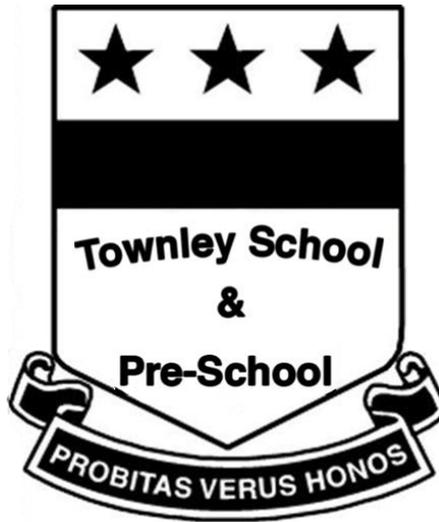


## Townley School and Pre-School Policy Front Sheet



<b>POLICY DOCUMENT</b>	Policy for the Management of Educational Visits and Learning Outside the Classroom
<b>Policy Number</b>	53
<b>Type of Policy –</b>	School's Own
<b>Governor Committee</b>	Full Governing Body
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<b>Publication Date</b>	July 2022
<b>Chair of Governing Body signature</b>	
<b>Publish on School Website</b>	Yes
<b>Purpose of Policy</b>	Policy review
<b>Supporting documents if applicable</b>	
<b>Chair of Governing Body signature</b>	
<b>Date</b>	



# **Townley School**

## **Policy for the Management of Educational Visits and Learning Outside the Classroom Policy**

**2022**

## Introduction

This Policy is the local policy for Townley School and Pre-School and aligns with Cambridgeshire County Council Policy for Educational Visits. None of the CCC Policy is repeated here. Secondly none of the guidance material is reproduced here and also should be accessed via the embedded web links. The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the Head Teacher and Educational Visit Coordinator. It provides a local framework for staff planning off site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website ([www.oeapng.info](http://www.oeapng.info))

The Local Authority as Employer has formally adopted **the OEAP National Guidance** as the source of guidance, [www.oeapng.info](http://www.oeapng.info)

It is a legal expectation that employees must work within the requirements their employer's guidance; therefore employees must follow the requirements of "National Guidance", set within the context of this policy.

## Roles

[All roles](#) are clearly defined on the NG website. [www.oeapng.info](http://www.oeapng.info)

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.

There is specific Guidance and information for each above role and relevant documents.

Within the school all roles are covered and managed by staff and the Governing Body.

The school has an Trained EVC who is the headteacher.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

## Competence of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are standards national standards for staff who want to lead adventure activities and the adviser will give advice.

## Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide.

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning.

### Zone 2

#### 'Normal Visits'

These visits are the majority of this schools visits. There will be aspects of complexity that require careful planning.

All visits are required to be planned and logged on Evolve, and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. Approval for visits of greater complexity may require pre approval before undertaking detailed planning and the EVC should be consulted

### Zone 3

Adventure / Abroad and very complex visits

These visits require specific approval at School level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system, and submitted to the Adviser at least 4 weeks before the departure date.

The adviser approves visits on behalf of the employer.

## Zone 1

### Local regular visits

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which are attached to this document. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Activities that this school includes in Zone 1 are visits (usually on foot, unless a specific pupil needs transport) within Christchurch, walking around the village, the postbox, park, village hall or church

## Specific Advice

### Managing Risks

The school has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring the school to provide such support, training and resources to its employees as is necessary to implement this policy.

### Emergencies and Critical Incidents

The School Critical Incident plan is regularly reviewed and updated. It covers and manages the possibility of having to manage an offsite visit emergency. Senior staff who may have to implement the plan are trained and briefed. The Adviser service provides support and information, linked to the Visit Emergency Support Network, (VESN). An updated guide is available to schools to assist.

### Monitoring

The school ensures that there is sample monitoring of the visits and outdoor activities undertaken by the staff. Such monitoring should be in keeping with the recommendations of National Guidance.

### Links to other Key Policies

This policy links to other school policies and therefore these areas are acknowledged and not repeated.

### Vetting

Staff deployed onto visits are subject to the schools safeguarding processes and arrangements. Volunteers are also included.

### Working with outside providers

All visits must be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet your expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. A provider must either supply an LOTCQB or an AALS License or complete the [Provider form](#)

### Planning for Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

### Good Practices

All staff and helpers must be competent to carry out their defined roles and responsibilities. National Guidance sets a clear standard to which the visit leaders **must** work. The guidance states: 'leaders are accountable, confident and competent to lead visits'.

## **Transport**

Careful consideration should be given to this area. This policy supports groups travelling by the most appropriate means which can include, walking, public transport – buses, trains and tube, taxi and private cars, coach and aircraft. The NG website contains details to assist in planning for transport.

