



St Nicholas CE Primary Academy Learning Outside the Classroom (off site-visits)

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and visa versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

Introduction

This policy is written in accordance with the DfES Good Practice Guidance and supplement for Health and Safety of Pupils on Educational Visits(HASPEV), 1998, Standards for Adventure, 2008 it considers the suggestions made in the DfES Learning Outside the classroom Manifesto, 2006, and is informed by the Council for Learning Outside the Classroom, Out and About Guidance document 2006. This policy has also been written in accordance with the Ellis Whittam, Academy Health & Safety Manual, Section 7 Arrangements for Educational Visits (Appendix 1).

Educational Visits and learning outside the classroom are an integral part of life at St Nicholas CE Primary Academy, furthering the education of the pupils. Educational visits and learning experiences outside the classroom are arranged for pupils at St Nicholas CE Primary Academy, not only so pupils learning will benefit, but also so that knowledge, understanding and skills can be developed through experience, not achievable in the classroom.

‘When you step outside the classroom you have the opportunity to transform learning and raise achievement. Learning outside the classroom allows participants to learn in context, to learn by practical engagement, and to learn by personal discovery.’

DCFS, Council for Learning Outside the Classroom, Out and About Guidance
2006

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school.

The range of opportunities and activities are outlined in the school prospectus along with the criteria by

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which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- School teams
- Regular nearby visits (libraries, shops, parks and places of worship)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk
- Swimming Lessons as part of PE Curriculum

These activities may be made available by open access to class or year group or by invitation.

General Information

Early planning is essential for any visit.

Outdoor and adventurous activities should be within the ability of the children participating and the accompanying staff.

No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to health and safety measures can reduce the number of accidents and lessen the seriousness of those that do happen. The management of risk should be done in accordance with the Health and Safety policy at St Nicholas CE Primary Academy.

The Headteacher of St Nicholas CE Primary Academy is the Educational Visits Co-ordinator (EVC) supported by the School Office Administrator (EVA).

Planning a Visit

Planning a school visit needs to begin early: at least 6 weeks before the proposed date.

Staff who wish to undertake a school off-site visit should, in the first instance, seek verbal permission of the basic proposal from the Headteacher indicating the curriculum links. At this point the Trip Leader is identified and liaison with EVA will commence.

Completion of the STN Trip Pack (appendix 2) will commence to ensure financial viability and will indicate when each step of the process is completed.

In the event of insufficient funds the trip will not be able to go ahead so visit leaders will need to factor in any cancellation timescales. The school will support Pupil Premium children with payment if required and the parents/carers will be asked to meet with the Head Teacher to discuss their individual needs.

On occasion it may be necessary to send out an expression of interest form to parents and/ or hold a parent information meeting prior to making any arrangements. This will be sent out via Parentmail to relevant parents. If there are insufficient positive responses then the visit will not go ahead.

Before a visit is advertised to parents the Headteacher must approve the initial plan and sign off the project management sheet along with the Finance Officer.

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Staffing Requirements

For all off site visits a Visit Leader must be identified. This qualified colleague will assume responsibility for the whole group of pupils out of school, along with the planning, risk assessment and risk management of the educational visit or experience outside of the classroom. They accept all reasonable responsibility for the well-being and safety of all participants attending the learning experience at all times.

Adult Pupil ratios for school visits are as follows and must consider the gender of the pupils:

Year R 1:4

Year 1 & 2 1:6

Year 3 & 4 1:8

Year 5 & 6 1:10

Additional adults will be required to support any pupil who requires 1:1 support for a Special Educational Need or Disability. In order that the pupil benefits from the whole experience, and does not become isolated from their peers, both they and their nominated adult will be part of a larger group.

Additional adults will also be required for pupils with behavioural needs and be organised as above.

For visits to London, or overseas, the maximum ratio will be 1:4.

Use of volunteers

In accordance with safeguarding statutory guidance “Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity’.

DfE April 2014: Keeping Children Safe in Education: Page 25 Pt: 75,

The school will ensure that a DBS check is undertaken for any volunteer attending a residential visit or who may be required to undertake any level of personal care eg: taking children to the toilet during a visit.

Any other volunteer adults, including parents, assisting with educational activities and visits may not require a DBS if the volunteer is not engaging in a regulated activity. This means in practice that volunteer adults cannot take sole charge of a group of children and therefore, any such volunteers must be paired with a member of staff.

