



Educational Visits and Learning Outside the Classroom Policy

Holy Family Catholic School

22nd March 2018

Introduction

This document is the policy for Holy Family Catholic School and aligns with Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom which is attached as a web link to ensure a comprehensive read. 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. The Head Teacher and Educational Visit Coordinators manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. 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)

Roles

All roles are clearly defined on the NG website. 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 Trained EVC's **Peter Foley and Elizabeth Lunham**.

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 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.

<http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>

NG 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 from the menu bar and can be reached via First Time Visitor

NG Documents in section 1 basic essentials are useful including 1d The Radar Introduction

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. Staff should consult the EVC for support.

Zone 3

Adventure/Abroad and very complex visits

(includes Alton Castle/Kingswood/Whitemore Lakes due to adventure activities)

These visits require specific approval at School level and the notification of the Education Visits and Outdoor Learning Adviser. These must be submitted to the Adviser at least 4 weeks before the departure date. The current notification for BCC is via Schools Safety Services Forms for Adventurous Activities and Overseas Visits should submitted to Email; schoolsafety@birmingham.gov.uk

Safety Services (WS)
P.O. Box 15630
Birmingham
B2 2QF
0121 464 8564

The adviser monitors these visits on behalf of the employer.

Zone 2

Enhanced Planning Visits

(includes one off's eg Think Tank, Interfaith & Theatre Visits, London Parliament etc)

These visits along with Zone 1 visits constitute the majority of schools visits. There will be aspects of complexity that require careful planning.

All visits are required to be planned sent to the EVC, and will then be approved by the EVC and Head. The Education Visits Adviser can provide advice on these visits if required. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted. This should be embedded within the school process.

Zone 1

Local regular visits

(usually walking visits - though minibus for swimming and sports fixtures only)

These are visits that are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which have generic risk assessments saved on staff common. 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.

The menu of activities that this school includes in Zone 1 are local walking visits for example to Asda, St Benedict's and Ark Chamberlain Schools, Oldknow Road for example to look at housing types or conduct traffic survey.

Small Heath Park or Small Heath Library, although local will require a specific risk assessment, example hazards include, busy side roads with parked cars when crossing roads, stray dogs, potential needle stick injuries and groups of adults/teenagers meeting in the park.

Visits by minibus are also included in Zone 1 for the following specific activities

- Swimming weekly at St Martin's School,
- Sporting activities eg football fixtures, either during school time or after school.

Any visit that requires public transport, minibus or coach travel other than those listed above will not fall into Zone 1 and will require specific risk assessments as per Zone 2 activities.

Please ask EVC for advice if you are not sure.

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/ **NG 4.3c Risk Management**

Parental Consent

The school takes into account the following points regarding consent.

- Holy Family School obtains blanket parental consent for a range of regularly occurring activities which are likely to be in Zone 1 visits.
- In the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental authority are fully informed of all visits.
- When an activity is part of the establishment's curriculum or normal working practices and no parental contributions are requested, there may not be a need for specific parental consent.
- Zone 3 visits require specific formal consent.
- Zone 2 visits require specific formal consent. If in doubt consult your EVC

<http://oeapng.info/downloads/download-info/4-3d-consent/> **NG 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/> **NG 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.

NG 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.

External Providers

Shapestone Outdoor Consultancy and Birmingham City Council endorse and support the Learning Outside the Classroom Quality Badge. Therefore any outside organisation 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/> **NG 8p Provider Questionnaire**

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

The schools Emergency Procedure is outlined in our staff handbook and our Critical Incident and Disaster Recovery Management Plan (CI/DRMP).

This policy integrates into the School Emergency plan, which addresses all critical incidents.

<http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/>

NG 4.1c Off Site Visit Emergencies: Guidance for 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/>

NG 4.1b Offsite Visit emergencies: The Establishment's 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 8 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**

Finance

All financial details for a visit must follow 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.

<http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

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
- Critical Incident and Disaster Recovery Management Plan
- Safeguarding Policy

