



**KING'S PARK
ACADEMY**

High Expectations Lead to High Achievers



AMBITIONS
Academies Trust

KING'S PARK ACADEMY

EDUCATIONAL VISITS/LEARNING OUTSIDE THE CLASSROOM POLICY

**Adopted by Academy Advisory Committee: February 2019
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**High Expectations lead to High Achievers
Part of the Ambitions Academies Trust**

CONTENTS

Page No.	Description
2.	Introduction: Rationale, Aims and Principles
3.	Roles and Responsibilities
7.	Non-Residential Procedures
9.	Residential
11.	Further Guidance for all LOTC: Agreed Timeframes for RA Cancellation of Trips Transport
13.	Permission to Take Pupils Offsite
14.	Supervision
15.	First Aid
16.	Emergency Procedures
17.	Appendices

INTRODUCTION

Offsite Visits or Learning Outside the Classroom will be interpreted to include any instance where children are taken off the school site for education and/or sporting activities

Rationale

At King's Park Academy (KPA) we believe that off site visits broaden and develop teaching and learning experiences that are not available in the classroom. Off site visits and activities provide opportunities for the enhancement of learning within the National Curriculum 2014. Off site visits allow opportunities for pupils to participate in activities that develop their knowledge, skills and understand of: Personal, Social and Health Education; Citizenship, Health and Safety; and British Values for Our Society.

Aims

We aim to:

- Enhance the National Curriculum with practical experiences
- Develop aspects of personal, social and environmental awareness
- Strengthen staff and pupil relationships through shared experiences
- Prepare pupils for their role in maintaining a sustainable environment

Principles

In accordance with the school Equal Opportunities Policy, all pupils will be given the opportunity to participate in offsite activities irrespective of social background, culture, race, gender, differences in ability and disability

All pupils have a right to experience:

- Effective learning opportunities

- Success in learning
- Achieving as high a standard as possible

Teachers will:

- Set appropriate learning challenges
- Respond to pupils diverse learning needs
- All support staff will support teachers to achieve the above objectives

School will:

- Make provision, where necessary to support pupils to enable them to participate effectively in offsite visits and will plan accordingly
- Ensure no child is discriminated against opportunities for off site visits

Where a child's behaviour has already caused sufficient concern to generate a risk assessment, further consideration may need to be given to this when planning any off site visit to ensure that the pupil can take part

Parents/guardians must be involved in this process and in the case of a residential visit the centre manager or their representative must be consulted

If after the risk has been re calculated and additional control measures considered, the risk to the pupil and/or other members of the party is considered too high the Associate Principal reserves the right to refuse permission for the pupil to take part in the visit. In the event of a parent/guardian refusing to engage in this process the Associate Principal also reserves the right to refuse permission for the pupil to take part

ROLES AND RESPONSIBILITIES

Academy Advisory Committee

- Ensure the Learning Outside the Classroom Policy (LOTC) is in place
- Ensure residentials have specific learning objectives before approval
- Challenge nature of the venture if the learning objective is not clear or where the means to meet them do not appear realistic
- Ensure risk assessments are undertaken
- Ensure safety measures are outlined
- Ensure all staff are adequately trained/inducted
- Ensure Insurance is in place and covers all activities
- Ensure they are reported to by Associate Principal annually

Associate Principals

Must:

- Be consulted before any off site visit is organised and subsequently kept informed of arrangements
- The Associate Principal's report must refer to off site visits and keep Academy Advisory Committee (AAC) informed
- Agree the procedure for approval of LOTC for non-residential visits at Academy level
- Ensure that Forms 5 and 6 are submitted electronically to the EVC for assessment ten weeks prior to the visit for residential visits, visits abroad and Outdoor Adventurous Activities (OAA) sessions run by school staff and not using an external provider
- Ensure that a signed copy of Forms 5 and 6 are available for inspection in school if required

- Check that the EVC has designated an appropriately competent leader. The Associate Principal should make a judgement on a member of staff's competence and suitability to lead outside the classroom learning experiences. Discipline may at times, have to be stricter than in the classroom.

