



Outdoor Learning and Off-Site Visits Policy



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Policy Review

This policy will be reviewed in line with the Mosaic Federation policy review cycle.

The policy was last reviewed and agreed by the Governing Board on 28.11.24

It is due for review in in 2029

Head Teacher:	Date:
Chair of Governors:	Date:
Vice Chair of Governors:	Date:



Rationale

The Purpose of this policy is to outline how Outdoor Learning and Off-Site Visits be conducted in school. To ensure they are planned and purposeful and that statutory responsibilities are adhered to.

Educational visits and Learning Outside the Classroom are an integral part of life at our school, furthering the education of our pupils.

We believe that Learning Outside the Classroom is important because:

- Children can be introduced to a range of new experiences to allow them to learn new ideas, facts and concepts in a real-world context.
- It promotes independent learning and curiosity
- It can provide challenge and the opportunity to take acceptable levels of risk
- It can improve young people's attitudes to learning
- It allows children to develop confidence, self-awareness and skills such as communication, team-work, leadership and problem solving
- It develops self-esteem through providing a range of opportunities for pupils to excel
- Residential trips can help pupils to develop their social skills, independence and resilience

Educational visits and Learning Outside the Classroom are school wide activities and are encouraged at every opportunity.

The Early Years Foundation Stage (EYFS) curriculum places a strong emphasis on the importance of out of the classroom learning experiences and it is here that we begin to foster a love of the outdoors in our children.

Aims

- To develop Learning Outside the Classroom as an entitlement for all young people
- To develop the curriculum through using the local environment and community
- To deliver a wide range of progressive and frequent Learning Outside the Classroom activities for all year groups
- To offer pupils exciting and stimulating experiences that enthuse them in their learning
- To make learning more engaging and relevant

- To provide the opportunity for all children in KS1 and KS2 to attend a residential experience

How We Deliver This

Teachers and children have access to a stimulating outdoor learning environment within the school grounds.

Teachers are encouraged to regularly move their teaching from the classroom to outside.

It is expected that all classes will have at least one trip per term which will be included in their curriculum plans and will support and expand teaching and learning opportunities.

These trips will be both within our local community and outside our local community.

Year 6 have the opportunity to attend a 5-day residential at Thurston.

We celebrate the children's achievements in outdoor learning and residential with our Bronze Gold and Diamond Personal Development Awards which take place at the end of Year 2, Year 4 and Year 6.

Guidance

Our school has adopted the OEAP National Guidance see the link below;

<https://oeapng.info/about-national-guidance/>

other related guidance followed is South Tyneside Council Guidance for offsite Visits and Adventurous Activities.

The above guidance is applied throughout this policy.

Staff follow this guidance, they work with the Educational Visits Coordinator (EVC) and always use the EVOLVE system.

The EVC advisers are Martin Simpson info@simonsideoutdooradventure.com or SYP Service Manager Alex D'Ambrosie alex.dambrosie@southtyneside.gov.uk

Nominated staff must undertake EVC training, this must be revalidated every 3 years. Details can be found through South Tyneside Evolve page and at www.simonsideoutdooradventure.com

Staff should also complete School Visit training using the national college learning platform.

Charges for Off-site Activities and Visits

Charges will take into account the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 and 462 of the Education Act 1996.

The school adheres to the Mosaic Charging policy.

To support poverty proofing we always give parents as much time as possible to pay for trips and offer an option to pay in instalments when necessary.

Wherever possible funding is applied for to reduce the burden of costs for families, in particular disadvantaged groups.

The school office will add school trips to parents pay with as much notice to allow families a longer time period to pay.

Pupil Premium money is available to support disadvantaged children.

Clarification of Roles

Mr John Drynan is the named governor for Health and Safety in our school.

The EVC advisers are Martin Simpson info@simonsideoutdooradventure.com or SYP Service Manager Alex D'Ambrosie alex.dambrosie@southtyneside.gov.uk

The staff responsible for approving Evolve are; Mrs McGurk, Miss Hudson, Mrs Henderson, Mr Lewins and Mrs Riches.

The Visit leader will be the class teacher in charge of organising and leading the trip. Visit leaders should access national college training for school trips.

Procedural Requirements

Risk Management

Staff will have access to the national college to complete risk management training. Risk assessments will be completed and approved by staff responsible for Evolve.

Visit leaders will ensure minimum requirements for staff ratios, depending on the nature of the learners and the specific type of visit.

Generic risk assessments will be created including information about specific local hazards and how associated risks should be controlled.

Parental Communication and Consent

Consent for school trips will be communicated through parentpay. Families can also consent via the school office/class teacher.

Participant Information and data protection

The school will adhere to GDPR regulations and permissions applied as agreed in the parent consent booklet. in particular with regards to photo consent.

Prior notification and approval of visit plans

Visit plans can be decided during creative curriculum days/ PPA, to allow sufficient time for planning and approved by seniors leaders. If required staff may conduct a pre visit to evaluate the location.

Any types of visit that should be approved only after consultation with an external adviser

This will be reviewed on a one by one basis.

Checking out and checking in before and after a visit **Emergencies**

School visits will leave and arrive via the school office. The visit leader will carry a list of emergency contacts for each child. The allocated first aider on the trip will ensure that a first aid kit is taken, including any inhalers and any medication where necessary according to individual health care plans.

Monitoring and Evaluation

Senior leaders will monitor and evaluate school visits to ensure value and receive feedback from visit leaders in line with OEAP guidance..

Personnel Matters

Staff will;

- at the discretion of the Head teacher be allowed time for planning and preparing school trips.

- at the discretion of the Head teacher receive time back for hours worked outside of usual hours.
- adhere to staff code of conduct at all times.
- disclose any medical or other issues that could affect their safety, capability or judgement.
- Staff must have business use car insurance if transporting children in their own car.
- be provided with any resources such as protective clothing and equipment.
- be provided with guidance, training and support
- be covered by public liability insurance.

Volunteers

- unsupervised volunteers will have completed the school vetting procedures as per the volunteers in school policy and be DBS cleared.
- Supervised volunteers will be invited on school trips by the visit leader and will remain under their supervision.
- Volunteers will not act as visit leaders.

Emergency Procedures and Incident Reporting

The visit leader is aware of emergency reporting procedures and will take an emergency contact list for every child on the trip.

The visit leader will advise the school office of any incidents or emergencies.

Behaviour

The school behaviour policy and staff code of conduct will be followed at all times during the visit. As always, we have high expectations of behaviour and manners in school. Where children have not been able to meet the behavioural expectations in school they will not be permitted to take part in visits outside of school.

Inclusion

The school is committed to equality.

It is the expectation that all children will participate in school trips within school hours which are part of the curriculum.

School trips will be accessible for all participants.

The children will integrate through participation with peers.

Insurance

The school has a valid certificate of Employers' Liability Insurance. This is renewed annually through South Tyneside Local Authority.

Property

It is the responsibility of participants to take care of their own property.

Leaders will ensure that there is adequate security for property during a residential visit.