Policy adopted by governors 30th March 2017

Re be reviewed Spring Term Annually

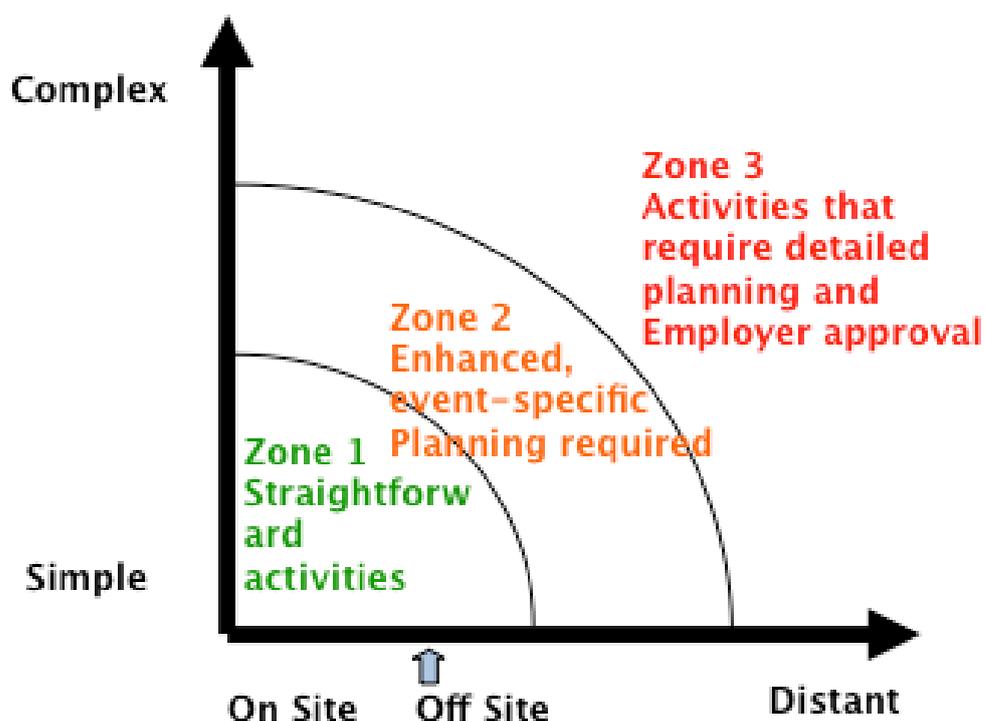
Reviewed 22nd March 2018

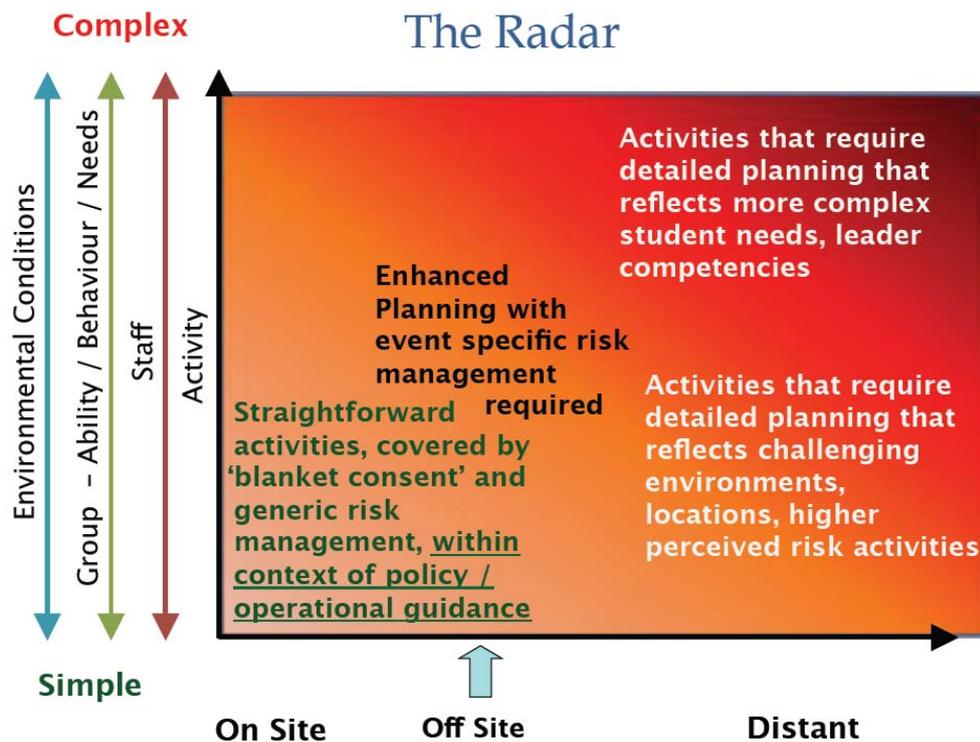
Signed Chair of Governors _____

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

Guidance for preparing your School Policy
Shapestone Outdoor Consultancy in Partnership with Birmingham City Council School
Safety Services: Education Visit and Outdoor Learning Advisory Service

1. Below this guidance is your Draft School Visits Policy. This policy is for use by educational establishments including Local Authority maintained schools, academies, free schools and colleges. The aim of the policy is not to repeat any of the published material, or repeat any of the Birmingham City Council Policy, but to use this policy to focus on local arrangements at school level. The Policy will be very slim, but ensure that it points to the relevant guidance. The guidance website is updated regularly with minor amendments or revisions. Therefore your policy should contain web links to the website and not actual documents, this ensures that your policy is updated and refreshed.
2. When preparing your Policy you should have to hand the following documents:
 - The Birmingham Policy for Educational Visits and Learning Outside the Classroom
 - These documents from the National Guidance <http://oeapng.info/>
 - 1d Introduction to the Radar Model.
 - 5.3b How to write an Establishment Visit Policy
 - 5.3b Writing policies to reduce bureaucracy for routine off-site visits and activities
3. The Radar Diagram should be completed for your school and will define a range of activities that fall in Zone 1, 2 and 3.
4. In preparing for the policy activity in the three zones need to be defined by the school / Education Visit Co-ordinator. Zone 3 will contain any visit that contains an adventure activity or visit abroad, but for each school you will need to define the extent of your Zone 1.





5. The Zones are defined as:

Zone 1 - This is for Head/ EVC to define for their school and include activities on and off the school site and outside the classroom. These activities are regular, not usually complex, and the maximum distance away from the site may assist in defining the activity.

Risk Management of Zone 1 could be covered by a range of prepared documents. These documents will define for staff the procedures they need to follow to enable the activity to take place. (These can be amended by staff of the event if anticipated to be more complex based on the variable factors of Staff, Activity, Group or Environment). Examples of zone 1 from most schools will include, local walks, swimming visits, PE fixtures, and travel by bus/ public transport within a defined distance. If any activity is a one off then this should be Zone 2. These activities would be approved by the EVC at school level and could be covered by a blanket consent that could be sought from parents/carers on a yearly basis.

Zone 2 - All visits and activities approved by EVC at school level. These visits will involve specific planning and will normally be one off/once a year/ not multiple activities.

Zone 3 - Activities in this area are complex activities to plan and deliver and involves distance away from base. This zone includes all Adventure and Abroad visits.

6. If you are not sure about the above please ask for help and advice from Tom Lilley Tom. Tom.Lilley@shapestone-oc.co.uk 07980266367; Richard Batty Richard.Batty@shapestone-oc.co.uk 07432 053936 Educational Visits and Outdoor Learning Advisors