They must check that the leader of any off site party has:

- Good leadership qualities
- Read and understood the Academy's LOTC Policy
- Relevant experience
- Undertaken risk assessments
- Received training by the Educational Visits Co-ordinator (EVC) who has attended the Off Site Safety Management Course
- Ensure teachers are made aware of and understand Academy's guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff
- Ensure that the school has emergency procedures in place in case of a major incident during off site learning – these should be discussed and reviewed by staff
- Ensure that pupils, parents, group supervisors and others are given written details of these procedures
- Ensure that a school contact is available at all times during the off site activity and has authority to make significant decisions and implement the emergency procedure
- Ensure all procedures relating to safeguarding and child protection have been followed
- Ensure all charges are in line with the Academy's charging policy
- Establish a procedure to ensure that parents are informed quickly about incident details through the Academy contact, rather than via the media or pupils
- There is a 'Plan B' in case of emergency or contingency

Educational Visits Co-ordinator (EVC)

The functions of the EVC are to

- Be accountable to the Associate Principal for
- Ensuring that planning Learning Outside the Classroom meet the Academy's requirements, including those of risk assessment and approval as required
- Work with the AAC and Associate Principal to produce a LOTC Policy and operating procedures clearly setting out aims, objectives and procedures for the Academy
- Assign competent people to lead or otherwise supervise Learning Outside the Classroom
- Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation verification of experience
- Ensure all staff are trained accordingly for being a visit leader
- Make sure that DBS disclosures are in place as necessary
- Work with the group leader to inform parents or gain the consent of parents if outside curriculum time and to provide full details of the experience beforehand so that parents are fully informed
- Ensure that the school has emergency procedures in place in case of a major incident during off site learning – these should be discussed and reviewed by staff

- Ensure that pupils, parents, group supervisors and others are given written details of these procedures
- Ensure that a school contact is available at all times during the off site activity and has authority to make significant decisions and implement the emergency procedure
- Establish a procedure to ensure that parents are informed quickly about incident details through the school contact, rather than via the media or pupils
- Ensure group leaders evaluate the visit to ensure best value plan for the future and inform risk assessment (use Appendix M & N)
- Keep records of individual Learning Outside the Classroom experience including the valuation reports of accidents and 'near misses'
- Review systems and on occasion, monitor practice including field observations

Visit Leader

The visit leader (VL) is any member of staff who has been identified to lead a group of children and young people in an outside the classroom/establishment learning experience:

- The VL should seek the guidance of the EVC for all planning and preparation
- The VL must have clear aims and objectives as to the purpose of the visit and have identified and agreed clear learning outcomes. These must be approved by the Associate Principal, AAC and EVC
- The VL and Teachers have ultimate responsibility for pupils at ALL times, even when the group is under instruction by a member of centre/provider staff or host family
- Everyone including pupils must have a clear understanding of their roles and responsibilities and clear handover and hand back procedures should be in place

All pupils need to be included in curriculum time activity if it is in their best interest to do so

- The VL who will have been approved by the AP and AAC must ensure the following:
- An exploratory visit is made by the VL to inform risk assessment and safety management procedures and during which the qualifications of activity providers and their risk assessments are checked – if there is a repeat of a regular visit a telephone call to check any changes would suffice
- All party members follow the guidance incorporated in this policy document and the Academy's policy and procedure for LOTC
- Roles and responsibilities have been defined
- Checked the insurance cover and details
- Provided information to the parents which includes aims and objectives of the learning
- Appropriate insurance details; information on cost, transport and kit required - please note with regard to exchange visits, informed parental consent is needed before young people can stay with host families who may not have e vetted
- Parents have completed a medical questionnaire (Appendix Folder 1 Form 3) and that all staff on the visit are provided with appropriate medical information on pupils taking part and medication required eg: epilepsy, diabetes, allergies, asthma and anaphylactic shocks
- That there is appropriate and accessible first aid available based on risk assessment
- Sufficient staffing are in place based on recommended ratios and risk assessment – ensure back up staff are identified if required as part of the contingency plan ie: covering staff illness
- All helpers have been checked and on residential visits have been cleared by the DBS
- There are emergency procedures in place and everyone knows about them and understands what to do- this includes who should make contact with parents, who

should dealt with media and that all pupils and adults are briefed not to talk to media or make contact until all official communication channels have been followed

