



Aylesford School

COURAGE
CONFIDENCE
CHARACTER

Learning Outside The Classroom Policy

Ratified/Reviewed	To be reviewed
November 2021	October 2022

Addendum to Policy:

Aylesford School is committed to outdoor learning and experiential learning wherever it is possible. Due to the current global pandemic of Covid 19, school trips and visits are in line with Government guidance and legislation.

Introduction

This document provides maintained schools with the guidance needed to put in place a Policy Statement for Outdoor Learning and Educational Visits. The value of outdoor learning and educational visits are widely recognised as an important tool for supporting the education and development of children and young people, providing direct curriculum-linked activities to improve learning, skills, understanding and activity opportunities to enhance PE and extra-curricular activities. They also provide a wide range of personal development opportunities to support the development of real-life skills.

“Learning outside the classroom contributed significantly to raising standards and improving pupils’ personal, social and emotional development.”

Ofsted – Learning Outside of the Classroom report

“It has long been acknowledged that pupils can derive a good deal of educational benefit from taking part in visits with their schools. In particular, they have the opportunity to undergo experiences not available in the classroom.”

Health and Safety of Pupils on Educational Visits – Department for Education and Skills, 1998

“Outdoor learning supports academic achievement, for example through fieldwork projects, as well as the development of ‘soft’ skills and social skills, particularly in hard to reach children. It can take place on school trips, on visits in the local community or in the school grounds.”

House of Commons Education and Skills Select Committee, February 2005

Aylesford School strongly believes in the benefits of well planned, high quality outdoor learning and educational visits and encourages schools to provide opportunities for all pupils to experience visits and outdoor activities using a range of environments, geographical, cultural and historical sites and activities to support their curriculum.

Aims and Objectives:

Aylesford School has a clear and robust system, policy and procedures in place for the planning, safe management and monitoring of educational visits and activities. The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - with appropriate risk management and assessments that are specific to the needs of the group, individuals, the planned activity, the location and the environment. This includes any significant risk assessment information being shared with all adults and children on the visit as appropriate.
- Visits and activities are planned with clear educational aims and objectives, based on pupils’ needs and abilities, to support high quality learning outcomes. At Aylesford School, these visits and activities link to the curriculum. They provide real life experiences, which enhance and enrich the children’s learning and provide opportunities to support the development of real life skills.
- All trips are reviewed and evaluated on the EVOLVE system in relation to aims and future planning. For outdoor, residential and adventurous activities, this will take place in the form of a meeting following the trip.

Risk Management:

Visits are planned to ensure the safety of pupils and young people, including appropriate risk management and assessment that is specific to the needs of the pupils, the planned activity and the location and environment. Risk assessments are undertaken for all off-site visits and outdoor activities. Emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight or during holiday periods).

All Teachers have a school phone and numbers for emergencies. All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies. Qualified first aiders accompany each class and systems are in place for incidents and accident reporting. DSLs (Designated Safeguarding Leads) are available by phone on all trips and overnight residential trips.

The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training - the Educational Visits Coordinator (EVC). At Aylesford School, this is Tanya Kelvie (Headteacher) and Maria Bartholomew (Administrative Assistant). Our EVCs have attended EVC training courses and will attend an EVC update every three years (January 2020). Residential trips are over seen by the Outdoor Educational Team through the EVOLVE system, Headteacher and Governors.

The governing body monitoring pair responsible for safeguarding review the policy, in line with the policy schedule, or before, if required. Visits and activities are planned and led by TLR holders who are competent members of the school community in conjunction with venue / establishment staff, who hold appropriate qualifications and experience as required by the activities. All school staff are trained for their roles in leading and accompanying educational visits and activities.

Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management and ratios. External providers used to provide services and support, are checked to ensure they are suitable for use on educational visits, meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence) where appropriate.

Written consent is obtained from parents / guardians / carers for all trips. Specific medical consent, informed activity and instructions are obtained from parents / guardians / carers as appropriate for Outdoor learning and educational visits policy Page 4 of 7 the type of visit or activity. All parents / guardians / carers are given enough information to be 'fully informed' about all educational visit activity plans.

Full medical information and details of other issues such as behaviour, special needs and dietary requirements are obtained from parents and are available to visit leaders and accompanying school or establishment staff. Specific risk assessments are undertaken where necessary for individual children in conjunction with parents / guardians / carers. The EVC will ensure the level of first aid provision needed for each trip. The Health and Safety Executive (HSE) guidelines for first aid equipment are followed to ensure appropriate provision.

The trip leader should have a PLAN B in the event of the planned agenda needing to change. This is recorded on the risk assessment and all parties should be aware. The Headteacher ensures that in the event of a major incident or accident, LA guidelines are adhered to in terms of informing parents, staff and the media to ensure that serious incidents, accidents and near-accidents are investigated.

