

# Outdoor Learning and Educational Visits

## Learning Together with Kind Hearts and Determined Minds

**Policy Adopted:**

**30th November 2023**

**Review Date:**

**November 2026**

### **1. Introduction**

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These are often the most memorable learning experiences, helping us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

Borough Green Primary School is committed to the principle of respecting diversity and fostering equality in everything it does. All policies will be developed and implemented throughout the school based on that principle.

The school will formally adopt, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits and will consider the adoption of any school specific procedures.

Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at - [http://www.kenttrustweb.org.uk/Policy/outdoor\\_reggs.cfm](http://www.kenttrustweb.org.uk/Policy/outdoor_reggs.cfm)

### **2. Aims and Purpose of Educational Visits**

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place on and off the school site and/or out of school hours, which support the aims of the school.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, etc)
- School teams - by invitation
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms) - by class or year group
- Day visits for particular year groups
- Residential visits - by year group – also with approval of LA
- Overseas visits - by year group – also with approval of LA
- Adventurous activities, which might be classed as higher risk. – by class or year group – with the approval of the LA

### **3. Approval Procedure and Consent**

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

3.1 Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.

The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; an Educational Visits Coordinator (EVC) will be nominated in each school or establishment to carry out this role and they will attend an EVC training course, and an EVC update course every 3 years. This role can be retained by the Headteacher / Manager or delegated to an appropriate staff member.

3.2 The Governing Body has designated a Governor with direct responsible for oversight and monitoring of Outdoor Learning and Educational Visits; this could be incorporated into existing Governor's Health and Safety responsibilities, or form a new role.

3.3 Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.

3.4 Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.

3.5 Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.

3.6 External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally

accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.

3.7 Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.

3.8 Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.

3.9 All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.

3.10 All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.

3.11 Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.

3.12 Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These should be shared with provider staff where appropriate.

3.12.1 For Borough Green local visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given notice of the activities that pupils are involved in and will be informed by an Arbor email.

3.12.2 For School teams playing off site parents will be asked to consent for participation and to give medical consent in case of emergency via Arbor.

3.12.3 For any visit lasting a day or more, parents will be asked to consent via Arbor, which consents to their son/daughter taking part. This includes medical consent and details of any medicines that are used regularly.

3.13 Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.

## **4. Staffing**

4.1 The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

4.2 Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction,

apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

4.3 The school will ensure that all volunteer adults assisting with educational activities and visits are never left unaccompanied with children.

4.4 On residential visits the gender of the staff responsible for supervision and pastoral care will reflect guidelines recommended by the Local Authority.

4.5 The staff: pupil ratios will not exceed those as recommended by the Local Authority (see Appendix 1)

4.6 The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the pupils.

4.7 The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## **5. The Expectations of Pupils**

5.1 The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents/carers, and will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. Parents/Carers will be asked to sign an agreement stating that any instance of severely unacceptable behaviour will lead to the pupil concerned being sent home as soon as possible and that the responsibility for paying for this, including the cost of either collection of the pupil by the parent/carer or sending staff to accompany the pupil, will lie with the parents/carers.

5.2 When children are going on a trip parents/carers will be asked to consent on Arbor which details the price of the trip, the time and a voluntary contribution amount to cover the cost of the visit and a medical consent form in case of emergency.

## **6. Emergency Procedures**

All major incidents should immediately be related to the Headteacher or a member of the SLT, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians, plus consent to approve the application of any emergency treatment including anaesthetic advised by the medical authorities.

The Visit Leader will take with them a copy of the schools (linked to KCC) Emergency Management Plan (School Visits), containing the contact details of the appointed emergency

school contacts, details of roles and responsibilities and a communications log for use in an emergency.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will make emergency funds available to support the Visit Leader in any emergency that occurs in the UK or abroad.

## **7. Evaluation**

All visits will be evaluated by the Visit Leader. A short evaluation report will be made available for the Governing Body, upon request.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The school office is responsible for presenting a financial account for the visit which will be audited and discussed with the EVC Leader as part of the school's procedures.

## **Appendix 1 Staff to pupil ratios for educational visits**

Supervision ratios are identified in KCC's Safe Practice of Offsite Activities (CD), Section A2: Regulations for the Conduct of Offsite Activities in the Education Service.

All figures relating to adults are a minimum. Many visits will require higher staff ratios. This will be determined by your risk assessment for each particular visit.

General supervision ratios for low risk activities can be summarised as follows:

Age of pupil	School Year Group	Supervision ratio
Less than 5 years old	Pre school or year R	Follow early years statutory framework: <a href="http://nationalstrategies/standards.dcsf.gov.uk/node/151370">Nationalstrategies/standards.dcsf.gov.uk/node/151370</a> Must be based on a risk assessment but no greater than one adult for every 5 pupils
5-8 years old	Years 1-3	One adult for every 6 pupils
8-11 years old	Years 4-6	One adult for every 10-15 pupils
11 upwards	Year 7 and above	One adult for every 15-20 pupils

Type of Visit	Supervision Ration
For visits abroad	One adult for every 10 pupils
For foreign exchange visits (where pupils will be housed in homestays and not directly supervised by KCC staff)	One adult for every 15 pupils