

**AMBITIOUS-CARING-EXCELLENCE**

# **Stapleford Community Primary School**

## **Education Visits and Learning Outside the Classroom Policy**



| <b>STAPLEFORD COMMUNITY PRIMARY SCHOOL<br/>Education Visits POLICY</b> |               |                              |                 |
|--|---------------|------------------------------|-----------------|
| <b>Review frequency</b>  | every 3 years | <b>Date of next review</b>   | Spring 2025     |
| <b>Policy reviewed/ approved</b>                                       | Spring 2022   | <b>Required by Law</b>       | No/<br>Guidance |
| <b>Staff / governor responsible for review</b>                         | HT            | <b>Website (public area)</b> | Yes             |

Required by law\*

# Policy for the Management of Educational Visits and Learning Outside the Classroom

## Education Visits

### Scope and Rationale

The Stapleford Community Primary School provides a rich and varied programme of opportunities for pupils to learn outside the classroom - on the school site, the local area and further afield. The programme of visits is structured and progressive to directly support the curriculum by providing different contexts for learning and applying skills and knowledge, and beyond the curriculum into the whole school life supporting SMSC, Personal development and cultural capital, to develop young peoples' confidence, independence, responsibility and specific learning objectives.

We believe that student and staff involvement in residential and non-residential visits adds significant value to school life and enhances our core values and ethos. First-hand experience adds breadth and depth to the Curriculum and enhances social, moral, spiritual and cultural development.

We aim to:

- Provide a broad programme of visits
- Ensure access for all students including those with additional and learning needs
- Develop continuity and progression throughout a student's school experience
- Enable students to discover a sense of community, social responsibility, initiative, resourcefulness and self-reliance

This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the Head Teacher and a Trained Educational Visit Coordinator.

### Provision of Guidance for staff planning visits

Stapleford Community Primary School has formally adopted **the OEAP National Guidance (NG)** as the source of guidance, [www.oeapng.info](http://www.oeapng.info)

It is a legal expectation that employees **must** work within the requirements of their employer's guidance; therefore employees must follow the requirements of "National Guidance", set within the context of this policy.

### Systems for Managing this Activity

**Stapleford Community Primary School** has systems in place covering a range of key areas vital to the safe and successful delivery of off site activity.

### Specific Arrangements

Stapleford Community Primary School has a service level agreement for specialist advice from the Outdoor Education Adviser.

The school has an Educational Visit Coordinator, Mrs Spain, who is trained and remains up to date.

There is a clear process for planning and approval of visits, using Evolve software for Zone 2 and 3 visits. There is a defined process in place for Zone 1 visits. These are visits within the village of Stapleford and the surrounding area, and include visits to St Andrew's Church, local walks for environmental learning to view the houses, allotments and transport. Staff complete a risk assessment for these visits and give these to the HT/EVC at least a week before the event.

Sporting events organised by the Cambridge Schools Sports Partnership and within the primary cluster and Anglian Learning Primary Hub are planned, assessed and run by school sports staff and count as zone 1 activities.

Oversight for this system rests with the Head Teacher, receiving reports when appropriate and requested.

### **Insurance**

Stapleford Community Primary School has insurance policies in place to cover this area of work. Specific activity may require further cover which should normally be with the insurers.

### **Managing Risks**

Stapleford Community Primary School has a legal duty to ensure that risks are managed - requiring them to be reduced to an “acceptable” or “tolerable” level. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring the school to provide such support, training and resources to its employees as is necessary to implement this policy.

The risk management of an activity should be informed by the benefits to be gained from participating. A “Risk-Benefit Assessment” approach is adopted. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is “acceptable”. As part of learning, young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

### **Emergencies and Critical Incidents**

The School Critical Incident plan is regularly reviewed and updated. It covers and manages the possibility of having to manage an offsite visit emergency. Senior staff who may have to implement the plan are trained and briefed. The Adviser service provides support and information, linked to the Visit Emergency Support Network, (VESN). An updated guide is available to schools to assist.

