



CITY OF
YORK
COUNCIL



North Yorkshire
County Council

APPLEFIELDS SCHOOL

Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

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

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It 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 where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with pupils. It does not apply to work-experience placements, work related learning or alternative provision. Specific roles and responsibilities are detailed in the employer's educational visits policy.

Governing Body

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

The Headteacher has appointed an Executive Leader to the role of Educational Visits Co-ordinator (EVC). They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy (available on the Evolve website).

The Educational Visits Adviser is: EVOLVE

The Educational Visits Co-ordinator is: Assistant Headteacher

The Educational Visits Administrative Co-ordinator is: Administrator

2. Establishment policy and procedures

The Applefields School Policy for Educational Visits, Outdoor Learning and Adventurous Activities (January 2020) has been adopted by the governing body as its policy. The governing body recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, additional approval and monitoring through the Educational Visits Advisor. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from the Educational Visits Advisor

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained using the DfE consent form on enrolment (app 1) and as part of the annual pupil update information, consent received will cover the full duration of their son/ daughter's education at Applefields School, for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visit will be included within this policy and on the school website. We will always aim to fully inform parents, through written communication in the home/ school diary, of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice and we will always aim to notify parents that their son/ daughter will be offsite but this may not be possible.

If written consent is not permitted at enrolment, the school may contact parents to request individual consent for a specific or series of similar nature visits.

Non-routine consent: Written consent, which may be via electronic software, will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by formal letter of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent, which may be via electronic software, will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents by formal letter and verbal consultation of the nature of each visit, activity or series of a similar nature.

Medical information: Due to the complex medical needs of some of the pupils attending Applefields School. The Educational Visits Policy must be adhered to in line with the Care Policy. The educational visits policy may give direction for medical processes as part of planning and undertaking a visit, however the pupils individual care plan overrides any advice.

By Law (DfE recommend OEAP guidance on first aid 2018), a first aider is not required on educational visits for secondary aged pupils. However, the school will support the training needs of individuals to meet the needs of the pupils attending the visit, including requesting medical training from qualified nurses as deemed necessary. The school promotes a high level of safety and competency, all staff have a duty of care (Health and Safety at Work Act 1974) and the school ensures that a confident member of staff will attend the trip who is willing to administer basic first aid. The Visit Leader is also required to inform the nursing team of pupils attending visits so they can best advise safety whilst off-site.

Staff competence

The following criteria has been agreed by the staff body to be that of a competent Visit Leader:

- Diligent, calm and confident, able to carry out an on-going risk assessment during the visit
- Sound knowledge of: the venue/activity, pupils, staff, policies and procedures
- Prepared and organised
- Respected, respectful and reliable when working in a team
- Decisive, proactive, prioritises and delegates (knows how to use staff strengths)
- Good communicator and is assertive
- Adaptable, willing to listen and able to multi-task
- Experienced or skilled in the visit/ activities
- Good – outstanding practice

It is important to note that competency in a visit leader is not hierarchical; any member of staff can lead a visit if they have the knowledge and skills to do so. Staff will complete an initial competency 'questionnaire' (app 2) to acknowledge whether they have all the listed criteria to be a visit leader or if further professional development is required. The EVC will use this information to approve visits; a staff member will make the EVC aware of any changes as they occur. The exception to this competency criteria is that the Headteacher and EVC will make the ultimate decision if a member of staff is a competent visit leader for the proposed activity and visit.

To support the visit leader during an educational visit, staff accompanying pupils must consist of someone:

- Familiar, experienced and able to implement any IPIP strategies
- Equipped with skills to manage situations that arise
- Qualified and insured to drive minibus or car, if transport is required
- Competent to support a visit, 'able to say no/stop'
- To delegate different duties to in an emergency
- Willing to administer first aid with some basic first aid knowledge
- Trained in medical procedures, if required

EVC Training

The Educational Visits Co-ordinator should attend appropriate training and revalidation as required by the employer. The EVC should provide appropriate training throughout the year and support staff with any queries to ensure a safe visit. The EVC will approve all visits and submit none local learning area visits to the Headteacher.

