Twineham CofE School

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POLICY

FOR

LEARNING OUTSIDE THE CLASSROOM (LOtC)

AND

OFF-SITE EDUCATIONAL VISITS

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This policy was approved in Autumn 2018 by the Full Governing Body at Twineham CofE School.

Model Policy for Learning Outside the Classroom and Off-site Educational Visits

1. Introduction

1.1 Twineham CofE School provides many opportunities for its students/children/young people to enrich and enhance their expereince through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

1.2 The value of LOtC is well recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Learning Outside the Classroom must be well managed, information communicated and responsibilities recognised as with any other learning that takes place within the school.

1.3 This document outlines the specific policies and procedures for Twineham CofE School. It supplements and follows the advice and guidance contained within the following significant publications:

- West Sussex County Council's Regulations for Educational Visits and the use of EVOLVE September 2017 and National Guidance.

- Departmental advice on health & safety for schools, regularly updated. See: http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools/key-points

- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: http://www.hse.gov.uk/services/education/school-trips.pdf

2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All LOtC and off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The Head Teacher is delegated by the Governing Body to approve all LOtC and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of EVOLVE, the WSCC online system for planning, organising and approving visits.

2.3 The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. This role is taken by the Headteacher at Twineham CofE School. The EVC will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
- Arrange Emergency procedures in accordance with the school's Emergency Plan (Appendix D);
- Keep records and make reports of incidents, accidents and 'near hits';
- Review and regularly monitor policies and procedures;
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

2.4. The Visits Leader is responsible for identifying the purpose and outcomes for the visit and following the checklist published in the Local Authority guidance. A robust risk management process is necessary for all LOtC and visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available on http://www.westsussexvisits.org).

This will take account of:

- Generic hazards as published in this document and the WSCC Regulations for Educational Visits and the use of EVOLVE 2017 and Section B (Adventurous Activities) of the Regulations & Notes of Guidance for Off-site Activities 2017;

- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport;

- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management processes.

2.5 Participants are encouraged to consider hazards involved in LOtC and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour.

3. Guidance Notes for Off-Site Educational Visits

To ensure good practice and compliance with the necessary regulations it is expected that:

3.1 All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website (www.westsussexvisits.org).

Training for staff and Visit Leaders will be arranged by the school to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.

3.2 In order to plan LOtC the EVC should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned ahead. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

3.3 Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit.

3.4 Necessary cover arrangements will be made by the Headteacher when staff are involved in visits.

3.5 An EVOLVE Visit form must be completed for all residential visits, visits abroad, visits out of county and or for all adventurous activities whether on-site of off-site. The form will need to be submitted to the LA, one month in advance of the visit date and before becoming financially committed. These types of off-site visits also need the Governing Body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should check to see if such cover is already being provided by a tour operator, or external provider.

3.6 Providers often provide their own detailed risk assessments to the school. The OE2 form (Appendix B) provides information on what WSCC expects an external provider to provide and deliver. It can be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number providers who are regular used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

3.7 On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near hit' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment.

In addition it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOVE visit form.

3.8 Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

3.9 Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.