

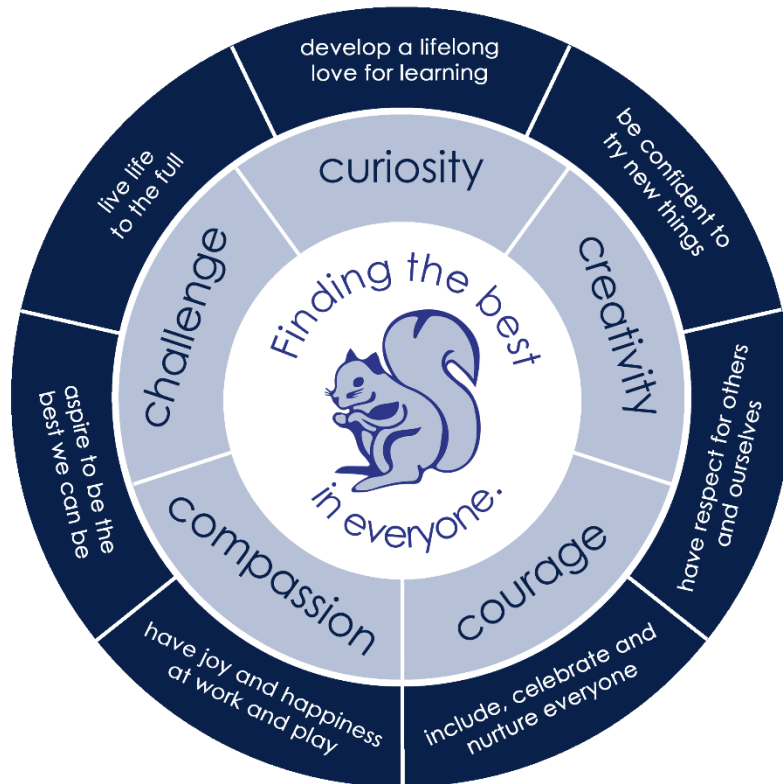


Felbridge Primary School

Finding the best in everyone.

Policy for Outdoor Education and Off-Site Educational Visits

Spring 2022



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Felbridge Primary School

Policy for Outdoor Education and Off-Site Educational Visits

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Introduction

The huge value of outdoor education and off-site educational visits is recognised by the Governing Body of Felbridge Primary School and fully supported throughout the school. The primary consideration for all visits is that a culture of safety must prevail and there is therefore a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

Felbridge Primary School aims to provide many opportunities for its pupils to enrich and enhance their on-site learning and the National Curriculum through its use of outdoor education and off-site educational visits. This encompasses all aspects of outdoor education, visits, residential experiences and any activities organised by the school to take place outside the boundary of the school site.

Classroom learning can be extended and understanding encouraged by first hand experience of historical, geographical, scientific and religious sites and by visiting exhibitions, galleries, theatres and other places of interest. These visits provide opportunities for 'real' learning and help bring the curriculum alive.

Outdoor education can develop self esteem, personal responsibility, co-operation and respect for others and can enhance practical problem solving and teamwork skills. Off site sporting activities can provide opportunities for pupils to be challenged physically, work in teams and experience competitive sport.

The school will follow Surrey County Council's 'Guidance for Outdoor Educational Activities and Off-Site Visits in the first instance where any policies and procedures are considered. This document also outlines any specific policies and procedures for Felbridge Primary School.

Surrey County Council's guidance takes into account:

- National Guidance from Outdoor Education Advisors Panel (OEAP).
- EVOLVE (SCC's system for planning, management, approval and evaluation of visits).

Roles and Responsibilities

The Governing Body

The Governing Body satisfies itself that procedures, risk assessments, and control measures are in place and guidance notes are being followed. All additional off-site visits that are residential or of a hazardous nature need to be approved by the governing body. Such approval is recorded in the minutes of the appropriate (currently Resources) committee or an FGB meeting.

In order for residential or high risk activities to take place, permission must be granted from governors and the Surrey Education Authority. To gain permission from Surrey, the 'Evolve' website (www.surreyvisits.org.uk) is used to save and upload risk assessments.

The Headteacher

The Governing Body delegates the approval of all off-site educational visits of a perceived low risk, local or regular nature to the Headteacher.

The Educational Visits Co-ordinator (EVC)

The EVC should be aware of any visit organised from the school and ensure that they are planned, conducted and reviewed in accordance with this policy. They, or the Headteacher, should approve the group leader for every visit and monitor the written risk assessments to ensure good practice.

For further information including training, see Section 3 of SCC guidance.

