



Curriculum

Learning Outside the Classroom

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Singlewell Primary School Policy

Learning Outside the Classroom

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.

These are often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa.

Learning outside the classroom 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 when we learn.

The school has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to. These documents are available in the Educational Visits folder.

Kent Framework for Safe Practice on Educational Visits can be viewed at:

<https://www.theeducationpeople.org/media/2400/kent-framework-for-safe-practice-ed-visits-v1.pdf>

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school.

The range of opportunities and activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- School team events and Choir festivals
- Regular nearby visits (village halls, libraries, town centre, shops, parks and woodlands, places of worship, farms)
- One-off day visits for particular year groups further afield

These activities are made available to pupils in the school by a range of means, appropriate to the type of activity. These may include: open access, by invitation, by class or year groups. Place allocation for clubs and teams is monitored to ensure equality of access. Provision of visits is monitored to ensure progression and appropriateness to year group and curriculum.

Notification and Approval System and Procedures

Overview

In order to meet the requirements set by the Health and Safety Executive all Educational Visits and or Offsite Activities, irrespective of their purpose, activity or location have to be approved before they take place.

Many visits will be approved through an 'internal' system.

The responsibility for managing and monitoring this 'internal' system remains with the Headteacher, Educational Visits Co-ordinator (EVC) and Governors in schools.

Approval Procedure and Consent

The Headteacher has nominated a teacher as per DCSF Guidance as the EVC and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher and EVC and has nominated the Headteacher or EVC as signatories, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents the Headteacher and the EVC must approve the initial plan. Refer to Appendix A.



Visits that include adventurous activities and/or a residential element will require approval by the Local Authority via the on-line Visit Notification and Approval system. 'e-Go' Usernames and Passwords will be managed by the EVC or Headteacher.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered (Notification) on the above system (e-Go)

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's online payment system.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a letter of consent for participation in these activities via the school app. Parents will be given details of the

activities that pupils are involved in and will be informed by e-mail, letter or the school app if an activity has to be cancelled.

For any visit or club, parents will be asked to sign the school app, which consents to their son/daughter taking part. This will include medical consent for any out of school visits. The school has a standard model which should be used for this purpose.

When organising Learning Outside the Classroom visits and activities, the Visit Leader should see the EVC to get help with advice, planning and approval.

Planning and booking of Learning Outside the Classroom visits and activities should start early in the school year to allow for providers to be checked, coaches to be booked and KCC approval to be obtained where necessary.

Adventurous offsite activities (definitions in Appendix B) and new providers/companies will need LA approval.

Visits and/or activities that include adventurous activities and/or an overnight stay (residential) will require L.A approval from the Outdoor Education Adviser.

The L.A approval is in addition to obtaining the approval of the Headteacher and EVC.

To obtain L.A Approval an on line form must be completed and passed to the Outdoor Education Unit at least six weeks before the visit is due to take place.

Access to both the Visit Notification and Approval system is via e-Go. Contact the EVC or Headteacher for the Username, Password and the web address to e-Go.

http://www.kelsi.org.uk/curriculum_and_pupil_learning/educational_offsite_visits/outdoor_education_unit/e-go-1.aspx

Notification is required for any visit that involves a group travelling outside the County of Kent.

Notification should be done on the KCC Outdoor Education Unit e-Go online.

Approval is required for visits and/or activities that include adventurous activities and/or an overnight stay (residential)

The following describes the procedure.

Stage 1 - Pre Check (Completing this stage **does not** mean that the visit is approved)

Log on to e -Go and create a new visit by entering the initial details of the proposed visit including the name of any Provider(s). If the Provider has been vetted and meets KCC requirements the system allows you to complete the online form. If the Provider has not been vetted or can not be found on the system the visit is put 'on hold' and the visit leader is advised to contact the Outdoor Education Unit.

When the Pre check has been completed satisfactorily, e-Go will display a screen that includes these words and advises what you need to do next. Please read the information found on this page.

Stage 2 - LA Approval of Adventurous Activities.

Complete the online form, Sections 3 – 10. Section 11, the Visit Leader declaration must be completed by the Visit leader before passing it to your EVC or Headteacher. The EVC/Headteacher must receive the form in time for them to check it, approve the visit and pass it to the Outdoor Education Unit no later than **six weeks** before the planned departure date.

If the form is submitted to the Outdoor Education Unit 6 weeks or less from the start date of the visit, the system will automatically block it.

Stage 3 – Singlewell Primary School 'internal' approval system.

An Approval form should be completed and submitted to the Headteacher or Governing Body in order for them to make an informed judgement and approve the visit/venture. This should be planned with the EVC then signed by the Headteacher.

