. It should be attached to this document to ensure a comprehensive reading. BCC has adopted the OEAP National Guidance (NG) and is therefore formally adopted by Marsh Hill Primary School (www.oeapng.info) and references are given to the relevant sections.

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. The Head Teacher and Educational Visit Coordinator manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities.

Roles

All roles are clearly defined on the OEAO NG website. www.oeapng.info – Legal Framework and Employer Systems.

Roles defined as Activity/Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.

3.4j EVC Role <https://oeapng.info/download/1122/>

3.4k Visit Leader Role <https://oeapng.info/download/1124/>

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 Sharon Wells.

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.

NG documents Roles and responsibilities 3.4a-o

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 that want to lead adventure activities and the adviser will give advice in that area. All leaders should be approved by the school.

www.oeapng.info

NG 3.2d, 4.4a Approval of Leaders <https://oeapng.info/download/1084/>

Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance.

5.2b Planning Basics for Outdoor Learning, Off Site Visits and Learning outside the Classroom

<https://oeapng.info/download/1178/>

Below is the minimum requirement in order for visits to take place at Marsh Hill Primary School

- Visits are book in advanced at least 8 weeks prior to the visit taking place and the following
- Request for transport is emailed to the Office Manager.
- Details of cost and payment arrangements are emailed to the Business Manager.
- Letters are produced by the Visit Leader and sent to the office for distribution.
- Visits are to be entered on the schools eVisit system.
- Visits are to be approved by the EVC and Head Teacher prior to going ahead.

Risk Management

This aspect is described in the guidance and forms for recording Risk Benefit Assessments are logged in the resource section on eVisit. www.oeapng.info

NG 4.3f Risk Management <https://oeapng.info/download/2681/>

Parental Consent

Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are normal parts of a child's education, such as visits to museum or library (Education Act 2002 section 29).

In interest of good relations between school and home, it is Marsh Hill practice to ensure parents/carers are informed that a visit or activity is to take place.

Consent will be obtained for visits taking place outside school hours and also for activities taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.

Consent will be obtained when the viability of the visit is dependent on parental financial contributions.

In addition to gaining consent for participation in certain visits, it may be necessary to ask parents for other consent, such as:

- Consent for children to receive emergency medical treatment, including administration of an anaesthetic or blood transfusion, in the event of an emergency when parents cannot be contacted;
- Consent for school to share personal data such as contact details, medical and behavioural information with third-party providers (under the terms of the schools Privacy Policy);
- Agreement to any financial or other terms and conditions.

Gaining Consent

Marsh Hill will obtain consent for visit/activity specific consent using the following methods:

- School Money, the school's parent payment system.
- Electronically by email.
- Returned consent slips.
- Verbal consent, when the timing of the trip prevents written consent i.e. the child has lost the consent form on the way to school on the day of the trip.

For further guidance please refer to: www.oeapng.info

NG 4.3d Parental Consent <https://oeapng.info/download/1264/>

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.

Reference NG 4.3b Ratio's and Effective Supervision <https://oeapng.info/download/1142/>

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 documents below and the adviser can assist when working with visits.

- Equality and Achievement Policy
- Positive Behaviour Policy
- SEN Policy
- Supporting Children with Medical Conditions.

Further guidance can be obtained from the National Guidance website

www.oeapng.info

NG 3.2e Inclusion <https://oeapng.info/download/1086/>

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.

www.oeapng.info

NG 4.4h Using external providers <https://oeapng.info/download/1158/>

Other documents in section NG 4.4 are also useful.

External Providers

Birmingham City Council and Shapestone Outdoor Consultancy Advisers endorse and support the Learning outside the Classroom Quality Badge. Therefore, any outside organisation that holds this award has an external accreditation in terms of quality and safety. Providers who do not hold the LOTC QB should therefore complete the Provider Statement form, which can be found on the schools eVisit Establishment Document section and national Guidance

www.oeapng.info

NG 8q Provider Statement <https://oeapng.info/download/3926/>

Adventure Providers Assurances

Reference should be made to nationally accredited provider schemes if in doubt consult your EVC. Note: Notification is required for Adventurous Activity visits

Emergency Procedures

Schools must have emergency planning procedures in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism as follows:-

- Remain calm – assess the situation
- Safeguard yourself and then any other uninjured members of the group:
Make sure all other members of the party are:
 - Accounted for
 - Safe
 - Adequately supervised
 - Briefed to ensure that they understand what to do to remain safe.
- Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
- Call emergency services as appropriate.
- Carry out first aid to the best of your ability. Remember the aims of first aid are to:
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery

Communications

Direct contact with a parent of the group, from the scene of the incident should not take place. This task will be carried out by a member of the Senior Leadership Team from school. The Visit Leader or Assistant should:

- Contact the appropriate emergency service(s).
- Alert the school.
- Consider other people who may need contacting:
 - Police
 - Embassy/Consulate if abroad
 - Local accommodation
- DO NOT speak to the media. Refer all media interest/enquiries to the school.
- Control any communications by the rest of the group.

This forms part of the training delivered to EVCs and visit leaders.

This policy integrates into the School Emergency plan, which addresses all critical incidents. Further guidance is available on www.oeapng.info

NG 4.1c Off Site Visit Emergencies: Guidance for Leaders <https://oeapng.info/download/1136/>

There are other useful documents in Section 4 of the National Guidance
The EVC and senior staff have access to the Critical Incident plan, and the advice below
www.oeapng.info

NG 4.1b Offsite Visit emergencies: The Establishment's Role

Transport

National Guidance section 4.5 a-f contains full information for cars, minibuses and public transport.
For transport requests for this school please ensure that you request and book transport 6 weeks in advance.

Evaluation

Staff should follow the school Evaluation procedure. They should complete the evaluation to aid and inform future visits. Involvement of young people in this process would enhance the evaluation.

Insurance

Schools should carefully consider the appropriate insurance for the activity or visits they are undertaking due reference should be made to the BCC guidance Section 14 and

NG 4.4c Insurance <https://oeapng.info/download/1150/>

Finance

All financial details for a visit must be follow 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 not afford a visit.

www.oeapng.info

NG 3.2c Charging for school activities. <https://oeapng.info/download/1082/>

Help and Support

Support Advice and professional discussion are available from the EVC

This policy links and integrates to the following School policies:

- Health and Safety Policy
- Equality and Achievement Policy
- Positive Behaviour Policy
- SEN Policy
- Supporting Children with Medical Conditions.
- Safeguarding and Child Protection

Please consult your EVC initially before contacting the Advisers below

For advice and support, please contact Educational Visits and Outdoor Learning Advisers,

Tom Lilley Tom.Lilley@shapestone-oc.co.uk 07980266367;

Richard Batty Richard.Batty@shapestone-oc.co.uk 07432053936 Educational Visits and Outdoor Learning Advisers

Monitoring and review

The policy is every three years on by the **Leadership Team** in conjunction with **the governing board** – any changes made to this policy are communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.