All voluntary helpers should let the school know as soon as possible if they are unable to accompany the children for any reason, so that an appropriate replacement can be found. Any documentation already given to them should be returned to school.

The visit leader is responsible for informing the parents and accompanying staff of their responsibilities.

First Aid

On any visit, at least one of the supervisory staff will be a competent First Aider, holding a valid first-aid certificate and carrying an appropriate first-aid kit. This person will also be responsible for the inhalers and Epi pens for all children attending the visit.

Approval Procedure and Consent

The Headteacher is the nominated EVC and is supported by the EVA. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher and as signatory, as necessary, on behalf of the Governing Body. The Governing Body must be advised of all trips and must give their approval to trips which are out of county, abroad, residential or involve adventurous activities.

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For local visits, parents are required to sign one form which covers the lifetime of their child's education in the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed by Parentmail or phone call if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. The school has a standard model letter, which should be used for this purpose. Pupils whose parents do not provide appropriate consent will not be able to attend the visit.

For out of hours clubs and school teams, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter are involved.

All payments for visits will be made through the school's accounts.

The school has a separate policy for 'Charging and Remissions' which applies to all educational visits.

Transport

St Nicholas CE Primary Academy checks that all coaches used are fitted with seat belts when booked. All seats should be forward facing and seat restraints should comply with legal requirements. The drivers should be suitably qualified and experienced.

On rare occasions, children may travel in staff or parents' cars. Children travelling thus should comply with the legal requirements. A member of staff transporting a child must hold business insurance and have evidenced this by showing a copy of their insurance policy schedule to Mr Christopher Dale. Booster seats are legally required for all children travelling in a car under the height of 140cm. Parents must provide consent in writing, with a signature, to the school of the travel arrangements they have arranged for their child. Children for whom no signed permission has been received will not be permitted to travel. Except in emergencies, staff are not permitted to transport children unless written consent from the Head and parent of the child is obtained.

Pupil Welfare

All accompanying adults have a duty of care. Colleagues should remember that they are in *loco parentis* at all times on the visit and thus are legally responsible for the well-being and safety of the children.

Children should never be left on their own or isolated from their group.

When deciding groups, children should be considered individually according to need and placed with a suitable adult who can best enhance the learning experience. Groups and group leaders should be decided in advance and attached to the risk assessment.

Reporting Accidents

The standard procedures for reporting accidents are followed at all times. Injuries to any person (adult or child) attending a learning experience outside the classroom must be recorded in accordance to HSE guidelines and school protocol as stated in the school first aid policy. Completion of the relevant forms detailing injury, location, time, date and treatment given is essential.

Emergency Procedures

The visit leader will ensure the safety of the group as a priority and contact the appropriate emergency/rescue services. The Head at St Nicholas CE primary Academy should be contacted as soon as practicable.

Out of school hours the school will appoint a member of the SLT as the emergency school contact for each

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visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

Information Available at School

The visit leader, Head and school hold the visit information for the duration of the visit. The information should contain details of:

- Risk assessment
- itinerary
- contact points
- mobile phone number(s)
- staff – colleague in charge, deputy, helpers, etc.
- emergency contacts
- copies of Parental Consent Form
- copies of any insurance documents, critical incident policy, contracts, etc.
- emergency procedures.
- names of children that are on the visit.

Unrelated School Educational Visits

The guidelines in this document relate only to activities connected to the work of the school.

Where a member of staff takes charge of children voluntarily on an activity out of school hours i.e. one which is not organised by the school (and not approved by the Governors) but involves children from the school – no responsibility is accepted by the Head or the Governing Body at St Nicholas CE Primary Academy.

Evaluation

All visits will be evaluated by the Visit Leader with the EVA. A short evaluation report will be made available for the SLT.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The EVA is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

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Appendix 1

Ellis Whittam Guidance from H&S Policy for St Nicholas CE Primary Academy

Educational Visits

The school policy is to ensure that the safety of pupils, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel's Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

To achieve its objective to ensure safety the school will ensure that:

- all visits are approved by the Head Teacher and LGB
- Group leaders are trained and experienced to lead a visit
- all visits are planned
- risk assessments are completed, where appropriate
- all employees are briefed prior to each visit
- emergency arrangements are established for all visits
- the ratio of adults to pupils is appropriate and proportionate to the needs of the visit
- adequate insurance is in place
- adequate child protection measures are in place
- parents are notified of all visits and given the opportunity to withdraw their child from any particular school trip or activity
- consent is obtained from parents for all visits
- arrangements are made for pupils with medical or special needs
- adequate first aid is available
- contingency plans are made
- safety during visits is monitored and reviewed
- visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004.

