



Outdoor Education Policy & Procedure

Approved by: Full Governing Board

Date: Approved at FGB on 5th
November 2020

Next review due by: November 2021

West Moors Middle School Educational Visits Policy

UNCRC Article 29: Education must develop every child's personality, talents and abilities to the full.

It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

UNCRC Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

Key Principles

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the **Dorset Council (DC) Policy of Safety and Guidance – Offsite Events and Adventurous Activities**. The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits
- The Headteacher will be responsible for the approval of all visits, or may delegate this function to the Deputy Head Teacher.
- A named and trained Educational Visits Co-ordinator (EVC) has been appointed to support the governing body and Head Teacher.
- There will be a named and approved Visit Leader (and where appropriate, deputy) on all educational visits. This Event leader will be specifically competent for the role as detailed in the **DC Policy of Safety and Guidance – Offsite Events and Adventurous Activities**. If in any doubt confirmation will be sought from the Outdoor Education Adviser.
- Working with the EVC as necessary, the Visit Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Visit Leader will assume full responsibility during the visit, including ongoing risk assessment

- The Visit Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA for assessment/monitoring through use of Evolve at least 1 month before the departure date.

Parents and carers

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details
- Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion and staff development.

See attached:

DC Policy of Safety and Guidance – Offsite Events and Adventurous Activities.



CHILDREN'S SERVICES

Policy of Safety and Guidance -

Offsite Events and Adventurous Activities

March 2019

1. Scope of the Policy

- 1.1 Adherence to the content of this policy is a requirement for all who are working with children and young people where the LA is the employer. Where schools have bought in to the Outdoor Education Advisory Service it is advised that schools adhere to this policy.
- 1.2 Others, e.g. foundation and voluntary aided schools are strongly advised to adhere to the content of this policy but the LA can accept no liability for its use outside its statutory areas of responsibility. Responsibility for use rests with the employer.

2. Guidance

- 2.1 This policy, all national guidance, supplementary DC guidance and planning forms issued by DC can be accessed via the Outdoor Education Advisory Service or through the school's Evolve account.

Comprehensive employer guidance on organising offsite events and adventurous activities is provided by the national organisation; The Outdoor Education Advisers Panel (OEAP). This is accessed at www.oeapng.info

Other valuable guidance can be accessed at www.hse.gov.uk/education and www.lotc.org.uk

Although most content and wording is specific to schools the organisational principles are relevant to all who work with children and young people and must be adopted.

- 2.2 Organisers will also need to make reference to:

- Any organisational unit policies that may apply
- Any local site instructions and advice relevant to sites being used
- National Governing Body guidelines
- Other sources of good practice

3. Organisational Unit

- 3.1 Children's Services is made up of a range of organisational units. These will vary in size but **must** include a trained visit coordinator (see paragraph 7) who may be the unit head or a member of staff acting on behalf of the head.

- 3.2 A school would typically operate as an organisational unit.

4. Organisational Unit Policies

- 4.1 Every organisational unit **must** have a policy for the effective planning and execution of offsite events and adventurous activities. This policy must clearly state the responsibilities of all who play a role within the system, the preparations that must be undertaken before an

event and expectations during and after any event. Operating procedures must ensure that organisation will be in compliance with the employer's guidance.

4.2 An example policy can be accessed via the Outdoor Education Advisory Service or through the school's Evolve account.

5. Approval

5.1 All offsite events and adventurous activities **must** receive approval from the unit head before commencement. This task may be delegated to a suitably competent person, the visit coordinator, but responsibility for approval remains with the head.

An organisational unit has responsibility for approval of events and activities.

6. The role of the Local Authority (LA) / Outdoor Education Adviser

6.1 It is the role of the LA / Outdoor Education Adviser to provide guidance, assess proposals, advise and to monitor practice.

6.2 Monitoring will be undertaken as follows;

Through the 3 yearly formal audit of procedures. (Currently for all secondary, middle and special schools)

- Through the general programme of health and safety audits
- Requests for evidence of planning following LA notification
- Field monitoring of DC employee led adventurous activity

7. Visit Coordinator

7.1 All units **must** have a member of staff who acts as the knowledgeable person with regards to the organisation of offsite events and adventurous activities - the visit coordinator.

More detail on the role of the visit coordinator can be accessed at www.oeapng.info

This person may be the unit head or a person acting on behalf of the unit head.

The person appointed should be specifically competent. The level of competence required will relate to the size of the unit and the type and number of events undertaken.

7.2 The appointed person **must** attend the DC Educational Visit Coordinator training, details of which can be obtained from the Outdoor Education Adviser or <http://www.dorsetnexus.org.uk/> and log in, click on Training and scroll down to Quick Course Search and search for EVC. This person **must** demonstrate relevant CPD by attending an EVC Refresher course every 3 years.

7.3 All correspondence from the LA will be sent to the unit head and visit coordinator unless an alternative contact has been requested.

8. Using an External Provider

8.1 An external provider is any individual or organisation that contracts to provide services to an organisational unit.

Organisers have a responsibility to make suitable and sufficient checks on a provider to establish that required standards of safety and quality are met.