The form GOF2 (Going Offsite Form 2) as found on the Outdoor Education Advisors Panel and the EVC folder is used in addition to provide all the information required by the EVC and Headteacher to approve visits.

This form can also be used for visits that do not fall into scope of requiring L.A Approval. The form on the website can be downloaded and modified according to the school's needs.

The information required will include:

- confirmation that LA approval has been received
- the aims of the visit or activity
- leader and other staff competence
- management and supervision arrangements
- transport arrangements including details of transport providers

Definitions

Overnight stay = Residentials, including camping, away from home for one or more nights in this country or abroad.

Adventurous activities = any activity that is adventurous or is an unusual activity and classified as potentially hazardous. See categories B and C below

Guidance Notes

In order to help staff involved in planning and managing educational visits and adventurous activities the range of adventurous activities and outdoor environments has been divided in to 3 categories A, B and C. The categories relate to the different levels of potential risk presented by the activity.

The following is an outline of each category and an explanation of who should approve the activities that fall within the category. If an Educational Visit Co ordinator (EVC) or Area Youth Officer is in doubt as to which category a planned visit should fall into they should contact the Outdoor Education Unit.

Category A - Internal Approval required (approved by somebody within the establishment who is competent and has the appropriate experience to make the relevant judgments)

These are activities that are part of the regular curriculum and life of the school. They take place locally; involve walking or a short vehicle journey and where the activities present no significant risks.

They should be supervised by a member of staff who has been assessed by the Headteacher/EVC as being suitably and appropriately experienced and competent to lead this category of visit.

The member of staff does not normally need to hold National Governing Body (NGB) Awards or other accreditation. Some activities, such as cycling in school grounds as part of the Cycle Proficiency Scheme (Bikeability) will require staff with specialist qualifications.

- The visit or activity should be conducted following The Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities and the school's own Educational Visits/Offsite Activities Policy.
- Pre visits are strongly recommended whenever possible.
- Risk assessments must be carried out and recorded for all aspects of the visit/venture.

Examples include:

Walking in the park or on non remote country paths under close supervision

Visits to public swimming pools, museums, art galleries

School PE/sports fixtures

Cycling in the grounds of own establishment

Orienteering in an enclosed area known to the school.

Field Studies in environments presenting no significant hazards. This includes visits to:

KCC managed Environmental Centres. (Canterbury Environmental Centre and Horton Kirby Environmental Centre).

Farm Visits

Geological fieldwork in environments presenting no significant hazards.

Category B - L.A Approval required

These are activities not regularly or routinely undertaken by the school and/or include some higher risk or higher profile activities.

Safe supervision requires the leader to have:

- recent relevant experience
- undergone additional activity and/or site specific training
- to hold either a relevant qualification, or be judged as appropriately competent by the Headteacher.

The Outdoor Education Adviser and Headteacher may delegate these powers to an appropriately qualified and experienced Educational Visit Co-ordinator/Area Youth Officer/Duke of Edinburgh's Award County Co-ordinator.

These activities include;

Walking in non remote country where a remote supervision style is used.
Camping in lowland non remote areas
Orienteering in a public or non enclosed area
Cycling on roads or non remote off - road terrain
Geological fieldwork in a coastal location or in or by water
Low level initiative challenges
Beach barbecues/Beach activities (not swimming)
Theme Parks
Water Parks
Adventure Playgrounds
Student Exchange Visits
Field Studies * in a coastal location or in or by water
Visits to the following KCC managed Outdoor Education Centres:
Kent Mountain Centre, Swattenden Centre, Bewl Water Outdoor Centre, Centre d'Hardelot **and
Kearsney Campsite **

* Excluding the KCC managed Environmental Education Centres

** Activities that are booked whilst staying at both Centre d'Hardelot and Kearsney Campsite and take place outside the grounds are not vetted and therefore a programme that includes any adventurous activities when visiting these venues will fall within Category C.

Category C – L.A Approval required

This category includes all the activities that are within scope of the Adventurous Activity Licensing Regulations 1996. It also includes a range of activities that fall outside the scope of the above licensing regulations but are commonly pursued by school/units/youth centres and projects.

An example of such an activity is motor sports where safe supervision requires the leader to have completed some prior test of his or her specific competence. Such competence might include a recognised training course, the recorded accumulation of relevant experience, or an assessment of competence by an appropriate body.

Category C requires that the leader should have undergone a recognised course of training, have gained relevant experience, and have been assessed as competent, usually by being in possession of a current National Governing Body qualification. Leaders of activities must provide evidence of their qualification and recent and relevant experience to the Outdoor Education Adviser.