Responsibilities

Group Leader

The responsibilities of the Group Leader are:

- To complete all relevant Educational Visits documentation, including risk assessments and consent forms
- To complete risk assessments or acquire assessments completed by external agencies (for example, a tour operator) as appropriate
- To ensure all pupils have made necessary payments and completed the necessary documentation
- For overseas visits, to ensure photocopies of pupil passports (and EHIC cards if relevant) have been taken
- For an overseas visit, to ensure all non-British citizens have visa entitlements to re-enter the country
- To provide reasonable notice to the Head Teacher to allow them to assist in completing agreed tasks
- To plan for pupils with special educational needs, pre-existing medical condition or a disability and ensure appropriate provision
- To lead the trip in accordance with the approval given by the SLT and ensure all staff and pupils are fully briefed and that emergency arrangements are in place

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- Record the details of any accident or incident in line with the school policies
- Have completed the Visit Leader training as recommended by the Outdoor Education Advisers Panel.

Head Teacher

The Head Teacher, or designated senior leader is responsible for carrying out the duties of the Educational Visit Coordinator (EVC) and they will:

- coordinate all educational visits to ensure procedures are complied with and all documentation is completed
- liaise with Group Leaders to ensure the approval requirements for each visit are clearly communicated
- retain all documentation in relation to each school visit
- provide support and guidance to Group Leaders
- ensure that any accident/incident on a visit is notified to the SLT and a record is kept and that future visits are reviewed in light of previous incidents
- ensure this Policy is kept up to date and that amendments are notified to the SLT
- have completed the EVC training as recommended by the Outdoor Education Advisers Panel.

Senior Leadership Team

- To consider the suitability of all proposed educational visits
- To ‘sign off’ all documentation (including risk assessments) prior to approval.

Local Governing Body

- To approve all school trips.
- To monitor the arrangements for school trips and ensure they meet these requirements.

Staffing of Trips

Ratios:

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- sex, age and ability of group
- pupils with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- competence and behaviour of pupils
- first aid cover.

Ratios of staff to pupils for **low risk activities** are:

- Year 1 - 3 1 Teacher to every 6 pupils for all visits
(under 5s reception classes should have a higher ratio)
- Year 4 -6 1 Teacher to every 10 – 15 pupils for all visits

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Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits. The ratios stated are the minimum acceptable.

Except in special circumstances and with the agreement of the SLT, there must always be a minimum of 2 suitably experienced members of staff teachers with any visit. For certain visits a higher ratio will be appropriate because the leader of the visits has to ensure that there is a safe level of supervision at all times.

For visits abroad, at least 3 suitably experienced members of staff must accompany the party unless the number of pupils is fewer than 10, in which case there should be 2 suitably experienced members of staff.

If an adult who is not a member of staff is accompanying the trip then they must have an up to date and valid DBS check, authorised by the school.

No member of staff can be included in the staffing ratios if they are accompanied by their own child who is a minor (under 16).

Group Leaders must be experienced and have undertaken training as recommended by the Outdoor Education Advisers Panel.

Sporting Fixtures

The level of supervision should be at least in the ratio of one suitably experienced member of staff to 15 pupils. At the end of a fixture, staff must ensure that all pupils are supervised until they are collected.

Emergency Procedures

Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an emergency happens the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend any casualty
- inform the emergency services and everyone who needs to know of the incident.

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all Group Leaders and their deputies:

- establish nature and extent of the emergency
- make sure that all other members of the party are accounted for and safe
- if there are injuries, establish their extent and arrange for first aid
- establish names of the injured and call relevant emergency services
- advise other party staff of the incident and that emergency procedures are in operation
- ensure that an adult from the party accompanies casualties to hospital
- ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to school
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for
- control access to telephones until contact is made with the Head Teacher and until they have had time

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to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far)

- telephone numbers for future communication (identify alternative telephone numbers in case telephone lines become jammed)
- the school will arrange to contact the parents of those involved. In the event of serious incidents, the parents of all party members should be informed
- all accident forms should be completed and the Trust CEO, LGB, school insurers and the HSE should be contacted