### **Monitoring**

As an employer the school ensures that there is sample monitoring of the visits and outdoor activities undertaken by the staff. Such monitoring should be in keeping with the recommendations of National Guidance.

### **Links to other Key Policies**

This policy links to other academy policies and therefore these areas are acknowledged and not repeated.

### **Staff**

Staff Roles are defined on the National Guidance website and staff taking on a specific role should read and understand the advice contained within defined documents associated with the role.

Roles include, visit leader, assistant leader- where appropriate, EVC, Head and Governing Body and voluntary helpers.

Staff are judged as competent to lead visits by the EVC. For specialist activities led by Academy staff the Outdoor Education adviser will provide this guidance and advice. The EVC will lead on this process but may involve other senior staff.

### **Vetting**

Staff deployed onto visits are subject to the schools safeguarding processes and arrangements. Volunteers are also included.

### **Effective Supervision**

The academy follows national guidance in that there are no specific and defined ratios for visits, but that the staff on the visit work to the principle of effective supervision at all times.

### **Working with outside providers**

All visits must be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet your expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. A provider must either supply an LOTCQB or an AALS License or complete the [Provider form](#)

### **Planning for Inclusion**

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

### **Good Practices**

All staff and helpers must be competent to carry out their defined roles and responsibilities. National Guidance sets a clear standard to which the visit leaders **must** work. The guidance states: 'leaders are accountable, confident and competent to lead visits'.

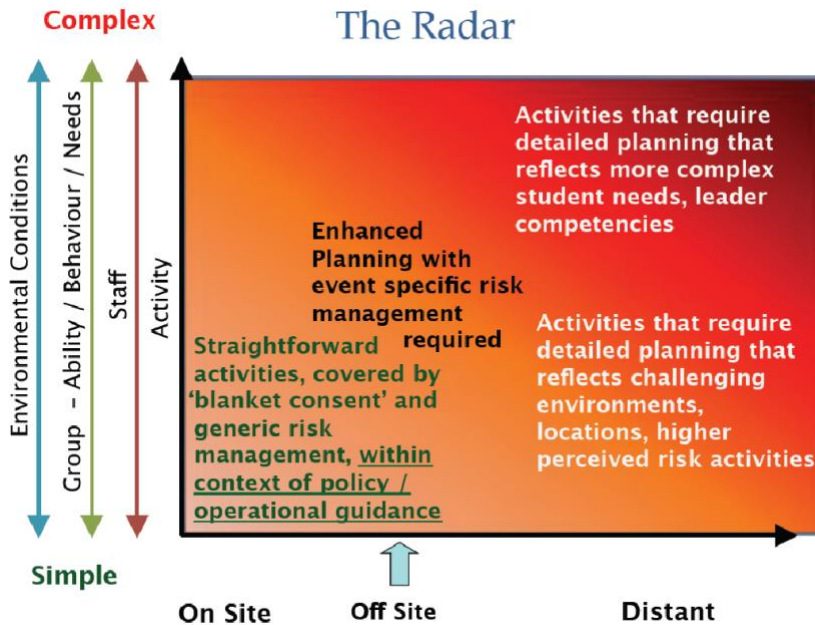
### **Transport**

Careful consideration should be given to this area. This policy supports groups travelling by the most appropriate means which can include, walking, public transport – buses, trains and tube, taxi and private cars, coach and aircraft. The National Guidance website contains details to assist in planning for transport.

## Appendix 1

### Zones for Educational Visits for Stapleford Community Primary School

All staff planning visits refer to the radar at the planning stage of any trips.



Zone 1 activities: Onsite and activities in the immediate vicinity of the school such as a walk to St Andrew's Church, the allotments, the recreation ground, and walks within the village to look at housing/ geography in the immediate area.

Sports events arranged through the CSSP/AL and cluster, based at a school or similar organised ground including but not limited to Shelford Rugby Club, Netherhall,

Zone 2 activities: Educational visits outside of the village.

Zone 3 activities: Residential visits

Acronyms:

LOTQB: Learning outside the classroom quality badge

OEAP: Outdoor Education Advisors Panel

NG: National Guidance

AALS: Adventure Activities Licensing Service