Checks should be made through use of;

Form 4 – External Provider Check.

However, Form 4 does not need to be used if the provider has other verifications of safety and quality that provide the same assurances. These are:

- Holders of the Learning Outside the Classroom Quality Badge Visit www.lotc.org.uk for further information
- Dorset CC Outdoor Education Service
Visit www.dorsetforyou.com/outdoored for further information

8.2 If doubt exists as to whether the checks made are sufficient or the responses received through use of Form 4 are adequate advice must be sought from the LA.

9. The Planning Process

9.1 The Planning Process is coordinated via the Evolve software system and all schools must buy in to the Outdoor Education Advisory Service in order to access the system.

School should submit trips to the LA at least 28 days before departure where appropriate.

Schools **may** choose to use the following forms as part of their in school procedures these are available via the Resources tab on Evolve. However, the Evolve system is structured in such a way that schools can use it for preliminary approvals if they choose.

- **Form 1.** Preliminary Questionnaire - **Appendix 3**
- **Form 2.** Checklist and approval form for offsite events and adventurous activities - **EVOLVE**
- **Form 3.** Parental Consent pro forma
- **Form 4.** External Provider Check
- **Form 6.** Risk Assessment pro forma – **Appendix 4**

Organisational units may adapt forms 1,2,3 and 6 or make use of their own if they provide the same level of information.

9.2 However, the following **must** be used, when applicable, in the provided format;

- **FORM 4 – External Provider Check** (The link to Form 4 will appear on Evolve)

9.3 Planning must be sufficient and evidence of planning and any agreed operational procedures is essential for all events and activities. The Evolve system will automatically determine the level of planning and approval required for different types of trips. All trips which are overnight, overseas or those involving adventurous activities will be submitted to the LA. Trips which fall outside of these categories should be recorded on Evolve but will be authorised at school level rather than LA. **School should submit trips to the LA at least 28 days before departure.**

Appendix 1

The following information is accessible at www.dorsetforyou.com/outdoored

10 Tors challenge guidance

- Duke of Edinburgh Award expeditions guidance
- South west mountain and moorland leader training scheme
- DC Notes and Guidance on the Use of Minibuses

If organisers cannot find advice specific to their plans contact should be made with the Outdoor Education Adviser

Appendix 2

Useful Dorset County Council Contacts

- Strategic Lead / Adviser Outdoor Education Tel: 01929 552265
Email: p.burrows@dorsetcc.gov.uk
- Health and Safety – Senior Adviser Tel: 01305 224092
Email: p.downton@dorsetcc.gov.uk
- Duke of Edinburgh Award Manager, P.A.Walker
Email: p.a.walker@dorsetcc.gov.uk
- Insurance and Risk Management – Technical Officer Tel: 01305 224075
Email: d.l.samways@dorsetccc.gov.uk
- Minibus guidance / Driver training Tel: 01305 221591
Email: m.downton@dorsetcc.gov.uk

Questions regarding the content or implementation of this policy should be addressed to:

Paul Burrows, Outdoor Education Adviser Tel: 01929 552265

Email: p.burrows@dorsetcc.gov.uk

Appendix 3

West Moors Middle School
School Visits – Proposal Form

Part one: To be completed AT LEAST A TERM prior to the visit
Please write with the advice from the EVC

Visit Organiser/teacher:	
Type of visit	<input type="checkbox"/> Overseas <input type="checkbox"/> Residential <input type="checkbox"/> Adventurous(includes near water) <input type="checkbox"/> Day visit
Year group:	
Date of Visit:	
Length of visit – specify times:	
Venue: Address:	
Please check accessible access/toilets etc	Yes/No Details:
Purpose of Activities:	Primary Purpose Secondary Purpose
Intended outcomes: Up to 4, please.	1. 2. 3. 4.
Number of staff required: Ratios: KS2 - 1:10 KS3 – 1:15	

Names of accompanying staff/helpers: NB All parent helpers must be DBS checked and the Childcare Disqualification sheet signed. If any doubt check with Finance Officer/Admin Officer in school office.	
Transport needed: Quote acquired and noted – at least 2 quotes for transport should be sought Cancellation period and penalty payment if cancelled	Quote 1: Name of company Cancellation period and penalty payment Quote 2: Name of company Cancellation period and penalty payment
Transport booked date: Order to be raised (PO number)	
Transport company to be used and contact number:	
Cost of Venue: Discuss with Finance Officer how this should be paid: Invoice/Cash/Cheque/Internal transfer Order to be raised if necessary (PO Number)	Signed: (AM)
Any other costs:	
Estimate of costs: (Including a breakdown and suggested cost per pupil) Liased with Finance Officer re costs (to ensure costing is adequate)	Transport: Venue: Other costs: _____ £ Signed (Finance Officer):
Cost to pupil:	£

Financial costings need to be approved by the Finance Officer/Head Teacher.

It has been agreed that final planning for this visit can proceed

Signed..... Head teacher Date.....

