



Eastfield Infant and Nursery School

Policy for the Management of Educational Visits and Learning Outside the Classroom

Introduction

This Policy is the local policy for Eastfield Infant & Nursery school and aligns with Cambridgeshire County Council and Peterborough City Council Policy for Educational Visits.

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school grounds, 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 onsite outdoor learning. This policy is managed by the Head Teacher and Educational Visit Coordinator (EVC). It provides a local framework for staff planning off site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)

The Local Authority as Employer has formally adopted the OEAP National Guidance as the source of guidance, www.oeapng.info. It is a legal expectation that employees must work within the requirements their employer's guidance; therefore employees must follow the requirements of "National Guidance", set within the context of this policy.

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.

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 Laura Summerfield.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

Competence of Staff

Staff must be accountable, competent and approved to lead visits. Training courses are available to develop confidence and competence. There are standards national standards for staff who want to lead adventure activities and the adviser will give advice.

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.

This School has the Zones defined as follows, all Visits and outdoor learning fit into one of three Zones.

Zone 1

Local regular visits

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which attached to this document. 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.

Activities that this school includes in Zone 1 are activities within the school grounds (spinney, field work, pond area), visits to the park and local walks.

Zone 2

‘Normal Visits’

These visits are the majority of this school’s visits. There will be aspects of complexity that require careful planning. All visits are required to be planned and logged on Evolve and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. Approval for visits of greater complexity may require preapproval before undertaking detailed planning and the EVC should be consulted

Zone 3 Adventure / Abroad and very complex visits

These visits require specific approval at School level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system and submitted to the Adviser at least 4 weeks before the departure date. The adviser approves visits on behalf of the employer.

Managing Risks

The school has a legal duty to ensure that risks are managed - requiring them to be reduced to an “acceptable” or “tolerable” level. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring the school to provide such support, training and resources to its employees as is necessary to implement this policy.

Emergencies and Critical Incidents

The School Critical Incident plan is regularly reviewed and updated. It covers and manages the possibility of having to manage an offsite visit emergency. Senior staff who may have to implement the plan are trained and briefed. The Adviser service provides support and information, linked to the Visit Emergency Support Network, (VESN). An updated guide is available to schools to assist.

Monitoring

The school ensures that there is sample monitoring of the visits and outdoor activities undertaken by the staff. Such monitoring should be in keeping with the recommendations of National Guidance.

Links to other Key Policies

This policy links to other school policies and therefore these areas are acknowledged and not repeated.

Vetting

Staff deployed onto visits are subject to the schools safeguarding processes and arrangements. Volunteers are also included.

Working with outside providers

All visits must be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet your expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. A provider must either supply an LOTCQB or an AALS License or complete the Provider form.

Planning for Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Good Practices

All staff and helpers must be competent to carry out their defined roles and responsibilities. National Guidance sets a clear standard to which the visit leaders must work. The guidance states: ‘leaders are accountable, confident and competent to lead visits’.

Transport

Careful consideration should be given to this area. This policy supports groups travelling by the most appropriate means which can include, walking, public transport – buses, trains and tube, taxi and private cars, coach and aircraft. The NG website contains details to assist in planning for transport.

Parental Consent

This school follows the advice on consent and does not require consent for visits that take place during the school day. Full information must be given to parents/ carers. Visits that last beyond the school day require specific consent, the level of detail of that consent will vary according to the visit.

For advice and support, please contact the Outdoor Education Adviser Service

Office email Outdoor.education@cambridgeshire.gov.uk

Phone 01480 379677

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APPENDICES:

- 1) Example letter to parent/carers
- 2) Risk Assessment form
- 3) Visit check list

Appendix 1

Example letter to parent/carers

Dear Parents and Carers,

We are proposing a visit for Year 1 to the Botanical Gardens in Cambridge, where they will take part in a "How big?" measuring activity. They will also have the opportunity to explore the scented gardens and finish the day by relaxing in the garden and enjoying a story.

