



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

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# Policy for Learning Outside the Classroom and Off Site Educational Visits

This policy is derived from the WSCC Model Policy September 2018

## **Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)**

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

*The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22*

It is this fruit that, in partnership with parents, we will instil in the children of our school.

# Policy for Learning Outside the Classroom and Off Site Educational Visits 2018-2022

## **School Aims**

- To enable each child to thrive spiritually, morally, physically and socially within our shared Christian faith.
- To promote excellence in learning, encouraging each child to think, question, apply skills
- To promote respect and sensitivity for others and the environment.
- To provide a happy, welcoming, secure and stimulating environment for all.

## **I. Introduction**

**1.1** Broadwater Church of England Primary School provides many opportunities for its children to enrich and enhance their experience 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 with 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 Broadwater Church of England Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance 2018;
- OEAP National Guidance.
- Departmental advice on health & safety for schools, regularly updated. See: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- 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 a checklist form which is recorded online system (EVOLVE).

**2.3** The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. The EVC for Broadwater Church of England Primary school is the Headteacher

**Jeremy Wong.** The person with these responsibilities will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. The person with overall responsibility for the administration of educational visits is **Elma Hargreaves**. 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. It is important to consider the continuing professional development needs of staff engaged in these activities;
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. See the School's Emergency Response Plan.
- 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. A robust risk management process is necessary for all LOtC activities 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;
- 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 activities 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 LOtC Activities and 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](http://www.westsussexvisits.org)).

Training for staff and Visit Leaders will be arranged by the school to include all aspects of supervision, on-going risk management (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 activities and visits 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** Internal Approval Form. This local form is used to achieve any necessary cover arrangements (see appendix).

**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 or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or 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** The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should 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 regularly 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](http://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.

### **Appendices:**

Appendix A – Off-Site Activities paper checklist

Appendix B – Guidance note for helpers on school trips

Appendix C – Guidance note for volunteers in school

