

# CAEDMON COLLEGE WHITBY – POLICY DOCUMENT: OUTDOOR LEARNING/ADVENTUROUS ACTIVITIES



## Policy for Educational Visits, Outdoor Learning and Adventurous Activities

### College Governance Status

This policy was first issued in July 2011 and was formally adopted by the Governing Body on 14 September 2011. It will be reviewed every three years or in light of new Government legislation or Local Authority guidance.

Review dates	By Whom	Date for Approval
June/July 2013	LA, staff and Governors	01.10.2013
July 2015	Staff and Governors	21.09.2015
September 2016	Staff and Governors	26.9.2016
November 2017	Staff and Governors	5.12.2017
January 2019	Staff and Governors	22.1.2019

### Signed by the Chair:

A handwritten signature in blue ink that reads 'Pen Cruz'.

### Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2. 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 is about getting children and young people out and about, providing them 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 young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Principal has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinator is: David Young  
Administrative tasks will be carried out by: Sally Nedley.

## **2. Establishment policy and procedures**

The NYCC Policy for Educational Visits, Outdoor Learning and Adventurous Activities (March 2018) is the employer's policy. 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 Principal and, if required, from North Yorkshire Educational Visits Advisory Service.

### **Consent**

Routine acknowledgement: whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visit will be included on our website. We will always aim to fully inform parents by letter of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions, a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be offsite but this may not be possible.

Non-routine consent: written consent will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by letter of the nature of each visit, activity or series of a similar nature.

Specific consent: written consent 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. We will fully inform parents by letter 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.

### **Staff competence**

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve. To ensure THE 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-ordinator will attend appropriate training and revalidation as required by the employer.

### **Visit Leader Training**

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

## **3. Planning and approval procedures**

Visit leaders should follow the employer policy, establishment policy, guidance, 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 and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively assurances will be gained through a Provider Statement as detailed in the employer policy

#### **4. Visit Planning and Management System**

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
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led).

Refer to local procedures and guidance regarding the establishments' use of these categories.

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 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 Principal 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.

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

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

Educational Visits Co-ordinator:

Local walking visits, bike ability training, local sports fixtures and local swimming visits

#### **5. Incident Management**

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in the appendix.

#### **6. 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.

## **7. 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 the CCW Charging and Lettings Policy.

## **8. Inclusion & SEND**

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption 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 the CCW SEN Policy.

## **9. 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 through the Base 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 the CCW Child Protection Policy.

## **10. Insurance**

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

## **11. 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.

## **Best practice policy for leading an Educational Visit**

### **Important:**

**Please note that visits require an absolute minimum notice of 3 full working weeks before departure. Also a term's notice is required for residential visits abroad as these need Governors' approval. As group leader it is your responsibility to make sure all paperwork and permissions are in place before you go. Please remember you are the Visit Leader with all the responsibilities that entails. These were outlined in your training and are also to be found in the Educational Visits manual (copy in main office)**

### **For best chances of a successful educational visit, staff should follow the following sequence**

- 1) See the Cover Manager, Carolyn Wilkinson, for available dates and to avoid clashes with other College activities.
- 2) Email the Principal for initial permission to run the visit.
- 3) As soon as you have the Principal's permission, get Form EV1 from Sally (EVC Clerk) in the main office on the Normanby Site.

At this stage, check the required staff-student ratio and complete a staff absence slip (peach coloured in the staffroom drawer or from Reprographics) and give this to Carolyn Wilkinson. **Remember to re-apply on a new peach slips if you alter your visit date(s) or substitute a member of staff. Otherwise, this could jeopardise your whole visit.**

4) Fill in and annotate where necessary, Form EV1 (generic risk) and write your (specific risk) analysis on the attached pro-forma document. **This should include a 'PLAN B' in case the visit needs to be abandoned for any reason.** Please also read the County Handbook for rules about visits, which is situated by the Clerk's desk in the main office. Ask the EVC or the Clerk for information about any special activities you have planned, eg, proximity to water. We have pre-prepared sheets from the County manual/handbook which can be added to your pack and annotated for your activity. **Please also have any external providers (other than NYCC County "badged" providers) fill in a provider declaration form-available from the EVC clerk. These can be faxed/emailed.**

### 5) The Parental Permission Letter

Produce a parental permission letter which **must include your planned activities** so that parents are fully aware what they are agreeing to. Make sure you request permission for **informed consent**, on the reply slip and **remote supervision** if students are to be out of your sight at **any** time and what the control measures for their safety will be. E.g. Mobile phone access to group leader (College Mobiles to be used). Buddy groups etc. **Attach a copy of the permission letter to Form EV1.** The EVC may amend your letter to satisfy legal requirements for your protection.

