

CALSHOT PRIMARY SCHOOL

Educational Visits and Learning Outside of the Classroom Policy



'At Calshot we aim to provide the highest quality of learning and care for ALL children in a safe and enjoyable environment, nurturing personal values, in partnership with parents, carers and the wider community. We expect everyone in our school to strive to achieve their full potential.'

Introduction

This document is the policy for Calshot Primary school and aligns with Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom. It is attached to this document to ensure a comprehensive reading. Secondly none of the guidance material is reproduced here and also should be accessed via the web links.

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. The Head Teacher and Educational Visit Coordinator manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)

Roles

- All roles are clearly defined on the NG website. www.oeapng.info
- Roles defined as: Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.
- There is specific Guidance and information for each above role and relevant documents.
- Within the school all roles are covered and managed by staff and the Governing Body.
- The school has a Trained EVC who is Ashleigh Buttler. The AHT (Michael Wingrove) is also a trained EVC.
- All visits have a named visit leader and assistant staff who are aware of their role and responsibilities as contained within the NG website.
- Volunteers are managed under the school volunteer policy, including relevant DBS checks.

Competence of Staff

Staff must be competent and confident to lead visits. If staff feel unsure or lack confidence in relation to an activity, they can seek support from the EVC. There are national standards for staff that want to lead adventure activities and the adviser will give advice in that area. <http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>

Procedures

All visits require planning, preparation and levels of approval which is supported by using the e-visits website. This varies according to aspects of complexity and distance. These are explained in the guide from the menu bar and can be reached via First Time Visitor

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone - then the visit rises into the next Zone up for further guidance and planning. Staff should consult the EVC for support.

Zone 3

Adventure / Abroad and very complex visits

These visits require specific approval at School level and the notification of the Education Visits and Outdoor Learning Adviser. These must be submitted to the Adviser at least 4 weeks before the departure date. The current notification for BCC is via Schools Safety Services. Forms for Adventurous Activities and Overseas Visits should be submitted to Email schoolsafety@birmingham.gov.uk

Safety Services (WS)

P.O. Box 15630

Birmingham

B2 2QF

0121 464 8564

The adviser monitors these visits on behalf of the employer.

Zone 2

Enhanced Planning Visits

These visits, along with Zone 1 visits, constitute the majority of schools visits, for example: Black Country Museum, Aston Hall and Wonderland. There will be aspects of complexity that require careful planning.

All visits must be planned, then sent to the EVC, and will then be approved by the EVC and Head. The Education Visits Adviser can provide advice on these visits if required. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted.

Zone 1

Local regular visits

These are visits that are regular, local and straightforward to organise.

The menu of activities that Calshot includes in Zone 1 are: visit to local schools, swimming, walks in the local area and P.E. fixtures. Please ask for advice if you are not sure.

Specific Advice

Risk Management

This aspect is described in the guidance and forms for recording. Please refer to BCC point 5, page 10 'Risk Management.' www.oeapng.info/downloads/download-info/4-3c-risk-management/

Parental Consent

The school takes into account the following points regarding consent:

- ☐☐☐ It is part of our practice to obtain blanket parental consent for a range of regularly occurring activities or a specific programme which is likely to be in Zone 1 visits.
- ☐☐☐ In the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental authority are fully informed.
- ☐☐☐ When an activity is part of the establishment's curriculum or normal working practices and no parental contributions are requested, there may not be a need for specific parental consent.
- ☐☐☐ Zone 3 visits would require specific formal consent.

☐☐☐ Zone 2 visits *will* require specific formal consent. If in doubt consult your EVC <http://oeapng.info/downloads/download-info/4-3d-consent/>

Group Management

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website.

Behaviour and Inclusion

The School's inclusion policy and behaviour standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits.

<http://oeapng.info/downloads/download-info/3-2e-inclusion/>

Visit leaders must research the suitability of the venue and that the provision will meet the intended learning outcomes, with the group's needs being met.

External Providers

Shapestone Outdoor Consultancy and Birmingham City Council endorse and support the Learning Out-side the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the attached form.

<http://oeapng.info/downloads/download-info/8p-provider-questionnaire/>

External awards can be checked on the e-visits website when planning the trip.

Adventure Providers Assurances

Reference should be made to nationally accredited provider schemes, if in doubt the EVC will need to authorise. Note: Notification is required for Adventurous Activity visits.

Emergency Procedures

Calshot's emergency procedure is to immediately contact the school on 0121 675 1059 and ask to speak to a senior member of staff who will then coordinate a response. Emergency procedures are followed using the guidance below.

<http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/>

The EVC and Senior staff have access to the Critical Incident plan, and the advice below

<http://oeapng.info/downloads/download-info/4-1b-emergency-planning-the-establishments-role/>

National Guidance contains full information for cars, minibuses and public transport.

The EVC and School Business Manager arranges the transport for the visits.

Evaluation

Staff should follow the school evaluation procedure using www.e-visits.co.uk. They should complete the evaluation, on the risk assessment form, to aid and inform future visits. The evaluation should be completed promptly following a visit. Involvement of young people in this process would enhance the evaluation.

Insurance

Schools carefully considers the appropriate insurance for the activity or visits they are undertaking, due reference should be made to the BCC guidance Section 14. School uses Endsleigh School Insurance which the EVC sends reports to every 4 months.

Finance

All financial details for a visit must follow the school processes, including: timely budget preparation, accounting and collection of monies. An overview of the costs for visits is sent at the beginning of each academic year. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut-off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

Parents should also be told of any arrangements that the school may have for any young people that cannot afford a visit.

<http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

Help and Support

Support Advice and professional discussion are available from the EVC (Miss Buttler)

Policy ratified by the Full Governing Body on 14th November 2019