



Boroughbridge High School and King James's School Federation

## POLICY STATEMENT

# Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Policy last reviewed (date)	March 2023
Ratified by Governors (date)	
Next policy review due (date)	March 2024
Due for review by Governors (date)	March 2024
Staff Lead	Director of Business Services

### **MISSION STATEMENT:**

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by promoting that 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.

### **Significant revisions since the last review:**

Added the work 'Evolve' to Visit Management Systems.

## 1. INTRODUCTION

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. This Policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the NYCC Employer Policy: [Educational Visits, Outdoor Learning and Adventurous Activities July 2018 \(Revised October 2020\)](#).

Learning beyond the classroom involves the use of places other than the classroom for teaching and learning. It is about providing opportunities for children and young people to be 'out and about' outdoors or at other venues, 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, educational visits performing as a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

"National guidance for the management of outdoor learning, off-site visits and learning outside the classroom" ([www.oeapng.info](http://www.oeapng.info)) has been adopted as our guidance for good practice for outdoor learning, educational visits and adventurous activities. In this policy this is referred to as 'National Guidance'.

Further guidance can be obtained from North Yorkshire Educational Visits Advisory Service:  
Simon Willis [simon.willis@northyorks.gov.uk](mailto:simon.willis@northyorks.gov.uk) 07970 679517 Schools Support Team  
[educationalvisits@northyorks.gov.uk](mailto:educationalvisits@northyorks.gov.uk) 01609 798864

## 2. 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.

### Appointed Educational Visits Co-ordinator(s):

- **Justin Waters, Director of Business Services (King James's School)**
- **Ben Ambler, Assistant Business Manager (Boroughbridge High School)**
- **Sarah Bloomfield, Assistant Head (Boroughbridge High School)**

Administrative tasks will be carried out by the designated Visit Leader with support from the Administration and Business Services teams.

Both Headteachers have opted to appoint an Educational Visits Co-ordinator with the training and experience to enable them to competently discharge their responsibilities as listed in the NYCC Employer Policy.

## 3. ESTABLISHMENT POLICY AND PROCEDURES

The Federation will adhere to NYCC Employer 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 NYCC Employer Policy will take precedence with clarification sought from the EVCs, Headteachers, 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 (walking distance 15-20 minutes) and activities (including PE sporting fixtures up to 30 miles) which are a part of our normal educational provision during the school day. Information regarding the nature of the types of visit will be included with the acknowledgment request. We will always aim to fully inform parents by whichever written method(s) the school deems appropriate 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 which may also be electronic via ParentPay/ParentMail or Bromcom 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, email or text of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent which may be by ParentPay/ParentMail, Bromcom or handwritten 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 or email 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 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-ordinators will attend appropriate training and revalidation as required by the employer.

## **Visit Leader Training**

Visit Leaders will be approved by the appropriate Headteacher or EVC and will have attended appropriate training as required by the employer prior to leading a trip.

#### 4. PLANNING AND APPROVAL PROCEDURES

Visit Leaders should follow the NYCC Employer Policy, establishment's policy, guidance, local procedures and standard assessments of risk. Approval for trips is detailed below:

- Local learning area - EVC
- Joint visit - EVC
- National - EVC
- Overseas - EVC and Head (jointly in agreement)
- Residential - EVC and Head (jointly in agreement)
- Exchange - EVC and Head (jointly in agreement)
- Adventurous (provider led) - EVC and Head (jointly in agreement)
- Adventurous (self-led) - EVC and Head (jointly in agreement)

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.

When making the decision to plan an off-site activity it is essential to consider the justification for the visit, how it fits into the curriculum and what the participants will gain from the experience i.e. what are the learning outcomes for the activity.

External providers: Wherever possible visit leaders will gain credible assurances of health and 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 NYCC Employer Policy.

#### 5. VISIT PLANNING AND MANAGEMENT SYSTEM

A web-based system called Evolve 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 appropriate Educational Visits Co-ordinator.

**Commented [PL1]:** Added as it is recommended we insert the name of the software used.

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 NYCC 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 Headteacher 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.

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

Headteacher: Visits abroad and all adventurous activities.

EVC: National, residential and all visits/activities. All visits abroad and adventurous activities should be approved prior to the consideration of the Headteacher and LA.

- The single most important factor in ensuring the safety of participants involved in an Educational Visit is the competence of the Visit Leader. The EVC should therefore consider the following when assessing the competence of a member of staff to lead, or accompany a visit:
- What are the leader's reasons for undertaking the visit?
- Is the leader an employee and if not, is there a clear line of accountability?
- Can the leader/leadership team appropriately manage the teaching and learning in addition to the health, safety and welfare of the young people?
- Do all accompanying adults have a defined role?
- Is the leader organised?
- Are the leader/leadership team competent in managing risk?
- What experience has the leader of the young people he/she intends to lead?
- What is the leader's and leadership team's prior experience of similar visits or activities?
- Has the leader been inducted into the establishment's procedures?
- What experience has the leader of the environment/geographical area chosen?
- Do the leader/leadership team possess appropriate qualifications?
- If appropriate, what are the leader's and leadership team's personal levels of skill in the activity, and fitness level?
- If leading adventurous activities have all the leaders been approved by the Employer/Adviser?
- Has the leader addressed medical, first aid and inclusion issues?
- Is the leader aware of, and able to comply with all relevant guidelines?

## 6. RISK AND INCIDENT MANAGEMENT

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

Risk management is an inherent part of visit planning, should be proportionate to the complexity of the visit being undertaken and evidenced. This may include: • generic risk assessments/operational procedures • specific risk assessments Risk management is the responsibility of the whole staff team led by the visit leader.

Incident Management plans should be tested in line with DfE advice, [www.gov.uk](http://www.gov.uk), and the School Emergency.

## 7. 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.

## **8. 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 and in line with the Charging and Remissions Policy.

## **9. INCLUSION & SEND**

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation 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 (in line with the schools' SEND policies).

## **10. 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. Further information can be found in the schools' Safeguarding policies.

## **11. 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.

## **12. 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.