

Northern Lights Learning Trust Hart Primary School



Policy for Educational Visits, Outdoor Learning and Adventurous Activities

'To give all the opportunity to be the best that they can be and have fullness of life'

Prepared by: Headteacher

Approved: Local Governing Body

Signature Chair Local Governing Body:

Date of Renewal: Spring 2022

Review Date: Spring 2025

Vision

'To give all children the opportunity to be the best that they can be and have fullness of life'

In a warm, caring environment, we will achieve our vision by:

Providing everyone with:

- *A wide range of experiences, opportunities and knowledge which ignite inspiration and motivate all to succeed through a bespoke, aspirational broad curriculum.*
- *A place to be happy, confident and safe so that their uniqueness shines through.*
- *By developing the confidence to be courageous advocates who make informed decisions for the good of all in an ever changing modern, diverse society.*

Our Shared Values

We respect and care for all members of the community, nurturing talents and creating opportunities for all in a supportive environment. We believe through the nurturing of the children, they will become equipped to develop the beginnings of their own values.

We share a common set of values that underpin all that we do in our work at Hart Primary School. These values are:

- Friendship and Trust
- Compassion
- Always Our Best
- Thankfulness

People involved in policy formation:

- Educational Visitors Coordinator
- Evolve
- Headteacher
- Staff
- Pupils
- Local Governing Body
- Approved by NLLT Trust Board

This policy should be read in conjunction with the following policies/documents:

- Home School Agreement
- Child Protection Policy
- Pupil Admission Guidance
- DFE Guidance

Aim:

This policy sets out the establishment procedures within which all employees must operate.

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.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It provides pupils with challenging, exciting and different experiences to help them learn.

It 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 where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with children. It does not apply to work related learning or alternative provision.

The Headteacher has appointed Educational Visits Co-ordinators. They will have the training by North Yorkshire County Council and experience to enable them to competently discharge their responsibilities as listed in the employer policy.

The Educational Visits Co-ordinator is: Caroline Pickles (EVC) and V Whitaker (Deputy EVC in C. Pickle absence)

Administrative tasks will be carried out by Office Managers.

2. Establishment policy and procedures

Northern Lights Learning Trust is the employer. The Local Governing Body of St. Peter's Elwick C of E and Hart Primary Schools recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through North Yorkshire Educational Visits Advisory Service. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

Local Learning Area Routine Visits: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written consent will be gained on enrolment of the pupil to the school for routine local visits and activities which are a part of our normal educational provision during the school day. These visits can be considered lessons in a different classroom. Information regarding the nature of the types of visit will be included on the website or via other forms of communication (e.g. Parent Diary). This consent will last for the duration of their time at Hart Primary School. Parents/Carers can opt out. If this option is chosen, a meeting between parents/carers and class teacher or SLT must take place in the hope of eradicating any concerns. School will aim to inform parents/carers either by publishing on the website or via other forms of communication that the school deems appropriate of the nature of each visit and activity. It is the responsibility of the parent to update information and emergency contact details and to contact the school to discuss withdrawal. On occasions a curriculum opportunity that is classified as a routine visit may become available at short notice and we will always aim to notify parents that their child will be off site, but this may not be possible. (See Appendix 1)

Nursery Pupils only: School must always get written consent for each specific off-site activity for nursery age children.

Non-routine consent: Written consent, which may be electronic via Parentpay, will be gained on enrolment of the visit for those visits which are non-routine and activities and those visits which fall outside of normal hours or outside the local area. We will fully inform parents by whichever method(s) the school deems appropriate of the nature of each visit, activity or series of a similar nature.

Written consent which may be electronic via Parentpay will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities, beach visits, water based activities (not including swimming lessons). We will fully inform parents by whichever method(s) the school deems appropriate of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Consent Withdrawal: If consent is not given by the parent/carer a meeting with a member of the Senior Leadership team must take place to understand why this is the case and to work together to ensure that school and home can work together to ensure that a child does not miss out on educational experiences. The child is to remain in an alternative class and work assigned to them

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the school system.

Scholarpack.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinators will attend appropriate training and revalidation as required by the employer.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer.

3. Planning and approval procedures

Visit leaders should follow local procedures and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems. Alternatively, assurances will be gained through a Provider Statement.

4. Visit Planning and Management System (e.g. Evolve)

A web-based system is used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area – see appendix 1. These visits will not be recorded on Evolve as part of our procedures.
- Non routine – local learning area
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy.

Governing Body:

The Local Governing Body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this, it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

Additionally, as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The governing body delegate the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: Visits abroad, all adventurous activities, residential visits and non-local day visits

Educational Visits Coordinator: Routine local walking visits, bike ability training, local sports fixtures and local swimming visits (see Appendix 1)

5. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

6. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to Northern Lights Learning Trust charging and remissions policy.

7. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to St. Peter's Elwick C of E and Hart Primary Schools SEND policy.

8. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or via MST /telephone. Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to St. Peter's Elwick C of E and Hart Primary Schools safeguarding policy.

9. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

COVID – 19

Educational Visits will take place within all COVID Government and Public Health Guidelines, School Risk Assessment, Transport and Venue Risk Assessment