



Eastfield Infant and Nursery School

Policy for the Management of Educational Visits, Off-site Activities, Adventure Activities 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 people's confidence, independence, responsibility and specific learning objectives.

This policy covers all Educational Visits, Off-site activities, Adventure Activities and Learning Outside of the Classroom. This policy is managed by the Head Teacher/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.

Definition

Adventure Activities: Activities that take place in challenging environments that can present technical or environmental complexity in the organisation or delivery of the activity. Many adventure activities have well established National Governing Bodies that train, assess and validate the competency of staff to lead in the activity.

Educational Visits: All visits with a group of young people that leave a school site, to journey to another location, either during the school day, or for extended periods beyond the school day. This usually does not include work experience or activity in schools on split sites. The activity is planned and organised by the school.

Off-site Activities: Activities that occur away from the base of regular work with children or young people organised by staff who work within Children's Services.

Learning Outside of the Classroom (LOtC): Activity that takes place on the school site, and further afield. Some of this work will be understood as Educational Visits.

Application

This policy applies to any of the following activities when undertaken by children and young people under the supervision or control (whether pastoral or direct) of Council staff or which are facilitated by either council, those schools for which it is the employer or those voluntary aided schools that have opted into the policy:

- Off-site activities, visits or excursions;
- Activities that fall within the remit of Learning Outside the Classroom; and
- Adventure Activities.

This policy applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Cambridgeshire County Council has formally adopted “*OEAP National Guidance*” as the source guidance for this policy from the website: www.oeapng.info

It is a legal expectation that employees must work within the requirements their employer’s guidance; therefore CCC employees must follow the requirements of “OEAP National Guidance” (NG), as well as the requirements of this Policy Statement.

Policy Statement

Cambridgeshire County Council (CCC) recognise the important role that educational visits, off-site activities, adventurous activities and Learning Outside the Classroom (LoTC) plays in providing a rich and rewarding education for children and young people whatever their age, ability or circumstances.

The Council actively support and encourage such activities. In so doing, they recognise that this may involve exposing participants to challenges and risks with which they may not be familiar. CCC will put arrangements and procedures in place to identify and manage these risks, reducing them to an acceptable or tolerable level, ensuring a balancing of the risks against the benefits of the activity. It is the Council’s policy, so far as is reasonably practicable, that all activities falling within the scope of this policy should:

- Comply with recognised sector best practice guidance with respect to issues falling within the scope of this policy. For the purposes of this policy, this means compliance with the guidance issued by the Outdoor Education Adviser’s Panel (www.oeapng.info) unless this guidance is specifically over-ridden by a requirement within this or any other CCC health and safety policy;
- Be allocated sufficient resources (time, planning, staff, budget) to enable activities to be undertaken safely;
- There should be a risk management process that is informed by a Risk Benefit Assessment, where the benefits of the proposed activity are balanced against the risks and detailed how the risks can be managed. There may be some background or residual risks elements remaining and these could be viewed as acceptable. Part of the curriculum and learning for young people is to learn how to identify and manage appropriate risk. Where risks to participants are viewed as unacceptable, then the activity must not be carried out until further advice has been sought from the County Council’s Outdoor Education Advisor;
- Be monitored, to satisfy the Council that the requirements of this policy are being met.

Where activities that fall within the scope of this policy are being provided by a third party, then the Council will require that:

- Reasonable checks of any external organisations that are contracted to provide any activities, regardless of whether these activities are being carried out on or off-site, are carried out to ensure that they are competent to provide such activities;
- Checks would normally be via an external validation process using an Inspection and Accrediting Body, which may include: The Adventure Activities Licensing Service, The Learning Outside the Classroom Quality Badge (LoTCQB), Adventuremark or sector approval schemes. CCC confirms and endorses the LoTC QB scheme as acceptable without further checks required. Confirmation about an individual Awarding Body schemes should be via the Outdoor Education Adviser.
- The performance of external organisations is adequately monitored to ensure that agreed practices are being met ; and
- The significant findings of monitoring are acted upon and are reported to the appropriate Council Officer (OEA) and/or Governing body.

Where activities involve the provision of “adventure activities”, whether led by a CCC staff or by a third party provider, then the Council requires that these be notified to the OEA for outline approval early in the planning stages

To secure these policy objectives, the Council will put arrangements in place to:

- Establish and maintain systems and procedures to enable schools and settings to comply with the requirements of this policy. Specifically, all schools and settings will be required to record and manage activities falling within the scope of this policy using the “Evolve” system; with regular local visits being maintained via a local system. (These visits will be a Zone 1 activity defined in the Radar Diagram).
- Provide competent advice to enable staff with responsibilities for any aspect of this policy to meet any requirements placed on them;
- Provide written guidance and procedures for staff to enable them to fulfil their responsibilities within the scope of this policy;
- Provide access to suitable and sufficient information, instruction and training for all staff organising, facilitating, leading and advising on such activities;
- Comply with reasonable directions and instructions issued by external organisations providing such activities where these are issued in order to secure the health and safety of other persons; and
- Establish structures to enable the reporting of any significant findings of monitoring activity (e.g. incident reports) to the Council’s SMT.