Part two: please complete the following in conjunction with the Evolve online form (hard copy available to complete)

<p>Letter to parents written including:</p> <ul style="list-style-type: none"> - <i>Type of dress required</i> - <i>Packed lunch?</i> - <i>Cost</i> - <i>“if not enough contributions received the visit may be cancelled”</i> <p>This must be produced on headed notepaper and to include a reply slip and agreed by Head teacher.</p> <p>Copy of letter attached to this document.</p>	<p>Signed:</p>
<p>Letter issued to pupils if necessary – date:</p>	
<p>Office organised for return slips and collection of money.</p> <p>**Teacher to liaise with Admin asst to assess how many reply slips returned</p> <p>Meeting with Finance Officer at least one month prior to visit to check status of finance</p>	<p>Y All signed consent forms received</p>
<p>Venue Pre-Visited Date:</p>	
<p>Risk assessment carried out date: (Risk assessment to be attached to this sheet)</p> <p>Main Observations:</p> <p>Main Action required:</p>	
<p>Ensure details of accessibility on Risk Assessment</p>	<p>Yes/No</p>
<p>Challenging Children – risk assessment completed if necessary and copy attached to this form.</p>	
<p>Evolve form to be completed/is LEA authorisation required - speak to the EVC/Finance Officer</p> <p>Documents to be made available to upload to EVOLVE</p>	<p>Y Planning</p> <p>Y Risk Assessment</p> <p>Y Programme/Itinerary</p> <p>Y Letter to parents</p> <p>Y Other</p>
<p>School canteen advised of visit (so they can cater accordingly)</p>	
<p>Order free school meals/packed lunches/Universal infant meals</p> <p>Number required:</p>	

First Aid cover staff:	Name: Name:
Number of First Aid boxes/travel kits required	
Emergency procedures organised: ****COPY TO OFFICE ON DAY OF VISIT Parents to have any relevant details in a pack on day of visit and packs to be returned to group Leader at end of the visit.	<input type="checkbox"/> Off-site emergency procedures cards for Base and group Leader <input type="checkbox"/> Mobile phone numbers of staff <input type="checkbox"/> Venue Details <input type="checkbox"/> Arrangements for delayed return to school <input type="checkbox"/> Pupil taken ill/Pupil lost, etc <input type="checkbox"/> Any accident reports – this will regulate how long to keep all records <input type="checkbox"/> Medication forms
Register of pupils' names with contact details and medical information to be obtained from the office	
Register of Staff/parent helper names with contact details and medical information to be obtained ****COPY TO OFFICE ON DAY OF VISIT	
Parent Helpers Names & CRB checked:	
Checked with Head teacher regarding any staff cover required	
Briefing meeting for staff – date:	
Briefing meeting for pupils/parents – date:	

A copy of this completed checklist to be given to the Head Teacher at least two weeks prior to the visit.

Thank you

Dr Deborah Craddock
Head Teacher

Visit Evaluation

Identified Outcomes as listed under purpose of visit		Evaluation
	☺ ☹	
	☺ ☹	
	☺ ☹	
	☺ ☹	
Other Comments		

Appendix 4:

Date of Visit:
Year Group:

Venue:

Visit Leader:

Accompanying Adults:

Supervision ratio: KS2 – 1:10 KS3 – 1:15

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.	Provide clear information about suitable clothing and equipment to pupils and parents.	Low
Pupil lost or separated from group, inadequate supervision.	Injury, death.	Pupils.	<ul style="list-style-type: none"> • Ensure supervising staff competent and understand their roles. • Sufficient supervision • Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system). • Discuss itinerary and arrangements with pupils. • Briefing to all on what to do if separated from group. 	Plan supervision before visit and brief staff and pupils.	Low

			<ul style="list-style-type: none"> • Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups. 		
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> • 1st aid cover accessible and appropriate • Leaders know how to call emergency services. • Pupils and parents are reminded to bring individual medication and this is securely kept. • First aid and travel sickness equipment carried. • Mobile phones carried if available. • Emergency contacts arranged 	Check first aid certificates current. Medication brought by pupils.	Low
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> • Obtain information from parents • Take advice from SENCO if appropriate • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. 	Use parental consent form.	Low
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)	Injury, death.	Pupils	<ul style="list-style-type: none"> • Check location as suitable for this mode of supervision. • Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised). • Clear guidelines and emergency procedures set and understood. 	Included in information to parents.	Medium

			<ul style="list-style-type: none"> • Pupils remain in pairs or groups (buddy system – each responsible for named other). • Rendezvous points and times set. • Pupils know how to contact staff. • Staff understand they are still responsible. • Parents informed and consent given. 		
Leader’s own children.	Injury or death.	Pupils, other children, staff.	<p>If staff (teachers or volunteers’) families join group, pupil supervision must not be compromised.</p> <ul style="list-style-type: none"> • Staff children are similar age to group and supervised with pupils or separate supervision arranged. 	Consider before staffing agreed.	Low

Transport - Ensure children are aware of dangers if coach breaks down. Children and staff must adhere to the instructions from the bus driver.

Venue will have own Emergency arrangements, staff and children to stay as a group – head counts at all times.

Signed..... (Teacher) Date.....

Signed..... (Head Teacher) Date.....