Scheme of Delegation for the Management of Educational Visits and Outdoor Learning Activities

EVOLVE:

From 1 September 2017, all maintained schools and establishments were given the responsibility for approving their own educational visits and activities, including residential and adventurous activities. Kent County Council (KCC) provides all schools with a Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities to support and guide schools in the safe planning and management of outdoor learning activities and educational visits.

The EVOLVE system provides a powerful and easy to use tool for Headteachers and EVCs to use day-to-day to reduce the workload and administration of visit management. The system provides a comprehensive tool to evidence good planning and practice on educational visits and activities, covering all aspects of visit management from staffing to risk management in an online tool, as well as for reporting on and evaluation of visits.

KCC monitor compliance with the scheme of delegation and adherence to the Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities.

All information is held securely on this site in line with General Data Protection Regulation (GDPR) regulations.

Appropriate expertise through the EVOLVE team is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios etc.

At Aylesford School, the residential visits are planned by the school staff and advice / approval is sought from the EVOLVE team. External providers on the EVOLVE system used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL) as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.

At Aylesford School, venues are checked and approved by the EVOLVE team and the school. Information and documents relating to educational visits are appropriately stored and retained, in line with GDPR and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents. Information and documents are held on the EVOLVE system and in secure folders in school. Individual class teachers carry an offsite folder with children's trip data sheets, medical information for adults in a sealed envelope, blank medical forms, venue information (booking details), risk assessments and green safeguarding forms which remain with the class teacher at all times. The EVC (Tanya Kelvie and Maria Bartholomew) formally approves all visits and activities.

The school uses the EVOLVE system to record all trips. Residential trips are approved by the EVOLVE team, Headteacher and school governors. Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety, visit aims and to aid future planning. The EVC is informed of any specific issues affecting future visits, venues and transport of the group. Full training is given on the use of the EVOLVE service and visit management. The Headteacher or Educational Visits Coordinator (EVC) formally approves all visits and activities. The KCC outdoor education team and the headteacher approve residential trips. KCC retains its legal health and safety responsibilities under the Health and Safety at Work Act as the ultimate employer of staff.

KCC delegates the responsibility for the safe planning and management of outdoor learning and educational visits, including residential and adventurous / more hazardous activities, to the Governing Bodies of maintained schools and Management Committees of Pupil Referral Units.

KCC provides all schools with a **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities** to support and guide schools in the safe planning and management of outdoor learning activities and educational visits. The **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities** can be found here: <http://www.kelsi.org.uk/Curriculum/outdoor-education>

[KCC also provides maintained schools with a model policy to consider adapt and adopt. The model is included in this document.](#)

Transport:

Hired transport – The school should ensure appropriate levels of supervisory staff are available to ensure the safety and welfare of all pupils. The driver of the coach has no responsibility for the behaviour and conduct of the pupils.

Public transport – Close supervision should be ensured. Use of private cars – Staff must ensure they have appropriate insurance cover for conveying pupils during the course of their professional duties. Parents must be informed if private transport is used. Parents volunteering to provide transport in their cars will be asked to certify (a) that they have fully comprehensive insurance (b) that their vehicle is in a roadworthy condition and (c) that they have a valid driving licence. The school will not reimburse parents/staff for the use of their cars. Unless agreed otherwise with the EVC, there should always be two adults in each vehicle.

On occasions when more than one coach is used to transport a class of children, the trip leader will travel on one coach and will delegate overall responsibility for the children on the other coach to another employee of the school, until at the destination. Consideration should also be given to the personality, behaviour and SEN of the children involved.

When travelling by coach or minibus, adults should space themselves evenly throughout the vehicle to ensure adequate supervision at all times. Children should not travel in the front seat of vehicles, and a check should be made beforehand whether 'booster seats' are needed.

Emergency Procedure:

- In an emergency, the emergency services should be contacted if needed.
- The children should be evacuated to a safe area.
- The trip leader should ensure that all members of the party, adults and children are accounted for.
- The trip leader should telephone the school's designated person, usually the Headteacher, and arrange to keep them regularly informed.
- The designated person (Headteacher) will inform KCC and the Chair of Governors.
- The designated person will contact parents and other named persons as appropriate.
- Adult helpers should be told not to make contact by mobile phone to avoid misinformation and rumour.

Access to Advice, Guidance, Training and Support

Schools and establishments must ensure that their staff members have access to appropriate advice, guidance and training to support their role in planning and managing visits and activities

KCC enables schools to access appropriate advice and guidance by purchasing service and support packages from the Outdoor Education Advisory Service. Those that do will have direct access to professional outdoor learning and educational visits support, guidance and technical advice.

Maintained schools not purchasing an Outdoor Education Advisory Service support package will need to make their own arrangements for access to professional technical advice and guidance to support their staff.

Training for all schools and establishments is available from the Outdoor Education Advisory Service, including INSET and bespoke training, across a wide range of outdoor learning and educational visit areas - from visit management to practical outdoor learning skills and leadership qualifications.

Contact the **Outdoor Education Advisory Service** for further information on service packages, support and training – outdoor.education@kent.gov.uk or 03000 410 901.

