



# **Educational Visits and Learning Outside the Classroom Policy**

**Date Policy due to be reviewed: September 2022**

**Committee Responsible for Policy: Personnel Committee**

## **Introduction**

This Policy is the local policy for Hillcrest School and Sixth Form Centre and aligns with the Outdoor Education Advisers Panel National Guidance ([www.oeapng.info](http://www.oeapng.info)). The school also uses the Birmingham City Council Policy and Guidance for Educational Visits and Learning outside the Classroom, as a local reference document. The school provides a rich and varied programme of opportunities for students 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 Headteacher and Educational Visits Coordinator manage this policy. It provides a framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of two categories as outlined below (NG 1b- Foundations)



## **Roles**

All roles are clearly defined on the NG website. [www.oeapng.info](http://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 *Sam Abbotts – Deputy Headteacher*

All visits will have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website. Volunteers are managed under the school volunteer policy including relevant DBS checks. **NG documents Roles 3.4a-o**

## **Competence of Staff**

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff that want to lead adventure activities and the adviser will give advice in that area. The EVC and Headteacher will assess the competency of members of staff who are proposing visits.

<http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>

**NG 3.2d, 4.4a Assessment of Competence**

## **Procedures for all Standard and Enhanced Visits:**

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. Staff should become familiar with the OEAP guidance website. The **SAGE** variables must be considered in the planning, management and delivery of visits. More information on the **SAGE** principles can be found on the OEAP website (NG 1b- Foundations).

**Staff**

**Activities**

**Group**

**Environment**

### **Standard Visit Procedures (Physical Education Fixtures)**

These visits relate to PE fixtures and sports events, and also include local visits to libraries, museums and HEIs within the local context.

### **Enhanced Visit Procedures:**

These visits of enhanced complexity will require careful planning. Such visits may include trips outside of the local area, field trips, trips abroad and adventurous activities. All visits are required to be planned and sent to the EVC, and will then be approved by the EVC and Headteacher. The EVC 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. This should be embedded within the school process.

### **Overseas or Residential visits:**

The visit organiser must inform the DSL of students on the trip to allow the DSL to identify risks associated with identified students on the visit. The DSL will then prepare risk assessment / information for the trip organiser to ensure that they are aware of any potential safeguarding risks and actions to be taken in the event of emergency situations linked to the specific safeguarding need. As part of this, the DSL will contact parents / carers to discuss potential safeguarding risks as part of the risk assessment. In this event, the DSL will be listed as one of the SLT points of contact in case of emergencies on the trip; in relation to prior identified students or other safeguarding risks that may manifest during the visit.

### **Forms for Adventurous Activities and Overseas Visits should be submitted by the EVC.**

Shapestone Outdoor Consultancy Email (preferred): [Richard.Batty@shapestone-oc.co.uk](mailto:Richard.Batty@shapestone-oc.co.uk)

The adviser monitors these visits on behalf of the employer. The school has purchased access to Shapestone Outdoor Education Consultancy Ltd, which offers advice and support from accredited Outdoor Education Adviser Panel members.

### **Consent for Tips and Visits:**

- A blanket consent form is issued to parents/carers regarding sports fixtures; however, parents / carers must be updated on any changes to fixture schedules. For all other visits, consent from parents / carers is required. Parents of sixth form students sign a blanket consent for trips and visits within the West Midlands (Zones 1 and 2).

<http://oeapng.info/downloads/download-info/4-3d-consent/> **NG 4.3d Consent**

### **Specific Advice**

#### **Risk Management**

All staff leading a visit will need to ensure that they complete a full and comprehensive Risk Assessment, which is then discussed with the EVC. This aspect is described in the guidance for Risk Management. A copy of all Risk Assessments will be kept by the EVC and a copy should be taken on all visits.

