

## Introduction

This document provides maintained schools with the guidance needed to put in place a Policy Statement for Outdoor Learning and Educational Visits. It contains a model policy for Governing Bodies to consider, amend and adopt as necessary. The value of outdoor learning and educational visits are widely recognised as an important tool for supporting the education and development of children and young people, providing direct curriculum-linked activities to improve learning, skills, understanding and activity opportunities to enhance PE and extra-curricular activities. They also provide a wide range of personal development opportunities to support the development of real-life skills.

***“Learning outside the classroom contributed significantly to raising standards and improving pupils’ personal, social and emotional development.”***

Ofsted – Learning Outside of the Classroom report

<http://www.lotc.org.uk/wp-content/uploads/2010/12/Ofsted-Report-Oct-2008.pdf>

KCC strongly believes in the benefits of well planned, high quality outdoor learning and educational visits and encourages schools to provide opportunities for all pupils to experience visits and outdoor activities using a range of environments, geographical, cultural and historical sites and activities to support their curriculum.

## Scheme of Delegation for the Management of Educational Visits and Outdoor Learning Activities

KCC delegates the responsibility for the safe planning and management of outdoor learning and educational visits, including residential and adventurous / more hazardous activities, to the Governing Bodies of maintained schools and Management Committees of Pupil Referral Units.

From 1 September 2017 all maintained schools and establishments will be responsible for approving their own educational visits and activities, including residential and adventurous activities. Schools and establishments must ensure that they have clear and robust systems, policies and procedures in place for the planning, safe management and monitoring of educational visits and activities.

KCC provides all schools with a **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities** to support and guide schools in the safe planning and management of outdoor learning activities and educational visits. The **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities** can be found here:

<http://www.kelsi.org.uk/Curriculum/outdoor-education>

KCC also provides maintained schools with a model policy to consider adapt and adopt. The model is included in this document.

## Access to Advice, Guidance, Training and Support

Schools and establishments must ensure that their staff members have access to appropriate advice, guidance and training to support their role in planning and managing visits and activities.

KCC enables schools to access appropriate advice and guidance by purchasing service and support packages from the Outdoor Education Advisory Service. Those that do will have direct access to professional outdoor learning and educational visits support, guidance and technical advice.

Maintained schools not purchasing an Outdoor Education Advisory Service support package will need to make their own arrangements for access to professional technical advice and guidance to support their staff.

Training for all schools and establishments is available from the Outdoor Education Advisory Service, including INSET and bespoke training, across a wide range of outdoor learning and educational visit areas - from visit management to practical outdoor learning skills and leadership qualifications.

Contact the **Outdoor Education Advisory Service** for further information on service packages, support and training – [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk) or 03000 410 901.

## **Health and Safety Responsibilities**

The scheme of delegation for Outdoor Learning and Educational Visits transfers the day to day responsibility for the safe management of outdoor learning activities and educational visits to the Governing Bodies of maintained schools and the Management Committees of Pupil Referral Units.

KCC retains its legal health and safety responsibilities under the Health and Safety at Work Act as the ultimate employer of staff in Community and Voluntary-Controlled schools and Pupil Referral Units. Through the scheme of delegation the Governing Bodies/Management Committees act as the employer in the first instance.

For Foundation and Voluntary-Aided schools, the employer is the Governing Body, and they retain their responsibility for ensuring the safe planning and management of Outdoor Learning and Educational Visits.

The change in delegation of the management of the health and safety of school educational visits brings this area in line with KCC's general approach to the management of health and safety in schools.

This Guidance Note and Model Policy Statement for Educational Visits and Outdoor Learning forms an extension to the main **KCC Health and Safety Policy for Schools**. The policy can be found here - [http://www.kelsi.org.uk/\\_data/assets/word\\_doc/0010/41779/health-and-safety-policy-for-school.docx](http://www.kelsi.org.uk/_data/assets/word_doc/0010/41779/health-and-safety-policy-for-school.docx)

The principals of the KCC Health and Safety Policy for Schools apply to the safe practice and management of educational visits and outdoor learning activities, and this policy statement should be managed and implemented in conjunction with it.

## **All maintained schools and establishments are required to adopt a policy statement on Outdoor Learning and Educational Visits.**

Schools and establishments can meet the policy statement requirements **either** –

- through the purchase of an Outdoor Education Advisory Service SLA (Package A or B)
- **or** through their own school or establishment's own internal policy and procedures.

**At Shipbourne, we use the KCC Evolve approval system.**

## **Monitoring**

KCC will monitor, on an annual basis, compliance with the scheme of delegation and adherence to the Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities.

For schools purchasing a service and support package (A or B) from the Outdoor Education Advisory Service, visits and activity compliance will be monitored through the EVOLVE online educational visits system and advisory support included with the SLA. **These schools are not required to submit annual audit information.**

Maintained schools not purchasing a service and support package (A or B) from the Outdoor Education Advisory Service **will be required to submit a yearly Outdoor Learning and Educational Visits Audit.**

Individual visit / activity planning and management may also be 'sample' monitored or directly inspected as required.