Activities in Category C include:

Watersports
Rock Climbing
Hill and Moorland walking
Mountaineering
Skiing
Adventure Activities including river, stream and gorge walks
Caving and Potholing
Horse riding
Swimming in the sea or inland waters.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The staff: pupil ratios will not exceed those as recommended by the Local Authority.

Volunteers in possession of a personal DBS check, who have worked alongside the school to support regular events, may be used to support educational visits. Volunteers will be closely supervised during any visit and will be linked to a member of staff's group.

Children with an EHCP or additional medical needs will have an individual risk assessment to assess whether they need an additional adult to attend educational visits which may be their parent.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the pupils.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct is part of the conditions of booking by the parents, and includes guidance in relation to the potential of withdrawal of a pupil prior to and during the visit.

Emergency Procedures

The school will appoint the Headteacher or EVC as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

All involved in the planning, organisation and approval of offsite visits should recognise the risks involved. The safety of all participants will be maximised if due attention is paid to planning, preparation and supervision. Inevitably, there will be accidents and emergencies which require on-the-spot response by the leaders. Very few fatal accidents occur on educational visits, but leaders should be prepared for this or other emergencies. The County Council has prepared a response procedure to help develop Action Planning for Crisis Management (when a school has suffered life threatening injuries, or fatality or is in peril). *The following address will take you to the relevant document on Kelsi*

http://www.kelsi.org.uk/curriculum_and_pupil_learning/educational_offsite_visits/outdoor_education_unit/about_us.aspx.

The following outline guidance is provided to help plan procedures for managing accidents and emergencies:

Control and Supervision of the Group:

- 1 Share the problem; advise all leaders that the accident/emergency procedure is in operation.
- 2 Make sure **ALL** the group are accounted for and safe from further danger. Immediately establish the names of the injured and the extent of the injuries.
- 3 RENDER FIRST AID. CALL RESCUE SERVICES AND/OR POLICE IF APPROPRIATE.
- 4 Decide if this is a CRISIS (see above definition) which requires the procedures explained below to be followed.
- 5 Ensure that injured young people are accompanied to hospital (preferably by an adult they know).
6. Ensure that the rest of the group is adequately supervised and has understood what has happened and the implications for the rest of the programme.

It is probable that both staff and students will be in a state of shock, therefore:

- remove remainder of group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media and if necessary request the police to assist;
- be calm and comfort young persons and arrange for their evacuation;
- restrict access to telephones until the leader has made contact with the Emergency Contact and/or Head of Establishment. This can avoid incorrect and unnecessary information being passed on.

Control of Information and Communication

News travels very quickly. The Leader should immediately make contact with the Headteacher or nominated emergency contact point. Give details of the accident/emergency and provide a telephone number on which he or she can be contacted later, if necessary.

The Headteacher or nominated emergency contact point should alert the *Local Education Officer*, who will contact the *Information Officer* who is responsible for external relations with the Press.

The Department of *Children Families & Education* Directorate may be asked for comment or to give direct assistance. (e.g. payment for overnight accommodation). It is important, therefore, that Headteacher or nominated emergency contact advises the Assistant Director of Education.

Contact with relatives should be made by the Headteacher or relevant manager if directed to do so.

Sequence of Action if an Emergency Arises:

1. *GROUP LEADER*

Contacts: Mrs M Brown - Headteacher

2. *HEADTEACHER'S OR EMERGENCY CONTACT*

Contacts: Schools – Area Education Officer and inform Chair of Governors.

3. *KCC EDUCATION DIRECTORATE*

- *Co-ordinates responses*
- *Liaises with other Directorates and agencies*
- *Forms/deploys strategic co-ordination team – Away Team. Local Support Team.*

The Area Education Officer/Assistant Director should act as the ongoing point of contact with the media. This will involve close liaison with the County's Media Relations team.

There should be liaison by the group leader with police or other emergency service involved about what information may be released to the media.

If comment at the scene of the accident/emergency is agreed by an appropriate LEA officer then:

- the leaders should prepare a written statement to be given to a meeting (preferably with police/other emergency service also present);
- the names of injured participants **MUST NOT** be released;
- if pressed for further information media enquiries should be referred to the Media Relations team.

Caution is required in the preparation of any statement as legal proceedings may follow an accident (eg against a coach company, travel operator, hotel, leader or supervisor of the group etc.)

The leader(s) should prepare a written report of the accident/emergency at the earliest opportunity and while events are readily recalled. Note the names, addresses and telephone numbers of any independent witnesses.