Visit Leader Training

Visit leaders will be approved by the EVC or EVA. Any new member of staff will be required to have spent one term in school following appointment. A visit leader should have attended appropriate training provided by the EVC, as required by the employer. Where there is a dispute over competency the visit leaders will attend visit leader training. A visit leader will be accompanied by an EVC on their first educational visit and an EVC may join a group visit without notice for monitoring purposes.

The EVC will keep all records of induction, training, monitoring, relevant qualifications and competency, this may be in personal records, or electronically using the 'My Details' section of Evolve.

3. Risk Assessment

Visit leaders should follow the employer policy, establishment educational visit policy, guidance, local procedures and standard assessments of risk.

Risk management is an integral part of the planning and implementation process of an educational off-site visit. A list of Basic Risk Assessments for common activities are located within the resources section in the educational visits software (Evolve) and will be used as appropriate to support the routine and non-routine visits. Any risk assessments outside these resources will be covered in appendix 3 and guided by Evolve planning map (app 4), or if required developed by the school. The risk assessments are to be adapted to reflect significant and foreseeable hazards that may occur and implement appropriate control measures to safeguard all visit attendees at all times. Additional details and notes to provide context regarding visit specific risks will be recorded in the visit notes on EVOLVE. It is the responsibility of the visit leader to ensure the risk assessments are regularly reviewed and the plan B is highly considered.

Risk assessments undertaken will take into consideration pupils with special educational needs and disabilities (SEND), health or specific behavioural issues that may cause safety concerns or need extra planning/resources for the visit. Consultation will be undertaken with relevant staff, visit leader and parents to be informed of all visits (see consent). For complex health or SEND external advice or support from a medical practitioner may be required, this has been incorporated as part of the planning process (app 4). These types of visits will require a pre assessment planning visit to ensure appropriate safety measures are in place, under no circumstances will a dynamic assessment be made on the day of the visit and the specific risk assessment and care plan for each pupil will be followed. Ad hoc -adaptations to equipment at the visit sites will not be accepted on the day and must be part of the pre planning process so risk assessment can be agreed.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning outside the Classroom Quality Badge or adventurous activities Licensing (ALLA) approval, this can be checked on lotcqualitybadge.org.uk. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy. For none LA run swimming pools or other specialist venues such as trampoline parks, climbing walls etc should only be used following relevant guidance on Evolve or further advice from the Educational Visits Advisor.

4. Approval using the Management System

A web-based system is used (EVOLVE for CYC) to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account, which is set up by the Educational Visits Co-ordinator.

Visits are mainly categorised as either:

- Routine visits: An educational visit that occurs on a regular basis, a regular basis is deemed to be frequented at least once a term by familiar staff. It takes place within the Local Learning Area (app 3)
- Adventurous visits: An adventurous activity is one that has an increased level of risk (app 5), requiring a separate risk assessment and separate standard operating procedures. A visit that is unfamiliar to the staff leading and supporting it. It is a one-off event or annual event.

Other categories:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Adventurous activities will require an initial meeting between the EVC and Visit Leader, prior to any activity being considered for pupils of this nature. The visit leader must demonstrate specialist knowledge where the level of risk is deemed high (app 4). Both will carry out a risk management consultation, which will involve mind mapping, action planning and will result in a specific standard operating procedure being agreed, incorporating a risk assessment. The standard operating procedures created will be stored within the EVC Educational Visit area on the school server, to be referred to and used on request, alongside EVOLVE Basic Risk Assessments.

Approval of visits

Initial approval in principal will be gained through a short ask by the visit leader to the EVC, the visit leader will then complete an Educational Visit Request Form, detailing their intentions further. The information on this form will be used by the admin team to support the planning of the visit. Visits must be submitted in sufficient time to allow review and processing. Any visits requiring approval by the employer requires a minimum of

- 3 or 4 weeks for routine visits (dependent on the requirement of a letter) via request form
- 1 or 2 weeks for routine visits (dependent on the requirement of a letter) via EVOLVE
- 3 months for all residential, visits abroad or complex adventurous trips via EVOLVE and EVC discussion

Detailed information on planning procedures for an Education Visit can be found in the attached appendices.