The planned date for the trip is Tuesday 23rd May 2023.

This is a great opportunity for them to explore Maths and Science together through looking at two huge trees in the Botanical Gardens and thinking about their similarities and differences. The children will also find out that trees make the biggest living structures (visible above ground) on earth and begin to look at some information about the biggest tree in the world (the General Sherman).

Other activities the children will take part in are linked to the Scented Garden where they will think about their senses and how they use them to experience the world around us.

In order for this visit to take place we ask you to make a contribution of £15.00. This includes access to Botanical Gardens and the activities mentioned above, as well as coach fees and insurance.

To keep the costs of this Year 1 trip to a minimum, we are asking parent/carer volunteers to meet us at the Botanical Gardens rather than joining the children on the coach. By organising the trip in this way it is meaning that we can reduce the cost per child from £20 per child to £10 (due to the size of the coaches needed). If you feel that you would like to volunteer your support for this trip we can discuss these arrangements in further detail and the school will also cover the cost of parking or your bus ticket.

We ask if you could please pay this voluntary contribution by Tuesday 9th May via the School Gateway www.schoolgateway.com for the item listed as 'Botanical Trip'.

Please complete the online form (link below) with the following information by Tuesday 9th May:

- Permission for your child to take part in this trip
- If you would like to volunteer to support with this school trip. If we have too many offers of support, parent/carer volunteers will be allocated by lucky dip and we will confirm if your help is needed or not by Friday 12th May
- Please also indicate whether you would like your child to receive a FREE packed lunch on the day of the trip (options are on the form).
- Confirm that you have notified the school of any medical conditions or allergies that your child has.

Link to online form

Clothing - children need to wear their school uniform as well as comfortable shoes and waterproofs as the whole day will be spent outside.

The lead teachers for this trip are Mrs Hill, Mrs Worth, Mrs Dale and Miss Wright.

Any of the above members of staff can be contacted at school prior to the trip to answer any questions or concerns you may have.

Yours sincerely,

Mrs Hill, Mrs Worth, Mrs Dale and Miss Wright

Appendix 2
EASTFIELD SCHOOL
School Visits – RISK ASSESSMENT

Date of visit..... Duration..... Visit to

Visit Lead Classes / groups to attend Number of children

Visit intent	Visit Impact

Visit implementation -

Specific activity	Possible problem/issue/risk	Probable benefits	Control Measures, reasonable and practical steps to avoid or reduce problems/issues/risks	Decision/Comments/Actions

Signature of Visit Organiser
 Date

Signature of EVC/Headteacher
 Date

Appendix 3

Check List for Visit Organisers

Check	Date completed
Permission for visit obtained (Headteacher / Governors)	
Consulted LA Guidance	
Pre-Visit	
Risk Assessment	
Visit costed	
Visit logged in office / Headteacher's diaries	
Letters to parents drafted and approved by Headteacher: General trip info cost, voluntary contribution para' and payment details (1) Confirmation of trip going ahead and consent slip (2)	
Insurance cover checked	
Programme of activities drawn up and shown to EVC	
Booking confirmed	
Transport arrangements finalised	
All consent forms in	
Money collected in accordance with school financial procedures	
Adult / child ratio fulfilled	
Kitchen informed	
Free dinners notified for packed lunches from kitchen	
Pre-visit meeting with all adults who will accompany the visit	
Eastfield logo for each child	
Coach number for window	
Cash/cheque organised	
List of all adults and children completed and given to office	
Duty rota checked and cover arranged	
First Aid Kits collected and medical items for individual pupils	
Sick buckets organised	
Mobile phone organised and number given to office and head/ sch and head's mob number taken	
Emergency contact numbers collected from office	
Registers completed prior to departure	
After the visit	
Complete visit evaluation form	
A folder of all the above information should be given to the EVC and relevant forms stored on Evolve	