Health and Safety Responsibilities

The scheme of delegation for Outdoor Learning and Educational Visits transfers the day to day responsibility for the safe management of outdoor learning activities and educational visits to the Governing Bodies of maintained schools and the Management Committees of Pupil Referral Units.

KCC retains its legal health and safety responsibilities under the Health and Safety at Work Act as the ultimate employer of staff in Community and Voluntary-Controlled schools and Pupil Referral Units. Through the scheme of delegation the Governing Bodies/Management Committees act as the employer in the first instance.

For Foundation and Voluntary-Aided schools, the employer is the Governing Body, and they retain their responsibility for ensuring the safe planning and management of Outdoor Learning and Educational Visits.

The change in delegation of the management of the health and safety of school educational visits brings this area in line with KCC's general approach to the management of health and safety in schools.

This Guidance Note and Model Policy Statement for Educational Visits and Outdoor Learning forms an extension to the main **KCC Health and Safety Policy for Schools**. The policy can be found here [-http://www.kelsi.org.uk/data/assets/word_doc/0010/41779/health-and-safety-policy-for-school.docx](http://www.kelsi.org.uk/data/assets/word_doc/0010/41779/health-and-safety-policy-for-school.docx)

The principals of the KCC Health and Safety Policy for Schools apply to the safe practice and management of educational visits and outdoor learning activities, and this policy statement should be managed and implemented in conjunction with it.

All maintained schools and establishments are required to adopt a policy statement on Outdoor Learning and Educational Visits.

Schools and establishments can meet the policy statement requirements **either** –

- through the purchase of an Outdoor Education Advisory Service SLA (Package A or B)
- **or** through their own school or establishment's own internal policy and procedures.

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Monitoring

KCC will monitor, on an annual basis, compliance with the scheme of delegation and adherence to the Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities.

For schools purchasing a service and support package (A or B) from the Outdoor Education Advisory Service, visits and activity compliance will be monitored through the EVOLVE online educational visits system and advisory support included with the SLA. **These schools are not required to submit annual audit information.**

Maintained schools not purchasing a service and support package (A or B) from the Outdoor Education Advisory Service **will be required to submit a yearly Outdoor Learning and Educational Visits Audit.**

Individual visit / activity planning and management may also be 'sample' monitored or directly inspected as required.

Useful Information and Resources

- **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning** –
<http://www.kelsi.org.uk/Curriculum/outdoor-education>
- **Outdoor Education Advisors Panel (OEAP) National Guidance for Educational Visits and Activities** – <http://oeapng.info/>
- **DfE Guidance on the Health and Safety of Pupils on Educational Visits** -
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>
- **Emergency Planning Guidelines for Kent Schools** -
<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>
- **Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings** -
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>
- **KCC Incident/Accident Reporting** -
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>
- **KCC Health and Safety Inspection Proforma** -
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

Useful Contacts

- **KCC Health and Safety Unit**
Health and Safety Advice Line: **Tel:** 03000 418456 / **Email:** HealthandSafety@kent.gov.uk
Location: Room 3.32 Sessions House, Maidstone, ME14 1XQ
- **The Outdoor Education Advisory Service**
Tel: 03000 416539 / **Email:** outdoor.education@kent.gov.uk
Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS
- **KCC Insurance and Risk Management**
Tel: 03000 416440 / **Email:** insurance@kent.gov.uk
Location: Room 2.53 Sessions House, Maidstone, ME14 1XQ
- **Health and Safety Executive (HSE)**
Enforcement of Health and Safety Legislation. -
<https://extranet.hse.gov.uk/lfserver/external/F2508IE>
Tel: 0845 345 0055 online reporting.
- **RIDDOR Incident Contact Centre**
The reporting service for work-related health and safety, RIDDOR incidents to the HSE.
Website: www.riddor.gov.uk. **E-mail:** riddor@connaught.plc.uk
- **Safe Practice in Physical Education and School Sport**
Association for Physical Education (AfPE) - www.afpa.org.uk
Tel: 0118 378 6240, **Email:** enquiries@afpe.org.uk



Kent County Council Children,
Young People and Education

**OUTDOOR LEARNING AND EDUCATIONAL VISITS
POLICY STATEMENT
Of
AYLESFORD
School**

Statement of Intent:

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; an **Educational Visits Coordinator (EVC)** will be nominated in each school or establishment to carry out this role and they will attend an EVC training course, and an EVC update course every 3 years. This role can be retained by the Headteacher / Manager or delegated to an appropriate staff member.
- The Governing Body has designated a Governor with direct responsibility for oversight and monitoring of Outdoor Learning and Educational Visits; this could be incorporated into existing Governor's Health and Safety responsibilities, or form a new role.
- Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.

- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.
- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.
- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.
- Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These should be shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.

Signed: _____ _____	Signed:
<i>Head teacher</i>	<i>Chair of Governors</i>
Date: _____ _____	Date: