

The Unity of Titchmarsh, Warmington and Nassington Schools

Educational Visits/Learning Outside The Classroom Policy

1 Introduction

- 1.1 This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities.

2. Aims and Objectives for Educational Visits

- 2.1 Our fundamental aim for the Unity of Titchmarsh C of E Primary, Warmington and Nassington Schools is to provide the best possible education for all our pupils. It is the aim of the Unity to place a high value on diversity, treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. In doing this, we aim, therefore, to raise the achievement of all the children in the school.
- 2.2 Educational Visits and Outdoor and Adventurous Activities are an integral part of the children's education in the Unity. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

3. Scope and Definition of Educational Visits

- 3.1 The Unity runs a wide range of Educational Visits. These may include:
- Walks around the villages of Titchmarsh, Warmington and Nassington, including to the local church.
 - Afterschool off-site sports fixtures.
 - Half-day visits by coach to places of interest to support the curriculum.
 - Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas.
 - A biannual residential visit for children in Lower KS2 and an annual residential for Year 6.

- 3.2 Definitions:

EVC

Educational Visits Co-ordinator

Category A visits

These visits are close to the school, done on a regular basis involving environments known to the staff. It would include normal daily life activities. Examples include walks and exploring the area near to the school site, visits to the local church, library,

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school sporting fixtures and other regular non-complex activity. It can also include transport if needed.

Category B visits

These visits are to areas beyond the local area involving more complex environments and activity, and will typically be a one off or irregular activity in the school year. The leaders will be approved to lead the visit by the EVC. There may be some specialist training attached to some activities in this area. Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some basic outdoor education activity.

Category C visits

These visits include residential visits, overseas visits, adventure activities and activities involving water.

North Northamptonshire Council (NNC) delegates the responsibility for formal approval of category A and B visits to the Heads and Managers of Community and Voluntary Controlled schools and other Children's Services establishments. It is a requirement of this policy that Heads and Managers carry out this function in accordance with OEAP National Guidance.

Category C visits should be approved by an Adviser who is an accredited member of the Outdoor Education Advisers Panel <http://www.oeap.info>. (see 4.2 below)

4. Health & Safety

- 4.1 The school follows the Local Authority 'Policy for the Management of Learning Outside the Classroom' (2022). Note: The Unity has an Outdoor Education Adviser, who is able to give support and advice, and who has the responsibility of approving listed Category C activities
- 4.2 The OEAP Approved Adviser for the Unity is Longtown Outdoor Learning (longtownoutdoorlearning.co.uk)

5. Personnel

- 5.1 The Unity's Educational Visits Co-ordinator (EVC) is Ed Carlyle.

For each visit, of whatever duration, a Group Leader is identified.

The Governing Body also has a specific role to play in all Educational Visits.

5.2 The Governing Body is responsible for:

- ensuring that guidance is available to inform the Unity policy, practices and procedures relating to the health & safety of pupils on educational visits;

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- ensuring that the Executive Headteacher is supported in matters relating to educational visits and that has the appropriate time and expertise to fulfil their responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the Approved Adviser before bookings are confirmed;
- ensuring that the Executive Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Executive Headteacher on an annual basis through the Resources and Finance Sub-committees.

5.3 The function of the EVC is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessments meets requirements;
- organise training and induction;
- organise emergency arrangements;
- keep records of visits, accidents or incident reports;
- review systems and monitor practice.

5.4 The Executive Headteacher is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits through the Executive Headteacher's Report to Governors;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Group Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit. See also the Unity's Critical Incidents Procedures.

5.5 The Group Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

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- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks;
- ensure parents are informed and have given consent;
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.
- save a copy of the procedure and risk assessment on the terra station under the designated year group under: trips.
- ensure secure disposal of materials under GDPR regulations;
- evaluate the visit.