Additionally as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The governing body delegate the approval of these visits to the North Yorkshire Educational Visits Advisor as part of the H&S shared service.

Approval may be carried out as follows:

Educational Visits Adviser: Visits abroad and all self-led adventurous activities regardless of location.

Headteacher: Visits abroad, all adventurous activities, residential visits and non-local day visits

Educational Visits Co-ordinator: Routine visits, some adventurous visits taking place in the Local Learning Area.

5. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's emergency educational visit procedure (app 6) and the Government issued RIDDOR 2013, every incident will be subsequently subjected to an investigation.

All staff and pupils will adhere to the expectations as set out in school policies: Behaviour Policy and Conduct at Work. If expectations are not adhered to, pupils will be either brought back to school after contacting the school office for additional staff support or parents called to collect from visit location. If staff expectations are not adhered to the person reporting must inform the Headteacher following policy guidance.

When on a visit led by an external provider the visit leader and staff accompanying must ensure a duty of care to all pupils and be confident to address any concerns they have immediately with the external provider.

Pupils will be supported on visits by familiar members of staff who will be responsible for safeguarding allocated individuals.

A trained first aider is not required on an educational visit, however in the case of an emergency there will always be a competent staff member to deliver basic care and will contact/seek medical aid as deemed appropriate.

To ensure sustainability of important visits, deputy leaders should be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

When following the emergency procedures, the named base contact must be aware of their role both when in school hours and outside of school hours. They must ensure they are available and able to provide adequate support when required. During an out of hours adventurous activity or residential the base contact/s must know their role and the actions required to take. The base contact will most often contact parents, so will need to be able to share any relevant information they have to not escalate any incident further.

During an emergency all social media must not be accessed and all mobile devices must be either collected (pupils) or turned off (staff) to ensure controlled information is shared, to protect and de-escalate any incident.

6. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities. EVOLVE provides an analysis tool which can be used to generate reports.

Visit leaders will be required to complete an educational visit evaluation on EVOLVE, this is a short exercise assessing the impact of the intent and implementation of the visit, it is expected that this will be completed within a week of the visit being undertaken. This will entail an evaluation of planning and learning from any incidents as required for each visit by DfE 1988 and 2001.

7. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance.

See further detail in appendix 7.

8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to Applefields School SEND policy.

9. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.
- Not to take out pupil information of any kind unless agreed by Headteacher, with the exception of; care plans and parental contacts during a residential stay.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to pupils then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to Applefields School Safeguarding Policy.

10. Insurance

Staff and pupils participating in off-site educational visits and activities will be covered by the Public Liability Insurance of venues and providers, as well as being covered by the school's insurance policy. Appropriate insurance arranged independently by the school will be maintained and updated as required by law. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

11. Transport

Careful thought must be given to planning transport to support off-site activities and visits (app 3). Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer, attend training and uploading on Evolve. Transport is to be sought from a reputable provider from an approved list, or using an external transport provider form if not on the list or following further advice from the Educational Visits Advisor.

For self drive follow the employer's guidance, for minibus; staff must be MIDAS trained, the vehicles must have a valid MOT, daily vehicle checks and insurance. Staff without a category D on their license are only able to drive minibuses with a weight of up to 3.5t, 4.25t with tail lift. All minibus drivers will be over the age of 21 and have held a driving license for a minimum of 2 years. For staff cars; appropriate checks to be taken by the school include: vehicle MOT, business insurance and license.

Appendices:

Appendix One:	Enrolment Consent
Appendix Two:	Competency Questionnaire
Appendix Three:	Local Learning Area
Appendix Four:	Visit process and evolve planning
Appendix Five:	Adventurous activity list
Appendix Six:	Emergency procedure flowchart
Appendix Seven:	Voluntary Contribution