Visit/Group Leader

The Group Leader is responsible for identifying the purpose of the visit and following LA guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and passed to the EVC who sign off the risk assessment and file a copy.

The risk assessment will take account of:

- generic risks such as regular use of coach travel, road crossing etc.
- event specific risks as identified from a pre-visit or thorough knowledge of the environment. Some sites may provide their own specific risk assessments.
- child specific risks relevant to particular children with special or medical needs.
- on-going risks identified by the group leader or other accompanying adults responding to changing circumstances during the visit.

Pupils

Where possible pupils should be encouraged to consider the risks involved in an off-site educational activity and to assist in devising appropriate risk management strategies which support their learning.

Guidance Notes for Off-Site Educational Visits

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

- All group leaders should be aware of published advice and guidance and where appropriate should have read relevant sections of the Surrey guidance or discussed the visit with the EVC.
- Permission for off-site educational visits must be obtained from the Headteacher (using the appropriate form) at least 21 days in advance of the trip. A copy of this form should be given to the office staff. No financial commitment should be agreed until all relevant approvals have been achieved.

Any residential visit involving potentially risky activities also requires the approval of the LA Outdoor Education Advisor carried out through the completion of an Evolve online form.

Parental Consent

We ask parents to give written permission for their child to take part in any activity that takes the children off site. If we do not receive this permission, the child will be unable to participate. Any child not taking part in an off site activity will be expected to attend school and will work with another class. There is a pro forma for visit letters available from the office. Appropriate details need to be added, including objectives for the visit.

Charging for school activities

The governing body has a Charging and Remissions Policy¹ which details voluntary contributions which may be requested from parents/carers. No monies should be asked for until approval for the visit has been given.

Transport

Following LA guidelines, coaches will be used to transport large groups of children. Coach companies used will supply coaches with individual seatbelts. All children travelling by coach must wear a seatbelt which should be correctly fastened and checked by an adult and children should remain seated for the duration of the journey.

Where only a small group of children are travelling, for example sporting teams, the children may travel in parents' cars. *For further details and links to national guidance, see Section 15 of SCC Guidance.*

Accompanying adults

Additional adult volunteers should have a DBS check to take part as an assistant on a school trip. Parents wishing to volunteer at any time will be asked to complete an online DBS screening form and will be added to our list of suitable volunteers. *Adults awaiting clearance may still accompany class visits but will be paired with staff and will not supervise children alone. For further information see Section 12 of SCC Guidance.*

¹ Available from <https://www.felbridgeprimary.com/policies/>

At least one accompanying adult must have a current First Aid qualification. (Section 13 of SCC Guidance)

Risk Assessment

See SCC Guidance- Section 8- Risk Management

A risk assessment form should be completed by the group leader in advance of the visit. External providers should have their own risk assessment documents that can be used to help the process. In most cases these can be attached to the school risk assessment.

First Aid

One full First Aid bag will be carried by an accompanying adult, nominated by the Group Leader. This adult will hold a relevant First Aid qualification. Other adults may carry smaller bags which include basic equipment if the group is to be split. Medicines relating to particular children and medical forms giving permission to administer medicines should be carried by the designated First Aider. Asthma inhalers should be carried by an accompanying adult or by the user in the case of Junior children.

The Group Leader for any visit will carry with them a Contact List. This includes emergency contact details for all the children on the visit. Mobile numbers for adults accompanying the trip should be distributed to all accompanying adults and a list left in the school office.

Group Leaders will also carry the Operation Duke card which details measures to be taken in the event of a serious emergency.

Inclusion

Every effort will be made to ensure that off-site visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc. Parents are always encouraged to approach the school if they have concerns about finance or other potential barriers to participation.

Pupils with Special Educational and Medical Needs

The aim is for every child in a class to take part in a visit or experience, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios. For information, each leader should hold summary sheets containing details of specific needs, including SEND or medical needs. The group leader should discuss the visit with parents of children with SEND or medical needs to ensure sufficient support is in place for each child and accompanying adults.

Evaluation

A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken. Where an incident took place or there was a 'near miss', this should be recorded on the risk assessment and the EVC must be informed.

