

# Shipbourne School



## OUTDOOR LEARNING AND EDUCATIONAL VISITS POLICY

July 2023

*“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>

### Ten Key Outcomes:

Enjoyment: enjoy participating and reflecting in outdoor activities and adopt a positive attitude to challenge and adventure

Confidence and character: enhancing overall well-being by gaining personal confidence and developing character and resilience through taking on challenges and achieving success

Health and wellbeing: developing self-awareness and social skills, and appreciation of the contributions and achievements of themselves and of others

Social and emotional awareness: becoming alive to the natural local and global environment and understanding the importance of conservation and sustainable development

Environmental awareness: acquiring and developing a range of skills in outdoor activities, fieldwork, exploration, journeys and expedition

Activity skills: demonstrating increased initiative and innovation, enthusiasm, curiosity, self-reliance, responsibility, perseverance, tenacity and commitment

Personal qualities: developing and extending key skills of communication, problem-solving, creativity, critical thinking, leadership and co-operation

Skills for life: learning to appreciate the benefits of physical activity and the lifelong value of participation in healthy leisure activities and reflection

Increased motivation and appetite for learning: displaying an increased motivation and appetite for self-directed learning that is contributing to raised levels of attainment in other aspects of development, as well as becoming concerned, responsible and fulfilled citizens

Broadened horizons: broadening horizons and becoming open to a wider range of employment opportunities and life chances

## Statement of Intent:

The Executive Headteacher, Head of School 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 (STAGED approach).
- 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 Head of School / Manager or delegated to an appropriate staff member.
- The Governing Board 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.
- Visit teams are fully briefed ahead of the trip and are included in decision making as appropriate.
- 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, are 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 are formally approved using the following chain:
  - Local area visits: Head of School as EVC
  - Visits beyond the local area: Head of School as EVC then Executive Headteacher
  - Visits out of county: Head of School as EVC then Executive Headteacher then Governor
  - Residential and adventurous activities: Head of School as EVC then Executive Headteacher then Governor then Outdoor Education
- Informed activity and medical consent is obtained from parents / guardians as appropriate for the type of visit or activity, and parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained. In line with our Local Learning Area policy, annual consent is sought for local visits, with individual consent for all other day visits and residential visits gained from parents for each trip via Parentmail.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc are 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.

## Appendix 1

### In school expectations:

#### Planning:

- Consider opportunities across the curriculum.
- Survey what is available in the local area or within an hour's journey.
- Carefully plan the learning objectives, ensuring the ten key outcomes are considered.
- Complete notification on Evolve at least 6 weeks before the trip if it is out of county or residential as this needs to be approved/seen by KCC.
- Ensure the minibus is booked using the booking form.
- Notify parents via email/newsletter and ensure payment is set up on Parentmail.
- Consider whether a previsit is required.
- Meet with staff team taking part in trip and develop specific risk assessments.
- Visit Leader | (oeapng.info)
- Complete Evolve for all other trips and visits at least 3 weeks before a visit.
- Meet as a TEAM before the visit to discuss and create a specific STAGED risk assessment.
- Save all files to staff share; trips and visits file ensuring newest generic documents are used.
- Ensure all staff have a copy of the emergency plan, lost child plan and final RAs on the day of the trip via brief face to face meeting.

#### Evaluating:

- All visits will be evaluated on Evolve and documents saved on the school network within 14 days of the trip.
- Staff and pupils will be consulted with to inform feedback.
- Feedback will include any accidents, incidents, near missed, safeguarding issues and low level concerns.
- Issues will be passed to the DSL, Head of School as appropriate.

## Appendix 2

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

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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 Board, 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/lfservlet/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
- **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)