## Useful Information and Resources

- **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning** – <http://www.kelsi.org.uk/Curriculum/outdoor-education>
- **Outdoor Education Advisors Panel (OEAP) National Guidance for Educational Visits and Activities** – <http://oeapng.info/>
- **DfE Guidance on the Health and Safety of Pupils on Educational Visits** - <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>
- **Emergency Planning Guidelines for Kent Schools** - <http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>
- **Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings** - <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>
- **KCC Incident/Accident Reporting** - <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>
- **KCC Health and Safety Inspection Proforma** - <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

## Useful Contacts

- **KCC Health and Safety Unit**  
Health and Safety Advice Line: **Tel:** 03000 418456 / **Email:** [HealthandSafety@kent.gov.uk](mailto:HealthandSafety@kent.gov.uk)  
**Location:** Room 3.32 Sessions House, Maidstone, ME14 1XQ
- **The Outdoor Education Advisory Service**  
**Tel:** 03000 416539 / **Email:** [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)  
**Location:** The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS
- **KCC Insurance and Risk Management**  
**Tel:** 03000 416440 / **Email:** [insurance@kent.gov.uk](mailto:insurance@kent.gov.uk)  
**Location:** Room 2.53 Sessions House, Maidstone, ME14 1XQ
- **Health and Safety Executive (HSE)**  
Enforcement of Health and Safety Legislation. - <https://extranet.hse.gov.uk/lfserver/external/F2508IE>  
**Tel:** 0845 345 0055 online reporting.
- **RIDDOR Incident Contact Centre**  
The reporting service for work-related health and safety, RIDDOR incidents to the HSE.  
**Website:** [www.riddor.gov.uk](http://www.riddor.gov.uk). **E-mail:** [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk)
- **Safe Practice in Physical Education and School Sport**  
Association for Physical Education (AfPE) - [www.afpa.org.uk](http://www.afpa.org.uk)  
**Tel:** 0118 378 6240, **Email:** [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk)

# Shipbourne Primary School



## OUTDOOR LEARNING AND EDUCATIONAL VISITS POLICY STATEMENT

### Statement of Intent:

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; an Educational Visits Coordinator (EVC) will be nominated in each school or establishment to carry out this role and they will attend an EVC training course, and an EVC update course every 3 years. This role can be retained by the Headteacher / Manager or delegated to an appropriate staff member.
- The Governing Body has designated a Governor with direct responsible for oversight and monitoring of Outdoor Learning and Educational Visits; this could be incorporated into existing Governor's Health and Safety responsibilities, or form a new role.
- Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.

- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.
- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.
- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate. In school, we use the EVOLVE online approval system.
- Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These should be shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.

Signed: _____  <i>Head teacher</i>	Signed: _____  <i>Chair of Governors</i>
Date: _____	Date: _____

Review Date:

***Shipbourne School***  
***Nurturing life-long learners***



<b>APPLICATION FORM FOR THE APPROVAL OF A DAY EDUCATIONAL VISIT BY HEADTEACHER/GOVERNING BODY</b>	
<b>Year Group(s):</b>	<b>Group Leader :</b>
<b>1. Place and purpose of visit and educational objectives:</b>	
<b>2. Place of departure/Date and Time:</b>	
<b>3. Place of return/Date and Time:</b>	
<b>4. Transport Arrangements: (Company name/Vehicle Registration.)</b>	
<b>5. Organising Agency (If any):</b>	
<b>6. Proposed Cost and Financial Arrangements:</b>	
<b>7.Details of any potentially hazardous activities:</b>	
<b>8. Number of Parents transporting pupils (NB Car insurance details need to be held in school office)</b>	

**9. Names of staff attending and Specific Responsibilities:**

**10. Has a pre visit taken place? (If no, give reason)**

**11. Has a risk assessment been completed ?      Yes / No**

**12. Size and Composition of Group:**  
**Number of Boys:**                                  **Number of Girls:**  
**Adult/Pupil Ratio:**

**13. Pupils with special medical needs/ SEN**

<b>Visit Leader Signed:</b>	<b>Visit Leader Full Name:</b>	<b>Date:</b>
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**Approval :**

**I have studied this application and am satisfied with all aspects including the planning, organisation, risk assessment and staffing of this visit. Approval is given.**

**a) Please ensure your report/evaluation of the visit, including details of any incidents is returned to me as soon as possible, but no later than 14 days after the party returns.**

**The Headteacher should have all relevant information before the party leaves. This should include the completed checklist for staff leading a school visit.**

<b>Signed Headteacher :</b>	<b>Print name :</b>	<b>Date :</b>
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<b>Signed Chair of Governors:</b>	<b>Print name :</b>	<b>Date :</b>
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