[www.oeapng.info/downloads/download-info/4-3c-risk-management/](http://www.oeapng.info/downloads/download-info/4-3c-risk-management/) **NG 4.3c Risk Management**

#### **Group Management**

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

## **Supervision**

Decisions with regards the staffing and suitability of visits will consider; the nature and duration of the visit and the planned activities; the location and environment in which the activity is taking place; the nature of the group including the number of students and their age, ability and needs; (behavioural, medical, emotional and educational). Staffing ratios are a risk management issue, and will be determined through the process of risk assessment.

### **NG 4.3b Ratios and Effective Supervision**

## **Behaviour and Inclusion**

The Schools 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. Each visit leader must consult with the relevant Learning Co-ordinator to ensure that students on the list have been cleared to attend the visit.

<http://oeapng.info/downloads/download-info/3-2e-inclusion/> **NG 3.2e Inclusion**

## **Safeguarding**

Visit Leaders should follow and familiarise themselves to the guidelines provided in the School's Safeguarding Code of Conduct. Visit Leaders should liaise with the DSL should they have any safeguarding queries and should ensure that volunteers are made aware of the relevant guidance.

## **Pre- Checking Venues and Providers**

Staff research the suitability of the venue where possible and that the provision will meet the intended learning outcomes with groups needs being met.

**NG 4.4h Using external providers and facilities; Other documents in section 4.4 are also useful.**

## **External Providers**

Shapestone Outdoor Consultancy and Birmingham City Council endorse and support the Learning Outside 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/> **NG 8p Provider Questionnaire**

## **Adventure Providers Assurances**

Reference should be made to Nationally accredited provider schemes if in doubt consult your EVC. Note: Notification is required for Adventurous Activity visits.

## **First Aid Procedures**

Qualified first aiders may not be relevant for all off-site activities and visits. The need to have a first aid trained member of staff on the visit will be dependent on the nature of the visit. A basic level of first aid support must be available at all times. First aid and other medical needs should always be considered in the process of planning and Risk Assessment of any visit. Where possible, trips will be staffed with one member of staff who is first aid trained, though this may not always be possible. This will require that one or more of the staff leading the activity:

- *has a working knowledge of simple first aid and is competent to use first aid materials carried with the group.*
- *knows how to access, and can access, qualified first aid support.*
- *staff who have agreed to administer an EpiPen will attend a trip / visit when a student with such a condition is on that visit.*
- *coach travel – for trips and visits which exceed two coaches, students who have a medical condition such as asthma and any allergies will be on one coach which is staffed by those staff who have agreed to administer an eippen together with a first aid trained member of staff.*

- *this policy should be read in conjunction with the school's asthma policy (school website) and the asthma medical list (located in the staffroom).*

## **NG 4.4b First Aid**

### **Emergency Procedures**

The school has an emergency planning procedure in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to EVCs and visit leaders.

The Schools' Emergency Procedure Plan is located (hard and electronic copies) with the Headteacher and the Business Manager. This policy integrates into the School Emergency plan, which addresses all critical incidents.

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

### **NG 4.1c Off Site Visit Emergencies: Guidance for 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/>

### **NG 4.1b Offsite Visit emergencies: The Establishment's Role**

### **Transport**

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

For transport requests for this school please ensure that you request and book transport (mini bus) at least two weeks in advance of the visit.

### **Photography and Video**

Staff should refer to the Photography and Video's at School Policy, in relation to the use of mobile phones, cameras and other devices when on a school visit.

### **Evaluation**

Staff should follow the school Evaluation procedure. They should complete the evaluation to aid and inform future visits. Involvement of young people in this process would enhance the evaluation. A copy of the evaluation is to be sent to the EVC no more than three days after the visit.

### **Insurance**

The school has comprehensive insurance with Zurich International and this covers visits that take place within the UK and overseas. Information with regards insurance will be provided to trip leaders.

### **NG 4.4c Insurance**

### **Finance**

All financial details for a visit must be follow by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents / carers must fit with the school charging policy. Parents / Carers 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 / Carers should also be told of any arrangements that the school may have for any young people that can not 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.

Hillcrest School buys into BCC School and Governors Support which covers Critical Incident Planning. SGS number: 0121 303 2541.