- Ensure a code of conduct of pupils is completed for residential – see 'Code of Conduct Form' (Appendix K)
- The group are familiarized on arrival with the layout of the premises including any residential facilities, location of staff rooms, fire alarms, escape routes and evacuation points relating to the rooms in use and boundaries
- Appropriate codes of conduct or local byelaws are followed
- Necessary access permissions are obtained
- Charges are made in line with the Academy's charging policy
- After the visit, post Learning Outside the Classroom evaluations are completed by the VL and pupils and shared with the EVC and Associate Principal to inform future planning and risk assessment and ensure best value (Appendix M) and the pupils (Appendix N)

Support Staff

Where support staff are involved, it is important to make sure that what is being asked is in their contracts and that they are trained and appropriately paid for doing so

It is also important to consider that there are tasks that teachers can delegate such as administrative tasks and collecting money

Accompanying adults should be clear regarding their role and responsibility and should have the following information/documentation

- A group list
- Which vehicle they are travelling in
- Group leader name and mobile number if away from their group
- Copy of current emergency contact list and action plan
- Any relevant medical information

The VL and Teachers have ultimate responsibility for pupils at all times even when the group is under instruction by a member of centre/provider staff. Everyone, including pupils and parent helpers must have a clear understanding of their roles and responsibilities

PROCEDURAL REQUIREMENTS FOR LOTC

Guidelines for planning an Off Site Visit

The Academy's Policy and The Educational Visits Guidelines provided by Bournemouth Borough Council (June 2005 version) will be used as a reference by all teachers planning and undertaking off site visits. In addition, teachers will refer to the following DfES guidance documents:

- Supporting Pupils with medical needs
- Guidance on First Aid for Schools

NON RESIDENTIAL

Prep for Off Site Visits

The EVC and Associate Principal must be consulted regarding the arrangements, nature and purpose of the visit. **No booking must be made** until an Outline Proposal for Educational Visits Form (Appendix A and finance form has been submitted to the Finance Manager) has been submitted to the Finance Manager, EVC and the Associate Principal's approval has been given. Once given the administrative staff and Teaching Assistants will deal with all administrative issues

Thorough preparation must be undertaken including sufficient pre visits to the location to inform Risk Assessment (Appendix D) Use Appendix E for generic Risk Assessment information

Matters of supervision, content of the day, first aid and transport must be organised and recorded on the flow chart. Day trip organisation including groups, timings etc to be submitted with Risk Assessment and Flow Chart

- Parents must be advised of the details of the visit. Any cost of the visit must take into account the School Charging Policy.
- Induction consent forms must have been completed on admission to the school and information must be held for each visit.
- Reminders will be given to parents via newsletters and website requesting them to inform the school of any changes.

Volunteers

- Must be briefed in advance as to what is expected of them – this should happen prior to the day of the visit.
- Appropriate checks must have been carried out in advance ie an Enhanced DBS.
- Volunteers will not be used as visit leaders.

Planning for Safety on and before the day of the visit

- Risk Assessment to be completed and submitted to EVC with flowchart at least 10 days before trip.
- Appendix F to be used as a checklist for preparation before the visit and on the day.

An Emergency Contact List for everyone going on the visit must be carried by each member of staff. Under instruction from the Group Leader, the Office Manager will ensure that the list will include the following:

- Names, addresses, telephone numbers of each child and adult;
- Any special medical requirements – the First Aider is responsible for checking medical requirements.
- Any dietary requirements.

