



## Garlinge Primary School and Nursery

# EDUCATIONAL VISITS AND LEARNING OUTSIDE THE CLASSROOM POLICY

Garlinge Primary School and Nursery is a place for everyone to succeed and thrive with inclusion at its heart.

Garlinge Primary School and Nursery is a Rights Respecting School. As part of our commitment to the UN Convention on the Rights of a Child. Details of the articles can be found on the school website; **Articles 3, 11, 23 and 28.**

### Introduction

This policy is written in accordance with the *DfES Good Practice Guidance and supplement for Health and Safety of Pupils on Educational Visits (HASPEV)*, 1998, *Standards for Adventure*, 2008 it considers the suggestions made in the *DfES Learning Outside the classroom Manifesto*, 2006, and is informed by the *Council for Learning Outside the Classroom, Out and About Guidance document 2006*. The recommendations from these sources are reflected in this policy.

Educational visits and learning outside the classroom are an integral part of life at Garlinge Primary School and Nursery, furthering the education of the pupils. Educational visits and learning experiences outside the classroom are arranged for pupils at Garlinge Primary School and Nursery not only so pupils learning will benefit but also so that knowledge, understanding and skills can be developed through experience that is not achievable in the classroom. **Article 28**

*'When you step outside the classroom you have the opportunity to transform learning and raise achievement. Learning outside the classroom allows participants to learn in context, to learn by practical engagement, and to learn by personal discovery.'* **DCFS, Council for Learning Outside the Classroom, Out and About Guidance 2006**

Educational visits and learning experiences outside of the classroom are defined as the use of alternative places other than the classroom for teaching and learning. Learning opportunities outside of the classroom commonly use; the school grounds, the school field, the local environment, places further afield and residential activity centres.

Educational visits and learning outside of the classroom is a school wide activity and should be encouraged at every opportunity. It is important to note that whatever the age of the children, experiences should not be taken in isolation. Children need to be well prepared, supported, resourced and informed to prepare for any learning experience to reap maximum benefit. All visits and learning outside of the classroom opportunities should be planned by a colleague nominated as Party Leader, with the health, safety and welfare of the children of paramount importance.

Research has shown the importance of educational visits and Learning outside the classroom as learning in a practical environment can raise achievement, increase motivation, and develop understanding in all children. Colleagues benefit from being given the opportunity to develop leadership skills; all staff are encouraged to liaise with the Headteacher concerning any arrangements for any visit.

All educational visits and learning experiences out of the classroom should be approved by the Headteacher.

In accordance to national recommendations all educational visits and learning outside of the classroom experiences should consider the outcomes defined in the Every Child Matters agenda, and reflect the ethos of the school by living, sharing and celebrating the love of learning.

### **General Information**

Early planning is essential for any visit.

Outdoor and adventurous activities should be within the ability of the children participating and the accompanying staff.

No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to health and safety measures can reduce the number of accidents and lessen the seriousness of those that do happen. The management of risk should be done in accordance with the Health and Safety policy at Garlinge Primary School and Nursery.

It is the Visit Leader's responsibility to ensure all documentation is complete and left with the relevant members of staff.

All visits will be recorded on EVOLVE website by the Visit Leader.

### **Staffing Requirements**

#### **Visit Leader**

If a qualified colleague wishes to take a group of pupils out of school, they assume responsibility for the planning, risk assessment and risk management of the educational visit or experience outside of the classroom. They accept all reasonable responsibility for the well-being and safety of all participants attending the learning experience at all times.

If more than one class/school is involved in a visit, a visit leader should be identified. This is normally the staff member with the most appropriate experience, competence or most relevant qualification, which is visit specific. For any educational day visit or learning outside the classroom experience to go ahead, the ratios of staff to children must be correct and in accordance with best practice.

If a child requires Achievement support for a behavioural or medical need, an extra adult should accompany them on the visit.

The Visit Leader is responsible for ensuring children eligible for a school packed lunch have completed the necessary paperwork and returned it to the kitchen at least two weeks prior to the visit (Appendix 1).

The Visit Leader is responsible for informing the parents and accompanying staff of their responsibilities.

#### **Voluntary Helpers**

Voluntary helpers are selected carefully and are well known to staff and the headteacher at Garlinge Primary School and Nursery.

All voluntary helpers should let the school know as soon as possible if they are unable to accompany the children for any reason, so that an appropriate replacement can be found. Any documentation already given to them should be returned to school.

Voluntary helpers are made aware of the extent of their responsibilities as detailed in the document, Areas of Responsibility for Voluntary Helpers.

Garlinge Primary School and Nursery does not permit staff and voluntary helpers to assume responsibility for any activity for which they are not qualified.

