

Educational Visits and Learning Outside the Classroom Policy

Date Policy due to be reviewed: November 2017

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 and also references Birmingham City Council Policy and Guidance for Educational Visits and Learning outside the Classroom. 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 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 OEAP National Guidance documents, Zone 1, 2 and 3 and NG website. (NG 1d Introduction to the Radar).

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 ***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

All visits require planning, preparation and levels of approval. 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

NG Documents in section 1 basic essentials are useful including 1d The Radar Introduction

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. For visits overseas, approval and notification must be given six months before the visit. The current notification is through Shapestone outdoor Consultancy Educational Visits Advisers.

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

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

Postal address:
143 Barclay Road
Smethwick
West Midlands
B67 5JZ

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 school's visits. There will be aspects of complexity that require careful planning. 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.

Zone 1

Local regular visits

These are visits that are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

The menu of activities that this school includes in Zone 1 are local walks, swimming visits, PE fixtures, visits to local museum and galleries and travel by bus/ public transport within Birmingham and the local area.

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/ **NG 4.3c Risk Management**

Parental / Carer Consent

The school takes into account the following points regarding consent.

- The school at present, obtains consent forms from parents / carers for all zones for Years 7-11. 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**

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.

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**

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. 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 is able to 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 particular 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.

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.

Policy Date Review. **November 2017**

Undertaken by: **Sam Abbotts – Deputy Headteacher**