A copy must be given to the EVC at least 10 days prior to the trip. Any amendments must be notified to the EVC on the day and attached to Off Site Activities Form (Appendix G) and appropriate copies issued, ensuring that it is clear which groups the children and the adults are in.

Visit List

The Educational Visits Co-ordinator will inform the AAC of all proposed trips for the forthcoming school year at the start of the Autumn term and report on trips undertaken the previous year.

School Visits File

A file of visits will be kept and maintained by the Office Manager, which is available to staff and kept in the school office.

Risk Assessment

A Risk Assessment MUST be made for any proposed visit that involves taking pupils offsite.

It should include:

- Identify any possible risks which pupils and staff may be exposed to after carrying out on site safety check visit, under the headings of:
 - Associated with travel
 - Associated with the venue
 - Activity specific hazards
 - Associated with accommodation
 - First Aid
 - Environmental conditions
 - Plan B / contingency plans
 - Communication / Emergency procedures
- Be submitted to the EVC in the agreed timeframe.

RESIDENTIAL VISITS

A preliminary meeting will be held at school at least 3 months in advance of the visit between the group leader and the centre manager or their representative, the purpose of the meeting will be to plan the visit in detail.

For all residential visits other than existing/repeated trips, a preliminary visit must be made to the centre to check the following:

Preliminary Visit

Accommodation

- Check the sleeping areas are adequate for the needs of the group
- There is a separate area for sick/unwell children
- A room which can be used as a classroom/workbase
- Kitchen/dining facilities are sufficient for the numbers of children involved

Staff/Instructors

- Check that there are written operating procedures for each activity
- Ask for written evidence of the qualifications and experience of the staff leading activities.
- Insist on recognised National Governing Body Awards
- Insist that all staff/instructors have fully enhanced DBS and any other appropriate safeguarding checked. Ask for documentary evidence and record and date that you have seen it.

Special Risks on or near the site

- Find out about hazardous areas ie chemicals, storage pits or tanks, dangerous animals, water areas, drops/heights.

Centre Transport and Equipment

- If centre transport is to be used, it must be in roadworthy condition
- If in doubt, press the centre manager on maintenance.
- All equipment must be adequate for the purpose.

General Considerations

- If possible, visit the centre when another group is in residence so that the activities can be seen and other party leaders consulted.

Assessing Venues/Providers

- If provider or venue doesn't hold either the OTC quality badge or LA licence or adventure mark then Form 4 (Appendix H) must be completed by the provider.

Prior to the Visit

All preparation should be carried out as for a day trip with the following additional points:

Forms 5 and 6 (Risk Assessment) (Appendices I and D) must be sent electronically to the EVC at least 8 weeks prior to the visit.

Roles, duties and expectation of accompanying staff and helpers should be clearly defined and understood so that everyone is involved and clear about what they will be expected to be.

Parents need to be fully informed of the type of visit proposed. This is best done through an initial letter followed by a parents' meeting at which they should be informed of the following:

- Reason and purpose of the visit
- Nature of the programme (including details of activities)
- Supervision arrangements
- Expectations of behaviour
- Method of travel, including names of coach companies where used
- Insurance arrangements
- Cost and methods of payment
- Arrangements for pocket money
- Address and telephone number of the venue
- Type of accommodation
- Clothing requirements via a kit list (stress that clothing and other possessions should be clearly marked)
- Emergency contact telephone number

This information should be confirmed in writing and parents/guardians should be asked to sign.

- A consent form
- A medical and dietary information form (Appendix J)
- Behaviour conduct codes to be signed by child and parent/carer (Appendix K)

In addition, children will need to know:

- The implications of communal living
- The purpose and aims of the visit
- The nature of specific work to be undertaken
- How spare time might be used
- Expectations of conduct

On Arrival at the Centre

When arriving at a staffed residential centre, the party leader should meet the centre manager, or someone of similar status and agree on routines and regulations that have not previously been given.