### **First Aid**

On any visit, at least one of the supervisory staff will be a competent first aider, holding a valid first-aid certificate and carrying an appropriate first-aid kit. This person will also be responsible for the inhalers and epipens for all children attending the visit. Garlinge Primary School and Nursery takes advantage of a recognised first aid organisation for training resources and facilities for obtaining first-aid qualifications and revalidation, normally every three years.

### **Transport**

Garlinge Primary School and Nursery has a policy that all coaches used are fitted with seat belts when booked. All seats should be forward facing and seat restraints should comply with legal requirements. The drivers should be suitably qualified and experienced.

Garlinge Primary School and Nursery also have access to the school mini bus. The mini bus can be driven by a designated member of staff and the vehicle is serviced regularly. A draft risk assessment has been written and is available to all staff planning and organising a visit that requires the use of the minibus.

On rare occasions, children may travel in staff or parents' cars. Children travelling thus should comply with the legal requirements. Booster seats are legally required for all children travelling in a car under the height of 140cm. Parents consent in writing and with a signature to the school of the travel arrangements they have arranged for their child. No signature or notification results in the child not travelling to the learning experience outside the school. Except in emergencies, staff are not permitted to transport children unless written consent from the Headteacher and parent of the child is obtained.

### **Supervision**

- At least two members of staff should supervise the pupils getting on and off the coach – one on the coach and one by the steps;
- check numbers on outward and return journeys and at any point where children or adults disembark and subsequently embark onto the coach;
- do not let pupils sit on the first two seats facing the front window or next to the emergency exit where ever practicable;
- ensure pupils are settled and seat belts fastened before setting off;
- pupils **must** wear their seat belts throughout the journey unless told to remove them in an emergency;
- when leaving the coach, check for lost property and litter;
- at least one colleague should be on each coach or minibus and have a mobile phone with them.

### **Pupil Organisation**

Regular sessions are generally held with pupils to prepare them for the visit, so that they obtain maximum benefit from the educational visit or learning outside the classroom experience.

Group lists are prepared for all staff and helpers attending with the visit, with emergency contact numbers added. Lists should be collated prior to the visit and included with the risk assessment documentation handed to the Headteacher in advance. Copies of all groups should be given to the school office before departing on an educational visit or learning experience outside of the classroom. The Visit Leader should maintain copies of the lists and carry them at all times when on the visit. Group leaders should keep a copy of their group at all times.

### **Adult: Pupil Ratios**

Garlinge Primary School and Nursery set guidelines with regard to adult: pupil ratios that are required on any educational visit or learning outside of the classroom experience. The normal maximum ratio of adults to children should be 1:4 for Reception, 1:6 for Years 1-3 and 1:10 for other years but this should be confirmed as part of the risk assessment. The Headteacher has discretion to alter these ratios, providing that they stay within the HASPEV Government guidance.

### **Pupil Welfare**

All accompanying adults have a duty of care. Colleagues should remember that they are in *loco parentis* at all times on the visit and thus are legally responsible for the well-being and safety of the children.

Children should never be on their own or isolated from their group. When deciding groups, children should be considered individually according to need and placed with a suitable adult who can best enhance the learning experience. Groups and group leaders should be decided in advance and attached to the risk assessment.

### **Information Available at School**

The Visit Leader, Headteacher and school hold the visit information for the duration of the visit. The information should contain details of:

- ◆ Risk assessment (Appendix 2)
- ◆ itinerary
- ◆ contact points
- ◆ mobile phone number(s)
- ◆ staff – Colleague in charge, deputy, helpers, etc. (Appendix 3)
- ◆ emergency contacts
- ◆ copies of Parental Consent Form, if applicable
- ◆ copies of any insurance documents, critical incident policy, contracts, etc.
- ◆ emergency procedures.
- ◆ names of children that are on the visit.

### **Reporting Accidents**

The standard procedures for reporting accidents are followed at all times. Injuries to any person (adult or child) attending a learning experience outside the classroom must be recorded in accordance to HSE guidelines and school protocol as stated in the school first aid policy. Completion of the relevant forms detailing injury, location, time, date and treatment given is essential.

## **Emergencies**

Despite good planning and organisation, emergencies that require immediate response by the leaders sometimes occur. The Visit Leader ensures the safety of the group as a priority and contacts the appropriate emergency/rescue services. The Headteacher at Garlinge Primary School and Nursery should be contacted as soon as practicable.

## **Unrelated School Educational Visits**

The guidelines in this document relate only to activities connected to the work of the school. Where a colleague takes charge of children voluntarily on an activity out of school hours i.e. one which is not organised by the school (and not approved by the Governors) but involves children from the school – no responsibility is accepted by the Headteacher or the Governing Body at Garlinge Primary School and Nursery.