### **6) Approval Stage 1 (at least 3 weeks before departure or a complete half a term for trips requiring Governors' permission)**

Give completed EV1 forms to the EVC for initial scrutiny and permission. **(EVC's check signature 1)** soon as this is checked and returned to you, you can get the office to produce and send out your letters to parents. (The EVC Clerk will need a copy.)

### 7) The Briefing

Organise a briefing to **all participating students and accompanying staff (suitable ratio)**, ensuring everybody is aware of your expectations their obligations and the programme. Collect student names and mobile numbers for remote supervision and enter them on the form at the back of the EV1 **Check for specific medical needs and make students and staff aware of control measures. (Parental briefing meetings for all residential visits and trips abroad are essential).** At this point for trips with large numbers of students you should also designate a **deputy group leader**, preferably an experienced member of staff who could take over the leadership of the visit in case you are incapacitated for any reason. For smaller trips this could be any staff member or MSA but in all cases someone should be briefed and carry a spare copy of the risk pack on the day of the visit., For trips accompanied by only 1 member of staff please brief a trusted student on what to do if you are incapacitated. **Tick off/annotate your control measures on the briefing section of form EV1**

**Please also brief your designated Anchor person(s) and add their details to Form EV1 these should be senior member of staff. Include out-of-school hour's home contact/mobile numbers.**

8) Annotate your EV1 form to tailor it to your needs if this has been requested by the EVC or Principal (residential) following the advice from the EVC where necessary. **Meet with the EVC to discuss any uncertainties at this stage. Fill in the checklist on page 3 of form EV1. You will need a final signature underneath it from the EVC and/or the HT (residential) (Checking Signature 2).** It will help ensure you have covered all necessary preparations for the visit. **You must not enter into any binding contracts with visit providers, travel agents, etc, before County clearance (see next stage).**

#### **Final Approval Stage 2 (At least 2 weeks before departure)**

The EVC will hand on your completed form to Sally Nedley for entry onto the County Website. County must give permission, which is usually automatic by electronic acknowledgement unless the visit is complex, when they may request further details. **Only when this stage is complete is insurance in place and you are authorised to make the visit. The clerk or EVC will advise you if there is a problem.**

9) Check all permission slips and students' payments (where necessary) have been received and handed to the EVC clerk /finance assistant in the office.

10) On the day of the trip make sure all paperwork listed above is in place and that relevant phone numbers are carried by those responsible, including Coach Driver mobile numbers so the coach can be summoned in case of emergency or trip curtailment. There is a place to enter this on the back page of form EV1.

Participant Lists containing emergency phone contact numbers should be left at RECEPTION, ON THE STAFFROOM EDUCATIONAL VISITS BOARD and with your ANCHOR PERSON. Collect your copies of the risk analysis pack, first aid kit (where applicable) and your designated College mobile phone (if required) from Sally Nedley. Enjoy the trip.

11) Upon return please fill in feedback Form F1 and hand it to the EVC clerk.

**On residential visits please make a courtesy call to your College anchor person on arrival at destination to announce safe arrival and another when all are safely home.**

**NB In case of accident or emergency** contact College reception and/or your Anchor person (outside College hours) who will co-ordinate and inform parents. Where possible students should be discouraged from panicking and phoning parents on mobiles until facts are ascertained and solutions to the problem discussed with Anchor persons.

**Where possible get your Anchor Person to do the following; but if you cannot reach them immediately then adopt this procedure:**

**If the emergency involves a serious or fatal accident the police and LA must be informed immediately by telephoning**

the **Police on 999**

the **Local Authority (during office hours): on 01609 532218; outside office hours, the County Council's Emergency Planning Duty Officer on 01609 761888. This officer has immediate communication with the Director of CYPS and other key personnel. NO STATEMENT SHOULD BE MADE TO THE MEDIA – direct them to the County Press Officer**

#### **IMPORTANT**

**This list does not replace the full Educational Visits Instruction Manual which, as an Educational Visits group leader, you should read and be familiar with (file with Sally Nedley in College office). You can download a copy via:**

#### **Current staff involved in organising visits**

<b>Principal:</b>	<b>Simon Riley</b>
<b>Cover Manager:</b>	<b>Carolyn Wilkinson</b>
<b>EVC:</b>	<b>David Young</b>
<b>EVC Clerk:</b>	<b>Sally Nedley</b>
<b>Finance Clerk:</b>	<b>Carolyn Wilkinson</b>