



Our moral obligation is to help our children become successful learners, confident individuals and responsible citizens, and we believe that this policy for Learning Outside of the classroom and Off-Site Educational Visits will help us achieve this goal.

Learning Outside of the Classroom

1. Introduction

- 1.1** Barnham Primary School provides many opportunities for its children to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits and adventurous activities. We believe that in order for our children to be the best they can be they should have the opportunity to take part in a variety of activities and events which help them towards being a Responsible Citizen, Confident Individual and Successful Learner.
- 1.2** The value of LOtC is well recognised by the Trustees and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. The safety culture is such that children and young people are encouraged and supported to recognise hazards and manage risk in a way that supports their learning and development. Learning Outside the Classroom must be well managed, information communicated and responsibilities recognised as with any other learning that takes place within the school.
- 1.3** This document outlines the specific policies and procedures for our school. It supplements and follows the advice and guidance contained within the following significant publications as well as the whole school processes for off-site or outdoor educational activities:

- WSCC's Regulations and Notes of Guidance for Learning Outside the Classroom Activities and Visits.
- WSCC's Adventurous Activities Reference Document.
- The Department for Education (DfE) published guidance Health and Safety on Education Visits www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- OEAP National Guidance www.oeapng.info.
- DfE advice on health & safety: responsibilities and duties for schools <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

2. Roles and Responsibilities





- 2.1** The Trustees are satisfied that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All LOtC and off-site visits that are residential, abroad, or hazardous need to be approved by the Trustees. Such approval must be recorded in the minutes of the Trustees.
- 2.2** The Head Teacher is delegated by the Trustees to approve all LOtC and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of EVOLVE and by following our own internal whole school processes.
- 2.3** The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities follow the correct procedures. The person with these responsibilities will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:
- Conduct an initial meeting with the Visit Leader to complete the events checklist and give approval for the trip to be planned
 - Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
 - Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
 - Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. (emergency procedures documents);
 - Keep records and make reports of incidents, accidents and 'near misses';
 - Review and regularly monitor policies and procedures;
 - Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC and national guidance/ policies for Learning Outside the Classroom.
- 2.4.** The Visits Leader is responsible for identifying the purpose and outcomes for the visit. A robust risk management process is necessary for all LOtC and visits. Significant hazards and their control measures will need to be recorded and [\).where](#) required submitted via Evolve.

This will take account of:

- Generic hazards.
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport.
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management process.





- All policies that exist within the school that must be applied when working off-site, for example safeguarding, behaviour policy, managing medicines etc.

2.5 Participants are encouraged to consider hazards involved in LOtC and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour. They will be able to evaluate the experience and the impact it has had on their learning.

3. Guidance Notes for Off-Site Educational Visits

To ensure good practice and compliance with the necessary regulations it is expected that:

3.1 All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website (www.westsussexvisits.org).

Training for staff and Visit Leaders will be arranged by the school to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.

3.2 In order to plan LOtC the EVC and Head teacher should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned ahead. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

3.3 The Trip Leader and Emergency Contact must be able to access Parental Consent and contact details whilst the trip/activity takes place.

3.4 Internal Approval Form (see Events Whole School Process), is used to achieve any necessary cover arrangements.

3.5 An EVOLVE Visit form must be completed for all residential visits, visits abroad, visits out of county for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before the school becomes financially committed. Residential visits also need the Trustee Body's approval. Insurance will be in place for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should check to see if such cover is already being provided by a tour operator, or external provider.

3.6 The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number providers who are regular used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOtC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

3.7 On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place.





If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment.

In addition it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOVE visit form.

- 3.8** Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see www.hse.gov.uk/aala). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.
- 3.9** Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