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St Nicholas CE Primary Academy
CHECK LIST FOR VISITS OUT FROM SCHOOL
This sheet must be completed before every visit

Aims of visit:

Location:

Date(s) of proposed visit: Year Group:

Time(s) leave school: Return: No. of pupils anticipated: M

F

Group Leader:

No. of staff needed: No. of parents needed:

When?	PLEASE COMPLETE THE FORM IN NUMERICAL ORDER AND TICK AND DATE	✓
June/ July	SLT meet to determine annual trip cycle linked to curriculum for the next year and prospective dates. Trips must be distributed throughout the year and not left until the end of term 6. Shared at staff meeting and outline agreement sought. Residential and Out of Kent visits/trips MUST have been agreed by Governors Preparation for residential trips is one year in advance. September – Annual dates sent to parents with ‘advance warning’ of prospective dates.	
6 weeks before	1. Teachers – clarify your aims and objectives of the trip	1.
	2. Check with SLT	2.
	3. School Office (Hayley) to check dates and availability of the venue	3.
	4. Plan trips as early as possible	4.
	5. School Office (Hayley) ascertain the costs for the trip – transport, admission etc. and begin Project Management Sheet and check viability with SLT	5.
5 weeks before	6. Teachers carry out a preliminary visit if needed	6.
	7. Send letter out to the parents to determine the support for the trip checking on the viability and the costings.	7.
4 weeks before	8. Confirm with Team Leader and SLT	8.
	9. Submit Project Management Sheet to SLT	9.
	10. Ensure Project Management Sheet is authorised by Headteacher for the transport/venue to allow commitment in the budget and pass to the Finance Officer (Sandra)	10.
	11. School Office (Hayley) to make bookings with the various organisations/transport etc.	11.
	12. Teachers complete Risk Assessments, save in Risk Assessment folder (Curriculum/YearGroup/RA)	12.
	13. Enter confirmed details in the school diary	13.
	14. Check staff/pupil ratios and provisionally staff the trip	14.
	15. Check medical/SEN requirements of pupils and include in RA	15.
	16. Send out letter and costings to parents via ParentMail – at least 4 weeks in advance	16.
	17. Teachers add trip information to Dojo	17.
18. Notify kitchen and book FSM	18.	
3 weeks before	19. Ensure that all children have a signed individual consent form to attend this trip	19.

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2 weeks before	20. At least TWO WEEKS prior to the trip ensure all staff are aware of who will be accompanying the trip together with the ramifications and agreed by the line managers	20.
	21. If necessary, provide parents with any final details re: clothing, times of arrival/departure – especially if these fall outside the normal school hours	21.
	22. Arrange a Parent Briefing if necessary	22.
1 week before	23. Fully brief all adults escorting the outing – reference to risk assessment, emergency procedures and share Good Practice Guidelines.	23.
	24. Collect emergency contact details of all adults attending and leave with the school office	24.
1 day before	25. Brief children on expected behaviour etc on this visit and with reference to specific risks highlighted in the risk assessment	25.
	26. Emergency procedures in place?	26.
	27. Provide children with details of the journey – include photographs if needed	27.
On the day	28. Ensure a mobile phone is available and switched on throughout the visit	28.
	29. Do you have hi-viz jackets for the adults on the trip or ways to be easily identifiable to the public?	29.
	30. All contact numbers MUST be left with the school office before leaving	30.
	31. Ensure all permission slips are taken with you	31.
	32. Contact school if needed for school to make contact with parents in the event of illness	32.
	33. Ensure you have checked whether children have asthma inhalers/epi-pens etc that you need to take with you	33.
Next day	34. Teachers – provide written feedback to SLT on success of trip against objectives and any other relevant details. Is trip value for money? Is the venue appropriate for the intended learning?	34.

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Educational Visits, Trips and Offsite Activities Learning Outside the Classroom

Internal Approval Form

Approval for all visits must be granted before a visit takes place.

This form must be used to seek approval from the Headteacher/SLT/Governing Body.

