



Hillstone Primary School Policy for Educational Visits and Learning Outside the Classroom

September 2016

Next Review: September 2017

Introduction

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. The trips and residentials are seen as an essential part of the curriculum and an entitlement for all children.

This Policy is the local policy for Hillstone Primary School Academy and aligns with Birmingham City Council Policy and Guidance for Educational Visits along with Learning Outside The Classroom.

This policy covers all offsite visits and some on site learning outside the classroom. The Head Teacher and Educational Visit Coordinator (EVC) manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oepng.info)

Roles

The school's Trained EVC is Keith Farr.

All visits must have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website. Staffing levels must always be inline with agreed ratios. All volunteers are managed under the school volunteer policy including relevant DBS checks.

NG documents Roles 3.4a-o

Competence of Staff

Staff must feel competent and confident to lead visits. If support is needed they should discuss with the EVC.

Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance.

This School has the Zones clearly defined. All visits fit into one of three Zones.

Zone 1

Local regular visits

Zone 1 includes any trips that the children are taken on off the school site within the school day. These include the following:

Swimming

Library visits

Park/ walks to other schools

Visits to areas in shard End

All sporting trips

All performing arts trips
All extended opportunities trips
Golden Adventure

Zone 2

Enhanced Planning Visits

These visits will involve specific planning and will normally be one off/once a year/ specific trips to support a project. All visits are required to be planned thoroughly and approved by the EVC or Head. The Education Visits Adviser can provide advice on these visits if required. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted. This may require a pre-visit to assess all risks. For advice consult the EVC.

Examples of this zone may include:

All trips outside the normal school hours
Farm visit
Visit to castles
Visit to London
Shakespeare trip
Theatre visit
Science Fair
Choir/ orchestra performances

Zone 3

All residential trips (Y2-Y6)

These visits require specific approval at school level and the notification of the Education Visits Coordinator and/ or The Head. In the event of further advice being sought the EVC can consult:

Risk Management

For all trips an accepted Risk Assessment Form must be completed and taken on the trip. A copy must be left in the office along with a list of all children on that trip.

Parental Consent

Parents give blanket consent for regular trips connected to the school curriculum. These will include swimming, Shard End library visits, walks to the local park etc. Although it is not required, parents should be informed of all of these trips. Other trips in Zone 1 will require parental consent, which should be collected and kept by the trip organiser.

All trips in Zones 2 and 3 require specific parental consent. For all residential trips, parents should be invited into school to see a presentation on the proposed trip and discuss any matters of concern with the group leader and staff attending the trip.

Group Management

The ratios of adults to children is:

For **day visits and local activities** the following ratios are considered the minimum:

- Early Years – 1 adult for every 4 or 5 pupils
 - Years 1, 2, 3 – 1 adult for every 6 pupils
 - Years 4, 5, 6 – 1 adult for every 10 – 15 pupils.
- However, where possible we aim to exceed the minimum.

Ratios for residential visits

- Key Stage 1 (age 5-7) 1 adult to every 6 participants with a minimum of two adults
- Key Stage 2 (age 7-9) 1 adult to every 8 participants with a minimum of two adults
- Key Stage 2 (age 9-11) 1 adult to every 10 participants with a minimum of two adults

Again these limits should be exceeded by one adult wherever possible.

Behaviour and Inclusion

The school's Inclusion Policy and behaviour standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the Inclusion Leader can assist in ensuring that all pupils needs are considered. This includes behaviour and medical needs and separate risk assessments will be made for these identified children.

<http://oeapng.info/downloads/download-info/3-2e-inclusion/> **NG 3.2e Inclusion**

Pre Checking Venues and Providers

The group leader will be responsible for researching the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met. Wherever possible this will include a pre-visit although at times research/ recommendations will be sufficient. It is then the responsibility of the visit leader to be confident with preparing a suitable risk assessment for the venue.

NG 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.

External Providers

When using external providers all safeguarding procedures should be followed!

For advice consult the school's safeguarding officer or:

Shapestone Outdoor Consultancy and Birmingham City Council who endorse and support the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. If in doubt providers should be asked to complete the following form:

<http://oeapng.info/downloads/download-info/8p-provider-questionnaire/> **NG 8p Provider**

Questionnaire

Emergency Procedures

Schools must have emergency planning procedures in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to EVCs and visit leaders.

Transport

All requests for transport must be made through the school office (Mrs M.Gill). The **School Trips** form must be completed and approval obtained from the Head Teacher. This includes the use of the school minibuses, which must only be driven by a qualified driver who has passed the approved test. There

must also be another member of staff on each minibus to supervise the children **regardless of the number of children on the minibus!**

If alternative transport is needed, the appropriate form must be submitted to the office 2 weeks before the trip (in normal circumstances). The office will then book approved transport.

