



Field Place
INFANT SCHOOL

Field Place Infant School

Policy for

**LEARNING OUTSIDE THE
CLASSROOM (LOtC)**

AND

OFF-SITE EDUCATIONAL VISITS

October 2019

Outdoor Education Adviser, September 2018

EVOLVE: www.westsussexvisits.org

National Guidance: www.oeapng.info

CONTENTS:

1. Introduction
2. Roles and Responsibilities
3. Guidance Notes for Off-site Educational Visits

Appendix A – Parental Consent form

Appendix B – Risk Assessment form

Appendix C – OE2 External Providers form

Appendix D - Emergency Response Plan

Appendix E – Charging and Remissions Policy

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

1. Introduction

Aims of LOtC at Field Place Infant School:

- *to engage and stimulate the children's learning*
- *to increase the children's cultural capital*
- *to strengthen, support and develop the school's curriculum cornerstones; love of the natural world, growth mindset, the power of talk, and broadening horizons*

1.1 At Field Place Infant School we value the experiences and learning opportunities that trips and visits can give to our children. We provide a variety of opportunities throughout the children's time with us that enrich and enhance their experience through Learning Outside the Classroom (LOtC). LOtC at Field Place includes both on-site and off-site learning, sports, physical and cultural 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 our 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

Outdoor Education Adviser, September 2018

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 hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The Headteacher 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**.

2.3 The Educational Visits Co-ordinator (EVC) (currently Joanna Turner) ensures that all LOtC activities follow the correct procedures. 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. 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 (refer to 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. 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 Parent helpers often accompany classes on off-site visits. They are asked to attend a meeting before the visit where the visit purpose, risk assessment and expectations are explained. Parent helpers are always part of a larger group which includes school staff, and are not left on their own with children.

2.6 Pupils are involved in considering risks and safe behaviour prior to visits or LOtC activities. They understand expectations of behaviour and are pre-warned about any areas where they will need to take particular care. The purpose of the visit is shared with them.

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).

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. No financial commitment should be agreed without first consulting the EVC and Headteacher.

3.3 Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. A copy of the Parental Consent is also left in school at the front office on the day of the trip (See Appendix A).

3.4 An EVOLVE Visit form must be completed for all visits out of county and 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 LOtC 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. As an infant school many of our visits are not required to be uploaded onto Evolve, but we recognise that it is good practice to do so, as this provides a central place to keep risk assessments for future reference and to review and evaluate them.

3.5 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.

3.6 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.

3.7 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.

3.8 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.

Appendix A Parental Consent

Appendix B Risk Assessment form – copy for teacher use saved in EVC folder as 'Risk Assessment blank form'

RISK ASSESSMENT AND RISK MANAGEMENT (Event Specific Notes)

RISK ASSESSMENT FOR EDUCATIONAL VISIT / OFF-SITE ACTIVITY			
ACTIVITY:		LOCATION :.....	
Name		DATE.....	
Organisation		Assessment Review Date:	
Assessment undertaken (date)		Signed Date	
LIST HAZARDS HERE	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	Post event review (use this column to comment if you have a concern or an incident occurred)

Appendix C OE2 External Providers form – saved in EVC folder

Appendix D Emergency Response Plan – see separate plan saved in Policies folder on the server

Appendix E Charging and Remissions Policy – saved in Policies folder on the server