Organisational Responsibilities and Arrangements:

In addition to the overall responsibilities for managing health & safety matters that are described in the Council Health and Safety Policies, some specific responsibilities apply in relation to the activities covered by this policy.

- **Executive Director: People and Communities**

The Executive Director; Children, Education and Families is responsible for:

- Allocating sufficient resources to ensure that adequate competent advice is available to provide advice, guidance and support to CCC settings providing activities falling within the scope of this policy. CCC achieves this requirement by formally appointing an Outdoor Education Adviser;
- Ensure that the requirements of this policy are adequately monitored and that corrective actions are taken, as necessary, to obtain compliance with the requirements of this policy; and
- Report significant failings in this policy to the Chair of Strategic Health and Safety Group so that they can maintain effective oversight of day-to-day health and safety compliance.

- **Outdoor Education Advisor (OEA)**

- The OEA is appointed by the County Council to provide advice and guidance to duty holders named within this policy so that they can discharge their duties under this policy and any relevant statutory instrument effectively. The OEA is responsible for:
- Maintaining their competence and keeping abreast of legal requirements and sector and industry best practice with regards to activities covered by this policy;
- Report significant changes to legislation, sector and industry best practice to appropriate committees and ensure that employee representatives/ recognised trades unions are consulted on matters of health and safety relating to this policy and any associated procedures (CCC School’s Health and Safety Committee – “HASCAM”);
- Providing advice and guidance to schools and settings to enable activities to be carried out safely; and
- Monitoring schools and settings to ensure that they are complying with all relevant legislation and the conditions set out within this policy; and
- Reporting the significant findings of monitoring, including any recommended corrective actions, to duty holders so that they can discharge their duties in accordance with this policy.

- **Governing Bodies**

- Governing bodies play a key role in providing oversight of all activities undertaken by the school. They should satisfy themselves that the school has suitable policies and procedures in place to

adequately manage and monitor all activities falling within the scope of this policy. The results of monitoring should be discussed at governing body meetings.

- **Headteachers**

Headteachers are responsible for ensuring that any activities falling within the scope of this policy and over which they have, to any extent, control are:

- Adequately resourced (in terms of planning, time, staff and budget) to secure compliance with the requirements of this policy and any associated procedures;
- Notified to the County's OEA where required under the terms of this policy;
- Only lead by competent people.
- Risk management systems are in place, using a risk benefit assessment tool to ensure that adequate risk management measures are implemented. For activities provided and delivered by third parties, reasonable checks of the provider, via the above systems should be used. The Headteacher is not responsible for provider's risk assessments and should not undertake any further risk assessments of a providers activities;
- Monitored and any significant findings to the County's OEA and also to the school's Governing Body so that they can maintain effective oversight of these activities.

Headteachers may appoint a member (or members) of their staff to carry out these duties on their behalf. Where such appointments are made, the Headteacher remains responsible for the standard to be achieved and, as such, they must monitor the performance of these appointed persons to ensure that the required tasks are being carried out correctly and competently. These appointments should be in writing and should set out clearly what tasks have been delegated to them. The appointed member/s should have sufficient authority (i.e. they should normally be a senior member of staff) to enable them to undertake their role and should be provided with the necessary information, instruction, training and supervision to enable them to discharge their duties effectively.

- **Educational Visits Coordinators (EVC)**

EVC's are responsible for delivering any tasks devolved to them by their Headteacher. Once appointed, EVC's have an additional responsibility to ensure that they bring any significant failings relating to compliance with this policy and its associated procedures to the attention of their Headteacher.

- **Staff**

Staff are responsible for taking care of themselves and for others affected by their actions or their omissions. In the context of this policy this means:

- Cooperating with line managers and supervisors by implementing the agreed actions of any risk management process and planning, observing agreed wherever and whenever they undertake or are involved in activities falling within the scope of this policy; and
- Bringing to the attention of management any failings in the risk management process relating to activities falling within the scope of this policy.
- It is an expectation of this Policy that all Council staff have been formally assessed as competent to undertake such responsibilities as they have been assigned.

- **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 the Headteacher.

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 (where applicable) relevant DBS checks.

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.

Emergency Planning, Critical Incident Support and Incident Reporting

A critical incident may include an incident where any member of a group undertaking an off-site activity has:

- either suffered a life-threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As employers, CCC are committed to providing emergency planning procedures to support establishments in the event of a critical incident.

The service work within the Visit Emergency Support Network (VESN).

All health and safety related incidents, including any “near-misses”, arising from activities covered by this policy must be reported to the Council systems.

Monitoring and Review

The effectiveness of this policy will be monitored and reviewed in accordance with the Council’s Health and Safety Policies.

Further Advice

All policies and procedures form part of Council employees' terms and conditions of employment and therefore care should be taken with their application.

Information on how to apply this specific policy is available from Stephen Brown, the County's OEA.

Please contact [Stephen Brown](#) to provide any feedback on this policy.

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 2025.

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, and Mrs Dale

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 obtained	
Money collected in accordance with school financial procedures	
Adult / child ratio fulfilled (where applicable)	
Kitchen informed	
Free dinners notified for packed lunches from kitchen	
Pre-visit meeting with all adults who will accompany the visit	
Eastfield logo/High Vis jacket for each child	
Coach number for window	
Payment 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	