Define limits early – remember that the group is new to the site – explain boundaries/limitations – say what you want but do so only after consultation with the Centre Manager and leaders of other parties if appropriate.

Explain duty rotas and procedures in relation to the site.

Ensure that Centre staff explain fire precautions to the children and a fire drill is carried out.

FURTHER GUIDANCE FOR LOTC – RESIDENTIAL AND NON-RESIDENTIAL

Residential Trips

Forms 5 and 6 (Appendices D and I) 8 weeks prior to the start of the visit.

Trips involving pursuits that are hazardous, unusual or need special attention

Forms 5 and 6 (Appendices D and I) 12 weeks prior to the start of the visit.

Staff must check with the EVC as to whether their activity comes under this heading.

Other offsite trips

Form 6 (Appendix D) and Flowchart (Appendix A) at least 10 working days prior to visit.

Offsite Sport

Regular sports clubs, games activities and matches will be reviewed annually. It should be updated, approved and in place before the start of the season.

Generic Risk Assessments exist for:

Travelling on a coach;

Travelling by minibus;

Swimming (Bournemouth Collegiate);

Walking to Harewood, Athletic Stadium

All of the above are reviewed annually.

Cancellation of Trips

If, due to unforeseen circumstances, it becomes necessary to cancel a trip, after consultation with the EVC and the staff concerned, the final decision to do so will be made by the Associate Principal.

Transport

Coach/Minibus

When seeking permission to take a child out of school, information must be given to the parent/guardian as to the method of transport, ie coach, minibus. Vehicle standards must comply with the Ambitions Academies Trust guidelines. Members of staff may not drive a minibus without an up to date Minibus Driving Certificate. There should be an additional adult on every trip where children are taken on a minibus.

Removal of a child from a visit or residential: In the event of bad behaviour requiring the child to be returned to school or home, use the following procedure:

1. Contact the Associate Principal to gain decision
2. Contact parents requesting that their child requires collection
3. If parent refuses or is unable to collect child, 2 members of staff must return child to their home or school on the school minibus

Staff Cars

Staff cars may only be used in exceptional circumstance. The driver must hold business insurance and be accompanied by another staff member at all times. Appropriate seat belts and booster seats to be used.

Stranded Children

'Stranded' children: 2 staff members or 1 staff member and another adult must remain with the child.

Failure to collect a child at the end of an event, use the following procedure:

1. Contact the parents/guardians by telephone
2. If there is not response and you are not at school, contact the school, if the school office is still open, or the Associate Principal
3. Wait 15 minutes to see if the person collecting the child turns up, after this period of time has elapsed, a taxi must be used and be accompanied by both adults. The members of staff will be reimbursed by the school, and the parents/guardian requested to refund the cost of this; failure to do so by them will result in a referral to the AAC who reserve the right not to invite the child to take part in this extra-curricular activity again.
4. The school Designated Senior Person for Child Protection (DSPCP) must be informed as soon as it is practical, as failure to collect a child could constitute a safeguarding issue regarding further investigation.

Parents/guardians cars

When a trip involves a small number of pupils e.g. transporting the football team to a game, requests may be made of parents/guardians to transport their own child/children.

No request will be made by the school for parents/guardians to transport any child/children other than their own.

If a child states that they are going with another parent/guardian, or a parent/guardian states that they have arranged to transport a child other than their own, following Safeguarding Protocol, always check with the parent/guardian of that child; without oral or written confirmation that this is correct we will not allow the child to travel in the car.

When a parent/guardian does transport a child other than their own, the school will consider this to be an entirely private arrangement organised between parents.

If in any doubt please liaise with the DSPCP, EVC, Vice Principal or Associate Principal for further advice.

PERMISSION TO TAKE PUPILS OFFSITE

With the exception of swimming lessons, whole school sporting activities, curriculum trips and whole school worship, pupils may not be taken out of school without written permission from their parent or guardian. The offsite permission slip that is signed on entry to the school will cover all non-residential trips.

