

# CALLANDS COMMUNITY PRIMARY SCHOOL



## Educational Visits/Learning Outside the Classroom Policy

February 2023

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### **Statement of Intent**

**Callands Community Primary School** believes that safely managed, well planned educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum for our pupils. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment. The teaching staff and governors are committed to providing Educational Visits and Learning Outside the Classroom (LOtC) activities that supplement and enhance the curriculum, providing experiences that may otherwise be impossible.

**Callands Community Primary School** has fully adopted the Warrington Borough Council Guidance for learning outside the classroom, including the use of EVOLVE. This guidance can be found through the internet by logging onto [www.warringtonvisits.org.uk](http://www.warringtonvisits.org.uk).

This policy provides a clear and coherent structure for the planning and evaluation of our Educational Visits and LotC activities, to ensure that any risks are managed and kept to a minimum, for the health, safety and welfare of all pupils and staff at all times. We seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

### **Aims**

The aims of this policy are to:

- Ensure that every pupil has the opportunity to benefit from educational visits/learning outside the classroom activities;
- Ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part;
- Ensure assessments and procedures for managing risks are in place;
- Identify appropriate functions, responsibilities, training, support and monitoring;
- Ensure that whenever appropriate, further advice is sought from the Local Authority and from other technically competent sources.

### **Roles and Responsibilities**

The following roles have specific responsibilities for educational visits/learning outside the classroom activities – Visit Leader, Educational Visits Co-ordinators (EVCs), Headteacher, Parent/Carers and Governors. Our school has adopted the Warrington Borough Council LOtC guidance relating to specific roles and responsibilities. As a school we will ensure that all staff who have specific roles and responsibilities for educational visits are trained (yearly review for all staff and induction for new staff) and have the experience that is required.

This policy will be reviewed and updated by the Governing Body, to remain current and in line with good practice annually. By following this policy, Callands Community Primary School practice reflects employer guidance. Callands' Governing Body will ensure that EVCs are appointed in accordance with employer guidance.

The Headteacher ensures the appointed EVCs are trained in accordance with employer guidance. The Headteacher (or other School Senior Leader) will meet with all staff accompanying a Residential Visit prior to departure to discuss important information, e.g. no consumption of alcohol, smoking etc. The Group Leader will minute this session and include in the records accompanying the Residential Visit.

EVCs keep accurate records (including post visit/outside classroom learning evaluations) which are approved by the Headteacher. The EVC will ensure notification and approval procedures reflect LA requirements prior to submitting to the Headteacher.

As the WBC Policy has been adopted, it is understood that the Group Leaders will ensure that the Emergency Procedures are followed as per this document which includes carrying the completed Emergency Card.

Callands staff have easy access to employer guidance through policy files and the EVOLVE system. Callands staff have on-going access to the training regimes that support the implementation of employer guidance, e.g. EVC training, Visit Leader training through the LA. Callands staff have access to advice and further information to clarify the guidance issued through the Group Leader, EVCs, Headteacher, LA. Notification and approval procedures reflect LA requirements.

Both year group teachers are responsible for leading any educational visit, including the planning of it. Therefore, should a staff member from the year group be absent on the day of the visit, the other will feel confident to lead the visit. When planning the visit, both teachers will attend the venue (ideally during PPA) to assess the suitability for the children in their class and to produce an up-to-date risk assessment. Should the group need to be split into two groups for activities, the two group leads will accompany each group in addition to further staff and volunteers.

### **Planning**

**Callands Community Primary School** follow a robust process for planning educational visits/learning outside the classroom activities.

1. In line with the Visits Annual Plan, which has been confirmed by the Headteacher, both year group teachers must complete the Educational Visits Request Form in line with the 'Educational Visits Timeline'. This form is then submitted to the office for confirmation by the Headteacher.
2. If given provisional permission to proceed, the member of staff must review the 'Planning with EVOLVE Diagram' (pg.4 Guidance for Learning Outside the Classroom Including the Use of EVOLVE) and 'Learning Outcomes Mind Map' documents.
3. The EVC will review the 'Approval of Leaders' document to ensure that Leaders are **accountable**, **confident** and **competent** to lead the specific visits or activities for which they are approved.
4. In line with the 'Educational Visits' timeline, the member of staff completes Evolve which is then reviewed by the Educational Visits Co-ordinators and Headteacher.

