Educational Visit

Policy

Person responsible: Headteacher

Reviewed annually by the Full Governing Body: December 2024

Due for review: December 2025

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The Dales School Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

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.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting, and different experiences to help them learn.

It 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 where we learn. It is not an end in itself but a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with children and young people. It does not apply to work-experience placements, or alternative provision, but does include school's careers/vocational programme.

The Headteacher and Deputy Headteacher both retain the role of Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in staff policies.

The Educational Visits Co-ordinators are: Ann-Marie Ellis and Sharon Kettleborough

Administrative tasks will be carried out by: school Office Administrator

2. Establishment policy and procedures

The Dales School Policy for Educational Visits, Outdoor Learning and Adventurous Activities (November 2022)

The Dales School is the employer's policy. Specific local procedures will be in line with,but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visits will be in our new starter information packs and school website. We will always aim to fully inform parents through school communication

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systems e.g., Tapestry, ScholarPack, Letter/Home School Planners of the nature of each visit, activity, or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice, and we will always aim to notify parents that their child will be off-site, but this may not be possible.

Non-routine consent: Written consent will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by letter of the nature of each visit, activity, or series of a similar nature.

Specific consent: Written consent will be gained for every individual visit or for an ongoing programme of local activities, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits, and adventurous activities. We will fully inform parents by letter of the nature of each visit, activity, or series of a similar nature.

Medical information: We will use the medical information on record captured in individual health care plans and in our pupil Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence are captured using individual staff PRD records on the school's Microsoft Teams site.

To ensure sustainability of important visits all middle leaders receive EV leader training and support staff EV awareness training in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the employer.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer.

3. Planning and approval procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures, and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. At The Dales school we have identified a Local Learning Area which includes all the places that we visit and the activities that we undertake routinely. Details of our Local Learning Area are

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contained within the appendix which includes generic risk assessment. Wherever the need arises additional risks and significant findings will be recorded using event specific risk assessment.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. The visit lead will liaise with the provider to ensure robust organisation and planning of the visit to support positive and effective outcomes for students. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy.

4. Visit Planning and Management System

Evolve is the The Dales School web-based system and is underpinned by a paper based comprehensive risk assessment system used to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead a visit must complete a paper risk assessment that will then be uploaded to EVOLVE by the EV Co-ordinator/admin team once approved and signed off by the EVC.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Visits will be recorded as detailed in the summary table below.

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the employer policy.

Governing Body:

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this, it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained, and financial regulations are adhered to.

Adviser: Visits abroad, residential and all adventurous activities regardless of leadership or location. (As detailed in guidance).

Headteacher & Deputy Headteacher [EVCs]: All visits and activities

Visit planning approval summary table for The Dales School:

	Planning/Recording Process	Risk Management	Final Approval
On-site/Local Learning Area/Local Area Visits	School paper RA to be completed and LLA form completed on EVOLVE [2 Weeks prior to visit/start of a programme of visits plus final sign off on the day].	LLA risk management supplemented by specific documentation where necessary	Head/Deputy
Day Visit outside Local Learning Area	School paper RA to be completed [2 prior to visit plus final sign off on the day] Recorded on Evolve	School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	Head/Deputy
Overseas	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Residential	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Adventure, provider led	Recorded on Evolve	Provider risk manages activities School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	Adviser
Adventure, self-led	Recorded on Evolve	Local Learning Policy/Specific Risk Management	Adviser

5. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in the appendix.

6. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

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The Educational Visits Co-ordinator [Headteacher] will ensure that there is a system in place for appropriate monitoring of visits and activities.

7. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to The Dales school charging and remissions policy.

8. Inclusion & SEND

We endorse the principles for children and young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a child/young person) is within their role, competence and is reasonable. Reference should also be made to The Dales School SEND policy]

9. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to The Dales School safeguarding policy]

10. Insurance

Children and Young people participating in visits and activities will have travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

11. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

Appendix - Local Learning Area

Boundaries

The boundaries of the locality are defined by school as a 15-mile radius. This area includes the following accessible towns and places or frequently used venues: e.g. local market town community facilities in Northallerton, Thirsk, Bedale, Catterick Garrison – shops, leisure centres, library, park. It also covers local weekly vocational programme activities.

We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by ensuring school's paper format visits RA is completed and submitted for initial approval [2 weeks prior] and final sign off on the day of planned visit. This will then be added to LLA option on EVOLVE by school admin.

Operating Procedure for visits to the Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head or Deputy must give final sign off on the RA as approval before a group leaves.
- Only staff judged competent and within their role to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- Staffing ratios and skill sets are appropriate to pupil need and visit e.g., paediatric first aider, HCPs and BSPs considered.
- Staff are familiar with the area [pre visit and knowledge of area/place], including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group, or closely supervised road awareness and crossings accounted for.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc).
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil health care plans, medical information, have received appropriate health needs training and ensure that any required medication is available and 'managing medication' protocols followed.
- Staff will deposit in the office a copy of the school paper RA which includes a list of all pupils and staff, a proposed route, and an estimated time of return. Consider adopting (or adapting) the 'Signing-out sheet' in EVOLVE Resources/Forms.
- A school mobile is taken with each group and the office have a note of the number [on the school paper RA].
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- Collect from the school office a school EV designated rucksack secured with padlock kept in the school office.

Table of Amendments:

This table only summarises significant changes. Typos and date changes are not listed.

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Section no.	Page no.	Amendment
4	5	Summary Table: Local Area Visits option now added – this reflects the option that schools can now record visits as taking place in the Local Learning Area, n.b. this module is activated on a school-by-school basis. The Final Approval Column for Residential and Provider Led Adventure visits has been amended from Head to Adviser. This change reflects common practice across the UK for the level of approval/checking of these cate

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