Insurance

Schools should carefully consider the appropriate insurance for the activity or visits they are undertaking due reference should be made to the BCC guidance Section 14 and **NG 4.4c Insurance**

Finance

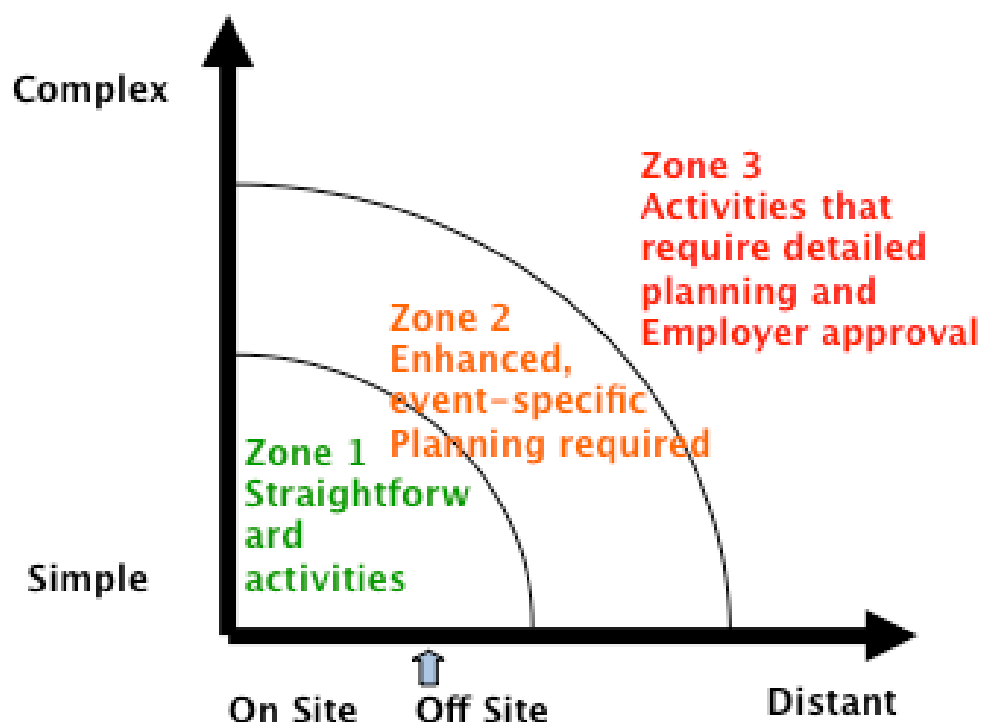
All financial details for a visit must be followed by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication 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 cannot afford to take part in the visit.

<http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

Policy Date Review. July 2017

K.D.Farr

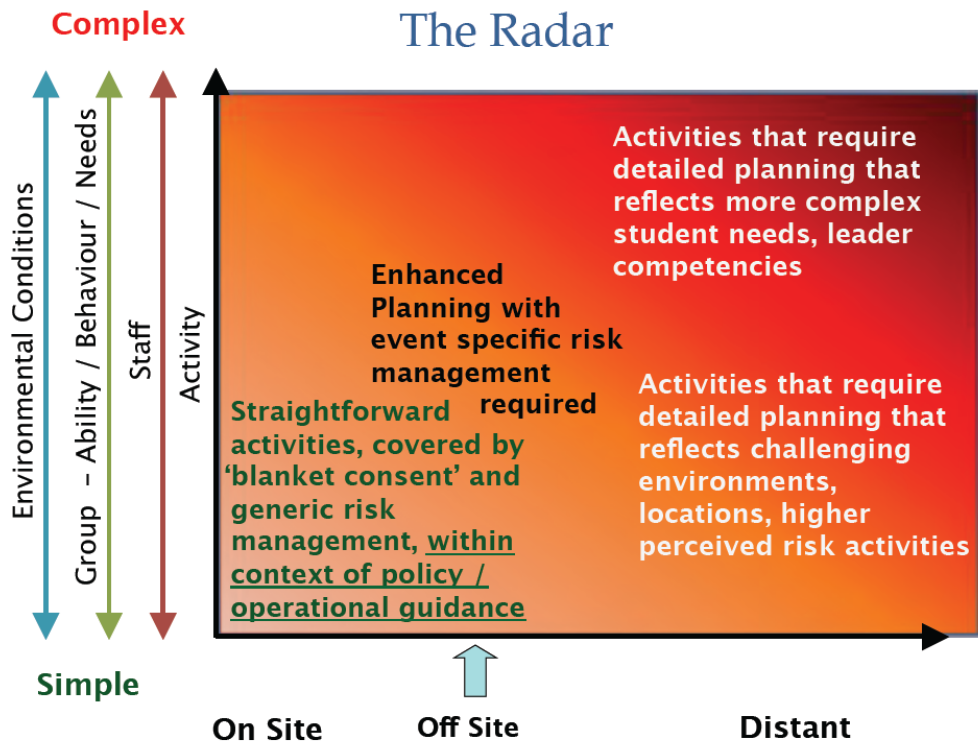


Zone 1 - Regular school trips: swimming, library etc. These activities are covered by a blanket consent that could be sought from parents/carers on a yearly basis. In addition Zone 1 includes any regular school trips that are within 12 miles of the school. Any trip outside the normal school day will need specific parental consent although it is suggested that parents consent is obtained for all trips! Copies of consent forms should be kept with the visit organiser.

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 year/ 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 residential trips (currently Y2-Y6).

1. If you are not sure about the above please ask for help and advice from Tom Lilley Tom. Tom.Lilley@shapestone-oc.co.uk 07980266367; Richard Batty Richard.Batty@shapestone-oc.co.uk 07432 053936 Educational Visits and Outdoor Learning Advisors



Appendix 3

Residential Programme 2016-17

Y2	Brighthouse	Autumn 1	Whatever the Weather	2 days/ 1 night
Y3	Beaudessert	Summer 2	Green Fingers	3 days/ 2nights
Y4	BrigHouse	Spring 1	From a Rock to a Hard Place	3 days/ 2nights
Y5	Willesley	Summer 2	Evolution	3 days/ 2nights
Y6-	Woodlands	Summer 1	Moving On	5 days/ 4 nights