## **Evaluation**

Following the return of a visit which has been logged on Evolve, the system has an evaluation system for staff to ensure that all visits are properly evaluated. Staff should complete this evaluation to aid future plans.

## **Insurance**

All visits should be covered by the County Council Insurance Scheme, and additional insurance should not normally be required or bought from a provider. Please contact Cambridgeshire County Council insurance contact [insurance@cambridgeshire.gov.uk](mailto:insurance@cambridgeshire.gov.uk) to check before purchasing. The insurance department has full access to Evolve, so when contacting them, give the Evolve visit number and your plans can be reviewed

## **Charging**

All financial details for a visit must be managed by the school processes, including timely budget preparation, accounting and collection of moneies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

Parents should also be told of any arrangements that the school may have for any young people that cant afford a visit.

For advice and support, please contact the Outdoor Education Adviser Service

Office email [Outdoor.education@cambridgeshire.gov.uk](mailto:Outdoor.education@cambridgeshire.gov.uk)

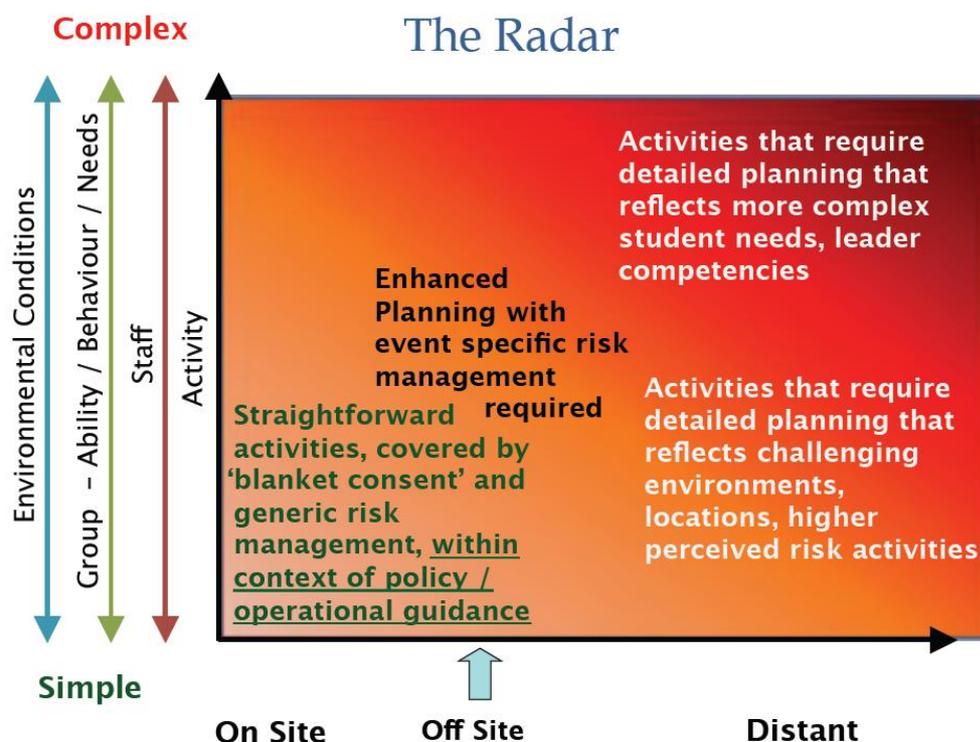
Phone 01480 379677

Adviser email [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)

# Appendix 1

## Cambridgeshire County Council Outdoor Education Adviser Service

Zone 3 will contain any visit that contains an adventure activity or visit abroad, you will need to define the extent of your Zone 1.



1. The Zones are defined as:

**Zone 1** - This is for Head/ EVC to define for their school and include activities on and off the school site and outside the classroom. These activities are regular, not usually complex, and the maximum distance away from the site may assist in defining the activity.

Risk Management of Zone 1 should be covered by a range of prepared documents. These documents will define for staff the procedures they need to follow to enable the activity to take place. (These can be amended by staff of the event if anticipated to be more complex based on the variable factors of Staff, Activity, Group or Environment). Examples of zone 1 from most schools will include, local walks, swimming visits, PE fixtures, travel by bus/ public transport within a defined distance. If any activity is a one off then this should be Zone 2. Schools can also decide which activity in Zone 1 might be listed or not listed on Evolve

**Zone 2** - All visits and activities approved by EVC at school level. These visits will involve specific planning and will normally be one off/once a yea/ not multiple activities.

**Zone 3** - Activities in this area are complex activities to plan and deliver and involves distance away from base. This zone includes all Adventure and Abroad visits.