



# Educational Visits and Outdoor Learning Policy

Bramley Church of England Infant and Nursery School

Your word is a lamp to guide me and a light for my path." Psalm 119(105)  
Rooted in Christian values, seek within, wonder why, reach out, aim high.

**Policy effective from** December 2021

**Approved by** Headteacher

**Last reviewed on** June 2020

**Next review due by** December 2024

## Version history

Version	Description of change	Author	Approved
2.0	Reformatted and language standardised. Change to ratio statement	Shona Taylor	Headteacher, December 2021
1.0	Original version.	Elaine Spick	Headteacher, November 2017

## Rationale

Governors and staff of Bramley Church of England Infant and Nursery School (the School) firmly believe that the School should provide many opportunities for children to enrich and enhance their learning through use of outdoor education and educational visits. This encompasses use of the school grounds and local visits, as well as environmental and cultural activities and visits.

## Aims

- To broaden the children's horizons
- To have fun
- To promote the development of confidence, independence and self esteem
- To build up relationships with children and adults
- To take and manage risks
- To increase motivation
- To share experiences with others
- To have first-hand experiences
- To add meaning to the curriculum
- To facilitate success
- To understand how to manage failure
- To foster an interest in lifelong learning activities
- To team build
- To raise aspirations
- To experience 'wow moments' – creating memories for life
- To promote citizenship

## Health and Safety

The value of outdoor and off-site activities is recognised by the Governing Body and fully supported throughout the School. It is emphasised that a culture of safety must prevail and that there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated, and responsibilities recognised.

## Roles and Responsibilities

**The Governing Body** will satisfy itself that the appropriate procedure, risk assessments and control measures are in place and that the documented guidance notes are being followed.

**The Headteacher** is delegated by the Governing Body to approve all off-site educational visits that are local, daily or regular, and have a perceived low risk. The Headteacher will:

- Arrange that the Educational Visits Co-ordinator (EVC), Group Leader and Office staff have the Emergency Area Schools Officer contact details and the contact details for the Surrey County Council Emergency Management Team and draw up procedures to be followed in such an event (see Emergency Contact Procedure for Surrey schools).

- Keep records and generate reports of accidents or near accidents.
- Agree ratios for each trip based on risk assessment of the activities, the needs of the individuals attending, in line with EYFS ratios and SEND needs. (There are no statutory ratios, with the exception of EYFS, and all ratios are at the Headteacher's discretion and professional judgement in line with the risk assessment ensuring all children can participate safely)

**The Educational Visits Co-ordinator(EVC)** will ensure that all off-site activities follow the correct procedures. The person with these responsibilities will approve the Group Leader for every visit and monitor the written risk assessments to ensure good practice is adhered to.

In addition, the following responsibilities and duties will be undertaken:

- Attend regular EVC training
- Identify risk and plan for mitigating risks in regular local and school based outdoor activities.
- Support the Group Leader in identifying the purpose for the visit and if needed the selection of appropriate supervising adults and volunteer helpers including ensuring suitable first aiders and paediatric first aiders.
- Ensure that DBS checks are in place **where necessary**.
- Review and regularly monitor procedures.
- When appropriate liaise with the Local Authority (LA) Outdoor Education Adviser to ensure the proposed visit complies with LA regulations.
- Ensure the Group Leader obtains the consent or refusal of parents, having provided complete details of the visit beforehand, such that parents can grant or refuse consent on a fully-informed basis.
- Ensure that the party staff understand how to contact the Area Schools Officer and other emergency contacts including use of 'Operation Duke'.
- Review systems and monitor practice.
- Ensure that portable first aid kits are available to groups taking part in off-site activities and that these kits are checked regularly by the school secretary.

### **The Group Leader**

Appointed by the EVC and/or Headteacher, the Group Leader has overall responsibility for the control and leadership of staff and children throughout the duration of the visit or journey. They should be appointed on the basis of seniority, personality and experience.