Appendices

(see also templates for parental letters and consent- these are held by the office)

- Appendix A – Proposal form for educational visit
- Appendix B – Risk assessment pro forma
- Appendix C – Visit organisation check lists
- Appendix D– Levels of Supervision

Appendix A- Proposal Form



Proposal Form for Educational Visit

(to be given to the Headteacher as soon as provisional bookings and costings have been made, and at least 21 days before the visit)

Class: _____ Visit to: _____

Date: _____ Leaving at: _____ Returning at: _____

Learning Intentions to be covered during the visit and possible outline programme:

Number of pupils: _____ Number of adults: _____

Transport (coach company and cost): _____ £ _____

Cost of Entrance Fees etc: £ _____

Total Contribution Requested: £ _____

Visit approved: _____ Date: _____

Appendix B- Risk Assessment Template

<i>Risk assessment for:</i>			
<i>Name:</i>		<i>Organisation: Felbridge Primary School</i>	
<i>Assessment undertaken (date):</i>	<i>Signed:</i>	<i>Date:</i>	<i>Review date:</i>

<i>Hazards</i>	<i>Probability of risk</i>	<i>Severity of risk</i>	<i>Who is at risk?</i>	<i>Control measures</i>	<i>Review</i>

Date of visit:

Level of supervision:

First Aider:

Information for adult helpers:

Copies of Risk Assessment/Itinerary to be given to: Head teacher, EVC, all adult helpers

Appendix C



Checklist for Planning a Day Visit – Party Leader

Visit to _____ Date _____

Class _____ Party Leader _____

<u>Action</u>	<u>Date Completed</u>
Decide on location for visit, identify specific learning intentions to be covered by the visit and identify possible dates.	
Check dates with Headteacher and give suggested dates to office for provisional booking to be made.	
Identify any possible workshops, guided tours etc to be undertaken during the visit.	
Calculate the cost per child of the visit, including travel, entry to location, workshops, cost of extra adults, any on-costs eg teacher pre-visit, resources etc. Confirm cost with Headteacher/Office.	
Complete visit proposal form (at least 21 days before visit)	
Draft letter to parents using proforma on office system. Give details of learning intentions and cost. Letter to be checked by Headteacher and sent out via the office.	
Carry out pre-visit. If visit has been undertaken previously, a phone call/email can check that no risks identified previously have changed and no new risks are apparent. <i>If pre-visit is not possible, suitable alternative sources should be used to verify the arrangements and safety considerations for the trip (e.g. website, email correspondence, phone call)</i>	
Ask appropriate number of adults to accompany, give details to the office for next of kin details to be gathered.	
Complete risk assessment and give copies to Headteacher and EVC for checking	
Distribute risk assessment to all accompanying adults	
Organise children into appropriate groups	
After visit, review risk assessment with any notes for future reference.	



Checklist for Planning a Day Visit – Office Staff

Visit to _____ Date _____

Class _____ Party Leader _____

<u>Action</u>	<u>Date Completed</u>
Make provisional booking on date agreed with class teacher and Headteacher.	
Make provisional booking for coach	
Once approval has been received from Headteacher, confirm coach and venue bookings.	
Advise kitchen of changes due to date of visit	
Make any advance payments to coach company and venue.	
Type letter based on teacher's notes, & distribute (Parent App/email and paper copies).	
Check DBS and next of kin details for accompanying adults.	
Collect and collate reply slips and money (chase up late replies)	
Prepare contact list, medical supplies, emergency planning file (including Operation Duke Card)	
Prepare any fees/cheques needed for the day and give to class teacher.	

Headteacher and/or EVC

<u>Action</u>	<u>Date Completed</u>
Check proposed date of visit	
Check cost on proposal form and sign	
Read and check Risk Assessment – sign, date and return	
Identify Duty Officer and communicate to party leader	
File proposal form and risk assessment	

Appendix D

Levels of Supervision

Adult supervisors in charge of young people during a visit are considered to be *in loco parentis*. They have a duty of care towards the children and a common-law duty to act as a reasonable, prudent and careful parent would in similar circumstances. The law would expect a higher standard of care from teachers because of their training and experience than from voluntary accompanying adults.

The following are the recommended minimum ratios for levels of supervision during most off-site visits taken from OEAP guidance. However, if after a full risk assessment has been undertaken, circumstances indicate that a greater level of supervision is required, these numbers will be changed accordingly.

School years 1 – 3 there should be a ratio of 1 adult to every 6 children
School years 4 – 6 there should be a ratio of 1 adult to every 10 children

The level of supervision for most residential visits will need to be greater than the minimum recommendations.

For children in EYFS the ratio of adults to children should always follow a clear risk assessment of need but will usually be at least 1 adult to every 4 children.

The following SAGE framework from OEAP will be used to assess requirements for ratios and effective supervision:

Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.

Activities to be undertaken: what do you want the group to do and what is possible?

Group characteristics: prior experience, abilities, behaviour, maturity, any specific or medical/dietary needs.

Environment: indoors or out; a public space or restricted access; urban, rural or remote; distance from school; ease of communications between group and school.

For residential visits consider the accommodation and surrounding area.