Permission for above trips therefore do not need separate parental permission, however, parents must be informed of trip day, times and location in adequate time.

For trips out of school hours and residential, permission must be granted via a permission slip. If a permission slip is not returned the child CANNOT be taken out of school. In an emergency situation, consent can be accepted by telephone from a parent or guardian if the Associate Principal gives permission.

School Day Trips

The letter to parents should include:

- Date/s of visit
- Departure and return times
- Method of travel
- Destination
- Aim of visit and outline of activities
- Cost and method of payment
- Kit list

After School Sports Club where children are taken offsite e.g. indoor athletics

A generic letter will be sent out to advise parents that their child/children will be taken offsite for club events. The letter should include:

- Day of the week when offsite club takes place
- Nature of the event
- Usual times of departure and return
- Transport arrangements
- Supervision arrangements
- Clothing and equipment needed
- Permission slip

The letter should also include requests for medical details and other details that could affect the child during this activity.

Sports Matches/Choir

An event-specific letter will be issued for every away match/event in good time to allow parents to make necessary arrangements. In the case of home games letters will be issued on a game by game basis.

The letter will include:

- Date
- Time
- Venue
- Kit requirements

- Transport arrangements
- Permission slip

SUPERVISION

Day Trips

The nature of the visit and the age of the children involved must be taken into account when deciding the level of supervision.

The ratios below are recommended in the Borough Guidelines, but are minimums and should be subject to risk assessment of the location, activities and any special needs of the children:

Nursery	2 children to 1 adult
Reception to Year 3	6 children to 1 adult
Year 4 to Year 6	10 children to 1 adult
There must be a minimum of 2 adults in <i>any</i> group.	

All adult helpers must have an enhanced DBS.

Residential Visits

10 children to 1 adult	Minimum of 2 adults.
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Any adult helpers that are not members of staff, must have a fully enhanced DBS. All parents that work in school on a regular basis will have been checked. A list of names of parents who have been checked is available from the school office.

Suitable adult helpers should be selected for residential visits – this will depend on the age group, gender mix, needs of specific and the activities to be undertaken.

FIRST AID AND MEDICAL DETAILS

All members of staff accompanying children must be fully aware of any particular requirements.

In the event of emergency requiring a child/children to be taken to hospital, the member of staff accompanying will act 'in loco parentis'. In non-life threatening situations, permission to administer treatment and anaesthetic will normally be sought once parents have been contacted.

In a dire life-threatening emergency, the member of staff must check the Emergency Contact List to ascertain whether permission has been granted by the parent for the administration of medical treatment, including anaesthetic and/or blood transfusion (Appendix J) or by contacting the school office if on a day trip. Members of staff are not authorised to give permission if parents have not indicated that this is acceptable.

A proper First Aid Kit must be taken on all visits. The administration of medicines should be in keeping with normal school rules including the completion of an accident report form. Any particular requirements must be known in advance. Basic facilities to deal with sickness must also be taken. Use Emergency Action Plan (Appendix L) to refer to when making decisions.

ACTION IN THE EVENT OF AN EMERGENCY

Important Telephone Numbers:

Emergency services 999

School 01202 395138

Residential – refer to form 5 contacts

Refer to Appendix L for further guidance on Emergency Procedures.

Insurance Arrangements

The school currently has its insurance policy with Zurich.

Insurance covers:

Educational visits including offsite activities

Public Liability

Employer's Liability

Full details can be obtained from the office.

When we hire a minibus, the cost of the hire includes insurance cover.

Post-Visit Evaluation of Offsite Visits

A Post Visit Evaluation Form ((pupil forms are optional) Appendices C and I) must be completed by the lead member of staff and handed to the EVC within 5 working days.

The appendices that follow have been extracted and/or modified from the Bournemouth Borough Council Educational Visits Guidelines June 2005 and must be used in conjunction with this. A copy of this document is held by the EVC.

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