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip, the educational visit coordinators and Headteacher will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations. Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents. Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers. Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

### **Risk Assessment Process**

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

### **Vetting Providers**

When considering external providers for activities, the group leaders will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards. If a provider does not hold the badge, the group leader (with the support of the EVC) will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

### **Inclusion**

Every effort will be made to ensure that educational visits and learning outside the classroom activities are available and accessible to all, as per Warrington Borough Council Guidance for Learning Outside the Classroom.

Where applicable, parents of children with SEND may be asked to attend the visit.

Support will be provided to these children in the following way:

- a) One Page Profiles can be used and reviewed with the SENDCo;
- b) Separate personal risk assessments carried out for children with considerable needs;
- c) Classroom strategies (e.g. social story, now/next) prepared and used by Teaching Assistants with support/training from the class teacher;
- d) Where applicable, additional activities to be taken on the visit for children with additional needs.

### **Approval**

Educational visits/learning outside the classroom activities which are adventurous, residential or overseas must be approved by the Headteacher and then approved by the Local Authority. The system for approval on these types of visits is via the electronic EVOLVE system. The LA requires 30 working days' notice for all visits which are stated above.

All other visits are approved by the Head Teacher

1. Once the decision has been made by the Headteacher, that the above may proceed, staff must follow the EVOLVE process to gain final approval.
2. Within this process, staff must review the Benefits and Learning Outcomes Mind Map.
3. The Group Leader must review the OEAP 'Planning Basics Overview'. If the visit is residential, then an 'Organising a Residential Mind Map' must be completed following the OEAP Model.
4. The Group Leader, supported by the EVC where applicable, must read the following OEAP documents ahead of completing risk assessments:
  - 'Risk Management Good Practice'
  - 'Ratios and Effective Supervision'
5. The Headteacher will ensure the proposed leader is competent as per the WBC Guidance/Policy – section 10.
6. Staff must submit all necessary paperwork for a residential visit onto the EVOLVE System at least 40 working days in advance of the visit. For all other visits/learning outside the classroom, staff must submit via EVOLVE for the first week of each B half-term as the EVCs have been allocated time to review/approve visits.

Following a discussion with the Headteacher, EVOLVE will be completed for visitors to the school site which will be approved by the EVC.

### **Parent/Carer Consent**

1. The school will obtain annual consent from parents/carers for all unpaid visits, i.e. local area visits and sporting events, using the model DfE Consent Form (it is the responsibility of the visit leader to ensure they have this for every child they take with them). Annual consent forms are held in the main office.
2. For all visits requiring payment, parent permission must be sought in writing. Information provided to parents prior to granting consent should include full details of the activities and any other significant information. For residential visits, this information must be in the form of an information session in school led by the EVC/Group Leader with all attending members of staff present (then made available for all). All letters/presentations must be approved by the Headteacher before distribution at least 5 working days in advance.
3. Copies of all paperwork issued as part of the visit (e.g. letters, itineraries) will be uploaded to EVOLVE by the group leader as an audit trail of what has been issued to parents.

### **Incidents**

Should any incidents occur during an educational visit, visit leaders and other school staff should use the following procedure:

1. Contact other staff members to inform them of the incident via the school red disc system if appropriate or mobile phone;
2. If needed, contact school for help or support.
3. Report any incidents to a member of SLT at the end of the visit;
4. Report any incidents to relevant parents on the same day of the visit.

In extreme cases, the Critical Incident Policy will be followed.

***Please note that where reference has been made to specific documentation, these are available to all staff on the Establishment Dashboard section of EVOLVE under the Establishment Documents Tab or on the Staff Shared Area.***