School Address:

St Nicholas CE Primary Academy, Fairfield Road, New Romney, Kent TN28 8BP

Tel: 01797 361906 Email: trips@st-nicholas-newromney.kent.sch.uk

Purpose of Visit/Educational Value

Aims: _____

Name of Leader: _____

Contact details if different to above: _____

Name of Assistant Leader: _____

Details of Proposed Visit

Destination or places to be visited: _____

Date: Outward journey: _____ Return journey: _____

Times: Outward journey: _____ Return journey: _____

Transport & Travel

Mode(s) of transport: _____

Name(s) of tour/travel operator or company to be used: _____

Contact Name: _____ Tel No: _____

If using a minibus with own drivers please state the distance to destination (one-way) _____ miles/kms and complete the section below:

Name of Driver	PCV Licence (Yes/No)	Holder of KCC Approved Minibus Drivers Permit (Yes/No)	Driving Licence checked to meet KCC regulations (Yes/No)

Activities

Please list all non-adventurous activities proposed: _____

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If the programme of activities are being led or carried out by Centre/Providers' staff please complete the following section:

Name of Centre/Provider(s): _____

Address: _____

Tel No: _____ Email: _____

Date(s) of pre-visit to the venue(s): _____

If activities are being led or carried out by our own staff please complete the following table:

Activity	Name of members of staff leading activity	M/F	Any activity qualification held relevant to the venture	Date obtained/updated

List of teaching staff, volunteers or other responsible adults who will have a supervisory role during the visit

Name	M/F	Status - (Parent/Governor/Volunteer) relevant experience/qualifications including First Aid	Expiry Dates (where appropriate)

Insurance Arrangements

The visit is covered by (please circle)

DFE RPA (Risk Protection Arrangement) Insurance Other Insurance

If other, name of insurance company: _____

Please attach the following to this form if applicable for your trip:

- **An outline programme of visit with this form**

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- **A brief daily programme from morning/afternoon and evening activities, areas to be visited**
- **An accommodation plan showing bedrooms allocated to group including staff rooms**

Visit Leader Request for Approval

I confirm that the visit will be arranged in accordance with the School’s Off-Site Visit Policy and that written risk assessments have been carried out and will be referred to and followed in respect of this visit.

Name: _____
(Please print)

Signature: _____

Date: _____

Headteacher/Governors

This approval confirms that I consider the visit to have significant educational value and that the arrangements are in accordance with guidance from Ellis Whittam and the KCC Minibus Safety Code of Good Practice.

Signature: _____
Headteacher/EVC

Date: _____

Comments:

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St. Nicholas CE Primary Academy

Head Teacher: Mr Christopher Dale

Fairfield Road
New Romney
Kent
TN28 8BP
Tel: 01797 361906 Fax: 01797 363118
Email: headteacher@st-nicholas-newromney.kent.sch.uk



Good Practice Guidelines for School Trips and Visits Learning Outside the Classroom

Year: _____ **Visit to:** _____

Aims of the visit:

1. To
2. To
3. To

Thank you for agreeing to support us on our school visit. Without offers of parents and carers visits like this could not go ahead and so we truly value your support.

As you can imagine, much time and effort has been put in behind the scenes to make sure the children get the maximum learning from their visit, so please ensure that you follow instructions and schedules carefully. If for any reason you are unsure, please check with your class teacher as first point of call.

We felt it would be helpful to have a common-sense list of 'dos' for school trips:

- If you are assisting with a visit and do not have a full DBS check, please make sure you are always in sight of someone who has. This is for your own safety and security.
- Have a break from your own children! It is common practice for parents not to be with their own children – this enables your child to become more independent and be treated the same as other children.
- Children invariably think it is lunchtime as soon as they have left the school building. Do please ensure they only eat at the agreed points of the day. Sips of water are fine if the visit destination permits it.
- Mobile phones are part of our everyday lives, but cannot be used when supervising children. Please keep your phone on silent and respond to calls on lunch breaks. In case of an emergency call, please ensure another group leader keeps the overview of your group. The school number is 01797 361906.
- In the event of a child becoming unwell or medical emergency, please contact the class teacher, who will contact the school office for them to contact the parents.
- We ask that you do not smoke whilst on the school trip. If you feel this would prevent you from going on the visit please speak to your child's class teacher.
- Do encourage your group to think through their questions "How could you find out?" or "what do the clues tell you?" would be better than giving them the answers.
- DO ENJOY YOUR DAY! We think our children are fabulous and think it is a real privilege to help and guide children to learn. We hope you do too.



The Diocese of Canterbury Academies Trust Unit 33, Folkestone Enterprise Centre, Shearway Business Park, Shearway Road, Folkestone, Kent CT19 4RH

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