5.6 Adult volunteers who are not teachers at the school must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader.

6 Procedure for Running Educational Visits

- 6.1 A set procedure is followed for all Educational Visits, although the nature of each visit will determine the level of preparation required. Each Group Leader will, in liaison with the EVC, complete the Educational Visits Checklist. A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made and documented.
- 6.2 Category C visits will need approval by the EVC, Executive Headteacher and Approved Adviser.
- 6.3 All education visits are uploaded, stored and recorded on the secure eVolve system.

7 Risk Assessment

- 7.1 Risk assessments are made for all Educational Visits. This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:
- identify significant hazards;
 - assess the risk of harm;
 - put control measures in place;
 - check if anything else is needed;

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- use a simple assessment language – high/medium/low.
- Risk Assessment considers the site and its environment, the group, the activity and the leaders.

7.2 Blank and generic risk assessment forms are found on the central drives, under the heading: trips and on eVolve.

7.3 Where possible, providers should be nationally approved as this will reduce the checking process as their licence will ensure they conform to National Standards.

7.4 Any new venue or new venue for overnight stays should be visited beforehand so that staff can assess the venue and any issues that might arise.

8 Behaviour

8.1 Pupils are expected to abide by the same standards at school and should also abide centre-specific instructions on residential and visits. Pupils who need support with their behaviour will be identified on risk assessments with appropriate support and action in place as required.

8.2 The Group Leader reserves the right to request that parents collect pupils from trips if the pupil behaviour is a cause for concern and/or the pupil continually fails to respond to staff instructions. This will have been discussed with the Executive Headteacher beforehand.

8.3 Staff are reminded of the Code of Conduct at all times. Consumption of alcohol on any school visit is prohibited.

9 Financing Educational Visits

9.1 The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

10 Emergency Procedures

10.1 It is the responsibility of the EVC/ Executive Headteacher to ensure that emergency arrangements are in place for all Educational Visits.

A laminated emergency procedures card is available from the EVC and in the Educational Visits folder for staff to take with them on all visits. This is detailed in the Educational Visits checklist.

This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit, and in the LA.
- having access to an emergency (Critical Incidents) plan appropriate to the visit;

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- ensuring that the contact point – or rota – is effective throughout the visit;
- ensuring that parental contact information is up to date and accessible.

Emergency Planning

Normal office hours: 01604 236844

Outside normal office hours: 07885 292851

11 Inclusion

11.1 The Unity is committed to an inclusive approach to visits and endorses the following principles:

- a presumption of entitlement to participate;
- accessibility through direct or realistic adaptation or modification;
- integration through participation with peers.

11.2 The Unity will take all reasonable steps to ensure an inclusive approach to educational visits exists. However, the expectations of staff, particularly those working on a one-to-one basis with pupils with special educational needs and/or disabilities, has to be reasonable and any duties must be within their competence.

12 Monitoring

12.1 Review

The EVC and Executive Headteacher also review all risk assessments for all visits across the Unity to ensure a consistent approach is maintained in planning, preparation and running of visits.

12.2 GDPR

In line with the General Data Protection Regulations, personal data including medical and contact information will be used for trips. It is, therefore, essential that the Trip Leader collects in all information at the end of the visit and that, apart from a master set of risk assessments and trip information held by the EVC, all copies are securely disposed of. Master copies should be retained for 14 years after the trip. Consent forms can be disposed of at the conclusion of the trip, except where there has been a major incident. All consent forms in this case must be kept for 25 years to show that all consent procedures were followed.

Loss of any data should be treated as a data breach and reported.

12.3 Policy Review

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day to day basis



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this responsibility is delegated to the Executive Headteacher who will report back to the governing body as appropriate.

This policy is a working document, and will be reviewed every three years.

Signed:(EVC)
Signed:(Executive Headteacher)
Signed:(Chair of Governors)

Associated Documentation:

Visit Checklist
NNC LOTC Policy 2022
Critical Incident Procedure
OEAP National Guidance
GDPR Policy