## **Evaluation**

An evaluation form should be completed for any off-site visits outlining any issues or concerns that arose to ensure that these do not occur again (Appendix 4).

The educational experiences and opportunities of the educational centre should be obtained, and all information about the proposed visit collated, before a request is submitted to the Headteacher.

## **Planning**

A meeting of all those involved is held to formalise the administration and organisation of the educational visit. Specific duties are allocated and a Party Leader clearly identified.

## **Risk Assessment**

For any educational visit learning outside the classroom experience the group leader initially draws up a visit plan and timetable (who, what, where, why, when and how?). The Party Leader will arrange an exploratory/risk assessment visit.

This is to acquire knowledge at first hand:

- the venue is suitable
- to acquire site specific risks, ascertain category level of activity
- that the venue can cater for the needs of pupils and staff
- to assess potential areas and levels of risk, completing a Risk management Action
- to become familiar with the area before taking the children
- to obtain information concerning staff qualifications and licences

When travel companies offer inspection visits, staff are encouraged to take advantage of this service.

If it is **not** possible to make an exploratory/risk assessment visit, every endeavour is made to acquire information about the centre before the visit. Garlinge Primary School and Nursery should, for instance, contact another school, which has already visited the centre, the area, and the site.

If a preliminary visit has not taken place, as a matter of priority when the party arrives, the Party Leader conducts a visual risk assessment noting down any anomalies and controlling the risks where necessary in

order to maintain the safety of all. The Party Leader then resolves concerns and informs the Headteacher of any major decisions that need to be made.

### **Supervision**

Supervision of children on all educational day visits or out of the classroom learning experience is close supervision. Close supervision is defined as the group remaining within sight and contact of staff or voluntary helpers assisting on the visit.

### **Information to Parents for Day Visits**

Parents are asked to sign a generic consent form on entry to school to take part in local visits, unless required to sign further permissions.

Parents are notified of the arrangements and cost of visits and sign a consent form, if applicable.



**Garlinge Primary School and Nursery**

**ADULTS OFF-SITE REGISTER FOR VISITS**

Name of Visit \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_ Day \_\_\_\_\_

Class \_\_\_\_\_ Pupil Headcount \_\_\_\_\_

Mobile Number in the event of an emergency \_\_\_\_\_

<b>ADULTS IN ATTENDANCE (inc Staff) Please PRINT the names</b>

Garlinge Primary School and Nursery – Risk Assessment			
<b>Location/Purpose:-</b>		<b>Visit Leader:-</b>	
<b>Other Staff:-</b>		<b>Number of children:-</b>	<b>Ratio</b>
<b>How will participants benefit?</b> Make learning more engaging and relevant. Nurture creativity and imagination. Develop learning through play and imagination. Develop learning through play and experimentation. Improve attendance.		Reduce behaviour problems. Develop interest in the environment and wider surroundings. Expose children to new opportunities. Keep healthy. Enjoy wider range of resources.	
Identifying the hazards – assessing the risk	Risk Rating (L, M, H)	Controlling measure – reducing the risk	Risk Rating (L, M, H)



<b>Generic/mandatory risk assessment, used and acknowledged</b>	
Employer (LEA) - risk assessments/guidance used	
Establishment - risk assessment/guidance used	
Alternative plans (Plan 'B' /Plan 'C')	
Emergency contacts and procedures (Next of kin)	
<b>On-going risk assessment 1. Apply the control measures 2. Monitor how effective they are 3 Change, adapt, revise as required</b>	
Review comments. Record any additional assessments and control measures here if this sheet is used as a generic risk assessment	
Date Completed	Date reviewed
Visit Leader Signature	Authorising signature



**PACKED LUNCH REQUEST FORM**

Name of Visit ..... Party Leader .....

Date of Visit ..... Time of Departure.....

The following children who would normally have a **free** school meal have requested a packed lunch for the above visit.

NAME	CLASS

**Please pass this form to the kitchen at least two weeks prior to the visit to organise the packed lunches.**



**Post Visit Evaluation Form**

Date .....

Name of Visit	
Date of Visit	
Party Leader	
Participants(eg Year Group, Class etc)	
Number of Children	
Number of Adults	

**Evaluation**

*Was this visit a valuable tool for learning?*

*Did the pupils enjoy this experience?*

*Any comments?*

*Would you recommend this visit to a colleague? Yes/No*

**Actual Costs**

Entry Fees/Tickets	
Transport	
Adult Tickets (if applicable)	
Additional Costs (if applicable)	
<b>Total Cost</b>	

Was the visit value for money?

**Please pass this form to the Educational Visits Co-ordinator.**

Received by the EVC ..... (Signed)

Date: .....