Evaluation

All visits will be evaluated by the Visit Leader with the EVC. A short evaluation report will be made available for the Governing Body.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.



Application for the Approval of Educational Visits by the Headteacher

<i>Proposed Visit/Event</i>	
<i>Area of Focus/Learning</i>	

	Details
<i>Date of Trip</i>	
<i>Visit/Event Group Leader</i>	
<i>Visit/Event Deputy Leader</i>	
<i>Other Staff attending Visit/Event</i>	
<i>Year Groups</i>	
<i>Number of Children</i>	
<i>Number of Adults</i>	
<i>Time of Arrival at Venue</i>	
<i>Time of Departure from Venue</i>	
<i>Additional Activities/Workshops/Lunch Room</i>	
<i>Number of Free School Meals required</i>	
<i>Other Information (Disabled Access Required etc)</i>	
<i>Risk Assessment completed in School</i>	
<i>Risk Assessment requested and received from Venue</i>	
<i>Date Preliminary Visit Undertaken and by whom</i>	
<i>Adventurous LA Approval Required</i>	
<i>Non Adventurous Trip out of County – LA Notification Required</i>	
COACH BOOKING	
<i>Name of Company</i>	

Tel Number of Company	
Pick up time from School	
To Arrive at Venue by	
Return Pick up Time from Venue	
Return Arrival Time at School	
Coach Type (number of seats available)	
Coach Insurance Cover Checked	
Public Liability Insurance checked	
Disabled Access Required?	
Notes (eg names of pupils with special educational or medical needs)	
Provisionally Booked By	Date Booked:
Signature of Group Leader	Date:
Approved by Headteacher/EVC	Date:
Office Staff Notified of confirmed booking	
Teacher/TA Notified of confirmed booking	
Date Letter sent to Parents including Programme of Trip	

COST OF TRIP	£
Number of Pupils Attending	
Total Cost of Entry Per Pupil (exc VAT)	
Total Cost of Entry Per Adult (exc VAT)	
Cost of Additional Activities/Workshops (exc VAT)	
Total Cost of Coach (exc VAT)	
Total Cost of Trip (exc VAT)	
Online Payment Charges 1.27% of Total Cost	
Total Cost per Pupil	

TO BE COMPLETED 10 DAYS BEFORE TRIP/EVENT

<i>Group Leader to Complete</i>	<i>Tick as applicable</i>
Has your trip been approved by our Educational Visits Co ordinator?	
Have visits/activities been planned with clear educational aims?	
Pre visit/ risk assessment completed	
GOF2 form (visits off site) completed	
Individual risk assessments for children with an EHCP to assess whether they need a parent to attend	
Event booking confirmed	
Coach Company booking confirmed	
Letter sent out on the school app	
Parent Consent - Have all consent forms been completed and signed from the school app (ask office) copies to be given to: <ul style="list-style-type: none"> • EVC/Headteacher • Visit Leader (take on trip) • Office 	EVC: VL: Office:
Adequate ratios checked	
First Aid Cover and Medication required	
Children, Staff and Helpers briefing undertaken	
Contact numbers of all staff on trip	
Are all staff attending aware of emergency procedures?	
Pupil Groups (Details Attached)	
Post Visit Accident/Near Miss Reporting	
Evaluation of trip and activities to take place to ensure quality and safety	

To be completed by the Headteacher:

The Group Leader

1. I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.
 - (a) Please ensure that I have all relevant information including final list of group members, details on parental consent and a detailed itinerary at least **7 days** before the party is due to leave.
 - (b) Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but not later than **14 days** after the party returns.

Signed: _____ Date: _____

Headteacher's Full Name: _____

Appendix B

Abseiling	Mountain Biking
Angling	Mountaineering
Archery	Open country activities and field studies
Ballooning	Paintball
Bungee Jumping	Parachuting
Camping	Paragliding
Canal Boating	Pony Trekking
Canoeing	Potholing
Caving	Power Boating
Challenge or Assault Courses	Rafting
Climbing - Outdoors and Indoors	Rowing
Cycling - other than Cycle Proficiency	Sailing
Expeditioning	Sea level traversing and coastering
Flying other than with Commercial Company	Shooting
Gliding	Skiing
Hill Walking	Snowboarding
Horse Riding	Sub Aqua/Snorkelling
Initiative Courses	Surfing
Kite Surfing	Swimming - other than in public pool
Land Yachting	Water Skiing
Low and High Ropes Courses	Windsurfing
Motor Sports	

ACCIDENTS CAN HAPPEN IN ANY ACTIVITY regardless of whether it is classified as high or low risk. Be aware - LOW RISK does not mean NO RISK.