The Group Leader is responsible for identifying the purpose of the visit and following the checklist in Appendix 1. A written risk assessment is necessary for all off-site visits; this should be recorded via Surrey EVOLVE ([www.surreyvisits.org.uk](http://www.surreyvisits.org.uk)).

Group Leaders should have two or more years' experience in post. However, it is recognised that for particularly simple activities, e.g. a local visit, the Headteacher, at her discretion, may select a less experienced party leader. For local journeys (such as those to and from a local swimming lesson, where a qualified instructor will be in charge), a Higher Level Teaching Assistant (HLTA) or Teaching Assistant may be the Group Leader. For any other visits where the school staff are in charge of the educational content, the Group Leader should be a fully qualified teacher. All Group Leaders will ensure they are familiar with the emergency procedures in the case of an accident.

Copies of parental consents containing emergency contact details must be available for the Group Leader and the emergency contact details taken on the visit. Risk Assessment forms shall be completed by the Group Leader before the visit and discussed with the EVC. Hard copies must be shared with all adults on the trip.

**In all cases, the visit can only go ahead if there is a suitable Group Leader.**

The responsibilities of the Group Leader include:

- undertaking all aspects of the planning and preparation, including the preparation of parents, staff helpers and children via letters and pre-visit briefings. The Group Leader shall also complete a thorough risk assessment, which has taken into account issues raised by their preliminary visit.
- obtaining the appropriate level of approval for every visit or journey;
- following the LEA and Governing Body regulations, guidelines and policies;
- appointing a deputy group leader for the educational visit (usually another teacher or an HLTA/TA);
- ensuring that appropriate first aid provision is always available;
- ensuring that all supervisors are carefully chosen;
- being aware of child protection issues;
- reviewing each visit, informing the Headteacher and/or EVC concerning any significant incident, or where adjustments might be made;
- having enough information on the children proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- stopping the visit or an activity if the risk to the health and safety of party members or members of the public has become unacceptable and having a back-up alternative plan in place for such an eventuality;
- ensuring that supervision ratios are appropriate and supervisory practice is good. With regard to good supervision, it is important to consider how the level of supervision would be affected if a member of staff/adult were for any reason required to leave the party;
- preparing the staff attending the visit, and ensuring that roles and responsibilities have been clearly established for each member of staff. This should include the nomination of a deputy. Helpers should be well informed concerning the programme and aims of the visit;
- ensuring that all staff and helpers are made aware of the emergency procedures and know how to get hold of the School's emergency contact.
- ensuring that children having specific medical needs are identified and appropriate measures taken to ensure their health and welfare are taken into account when planning the visit or activity. Helpers and other staff members must also have a good knowledge of any medical or special needs the children may have;
- developing a programme for the visit that is appropriate to the abilities and needs of the children, whilst remaining consistent with the School's aims and objectives.

The above points define particular responsibilities of the Group Leader, but it must be stressed that the Group Leader has overall responsibility for all aspects of the journey or visit and as such must be familiar with all the guidance within this document, giving proper consideration to any directions or advice given.

## **Monitoring and Review**

This policy should be read in conjunction with:

Health and Safety

Safeguarding and child protection policy

SEND policy

Risk assessment policy

Medical and first aid policy

Surrey county council guidance for outdoor activities

It will be reviewed and updated every three years or in line with Surrey County Council advice and directives.

***When a child accompanying a member of staff is not a registered pupil at the School, the Surrey County Council's Third Party Liability Insurance will not apply, and appropriate insurance should be taken out privately.***

## Appendix 1

### **Bramley C of E Infant and Nursery School** **Procedure for Off-site Visits**

Learning outside school is a valuable addition to the children's educational experience. Classes should arrange in advance consultation with the Headteacher at least one visit every term, it could be a visit to the local area e.g. Library visit. Parents should be given at least three weeks' notice of any visit which requires payment. The office must be given at least four weeks' notice to book a visit. The office will cost any trip before it goes to parents to ensure it is not too expensive.

Agree provisional dates with staff involved and then:

- |  |                    |
|--|--------------------|
| <input type="checkbox"/> Contact venue with requirements, admission fees, free places etc.   | Office/Trip Leader |
| <input type="checkbox"/> If date acceptable, contact coach operators and obtain availability and prices. Check that drivers are DBS cleared re children.   | Office             |
| <input type="checkbox"/> Cost the trip: transport + admission fees.  | Office/Trip Leader |
| <b><i>Headteacher to approve</i></b>   |                    |
| <input type="checkbox"/> Inform all relevant staff of date of trip (Headteacher for diary, Premises Assistant, Caterer).   | Office             |
| <input type="checkbox"/> Discuss with Headteacher/EVC if a first aider is necessary for the trip and how many DBS parents are necessary.   | Trip Leader        |
| <input type="checkbox"/> Confirm venue and transport in writing/email.   | Office             |
| <input type="checkbox"/> Complete Risk Assessment and pass to Head.  | Trip Leader        |
| <input type="checkbox"/> Approx 3 weeks prior to trip send details and consent form to parents via weekly email and clarify arrangements for lunch.  | Office/Trip Leader |
| <input type="checkbox"/> Consent forms collated in office and missing slips chased.  | Office/Teachers    |
| <input type="checkbox"/> Prepare emergency contact sheet for adults involved in trip – staff and parent helpers. Provide to teachers one week before trip. To be completed with named First Aider and left at office before departure. | Office/Teachers    |
| <input type="checkbox"/> Prepare lists of any health/sickness concerns from consent forms. Make reference to use in conjunction with teachers Dietary and Medical list and Medicines in School list already retained by teacher.       | Office             |

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|---|-------------------------------|
| <input type="checkbox"/> £20 float from school fund for offsite trips in case of emergency – split if on separate coaches.  | Office                        |
| <input type="checkbox"/> Prepare class rucksack contents (Operation Duke card, spare clothes, plastic bag, tissues, water bottle, plastic cups, wipes)  | Teacher/TA                    |
| <b>On day of trip:</b>  |                               |
| <input type="checkbox"/> Collect milk from milk fridge as per class milk register, collect fruit for the day for those classes on the trip and place in the cool boxes.                               | TA                            |
| <input type="checkbox"/> Collect packed lunches (if appropriate) from the kitchen and place in the cool box.  | Class Teacher                 |
| <input type="checkbox"/> Take cool boxes to the Coaches.  | TA/parents                    |
| <input type="checkbox"/> If admission payment required on the day, note final numbers Of pupils on trip (from registers) and give to leader together with cheque for admission if required.           | Office                        |
| <input type="checkbox"/> Ensure water bottles filled with fresh drinking water  | TA                            |
| <input type="checkbox"/> Collect medications/list, consent forms, Party Leader pack and float from office.  | TA/Office                     |
| <input type="checkbox"/> Take sick buckets  | TA                            |
| <input type="checkbox"/> Leave emergency contacts list and list of those travelling in each coach with office.  | Trip Leader/<br>Class Teacher |
| <input type="checkbox"/> Check each child/adult seatbelt is correctly used.   | Class Teacher                 |
| <input type="checkbox"/> Collect high visibility jackets if required.   | Class Teacher                 |
| <input type="checkbox"/> If coach travel -On arrival at venue contact office to confirm arrival.  | Class Teacher                 |
| <b>On return of trip:</b>   |                               |
| <input type="checkbox"/> Contact school office to confirm coach is on the way   | Class Teacher                 |
| <input type="checkbox"/> If the offsite trip has not returned by 3.15pm, a member of staff must be assigned to man the office telephone in case of any emergency.                                     | Office                        |
| <input type="checkbox"/> return buckets to class, return tabards, empty water bottles and return medications/first aid kit/ party leader pack/float to office, return lunch cool boxes to the office. | TA                            |

- Empty and sanitise cool boxes and return to the office. TA

**Other notes**

- Coaches to pick up / set down at the bus stop.
- Teachers, please note that all parents have been advised that at the end of the trip no child is to be taken until they have been returned to the class and accounted for.