



Learning Outside the Classroom & Offsite Visits Policy & Guidelines

Date of Review: June 2019
Approved by: Trust Board
Next Review Date: June 2021
Policy Author: Director of HR

1. RATIONALE

- 1.1 Safely managed educational visits, with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of The Rodillian Multi Academy Trust (RMAT).
- 1.2 They are an opportunity to extend students' learning and to enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment; they are to be encouraged.
- 1.3 All educational visits must be planned in a timely manner in accordance with this policy. Risk Assessments must be adapted to ensure that they meet the needs of the trip/activity.

2 PURPOSE

- 2.1 To ensure that every student has the opportunity to benefit from educational visits.
- 2.2 To ensure all visits are safe, purposeful and appropriate in order to meet the educational needs of students taking part.
- 2.3 To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for the Trust Board, Executive Headteacher, Heads of School, Director of HR, Facilities and Health & Safety Manager, staff, helpers, students and providers involved in educational visits.
- 2.4 To comply with RMAT 'Policy for the Management of Learning Outside the Classroom / Offsite Visits and Activities'; and use of the "Offsite Visits-Operational Procedures", keeping up to date with further advice.
- 2.5 To meet DfE guidelines (1998) entitled 'Health & Safety of Students on Education Visits' (HASPEV); DfE 3 part supplement any guidance published November 2018 and DfE Health and Safety 2014 Guidance. To ensure where appropriate, further advice is sought from the relevant professional from the RMAT Central Team.

3 APPROVAL

- All visits are linked to the academy aims and where possible planned and approved well in advance in accordance with visits planning procedures. (See visit timescales)

- The Executive Headteacher of the RMA T will be informed of all visits but delegate approval of low risk and routine visits and occasional opportunities to the Head of School and EVC (See delegated approval levels).
- After Head of School's approval all higher risk visits including adventurous activities, residential experience and foreign travel will be submitted to the Executive Headteacher for approval

4 VISIT TIMESCALES

- Trips need to be planned and approved at least 6 weeks before they take place
- Residential, overseas or high risk visits need to be approved at least 3 months before they take place
- For overseas visits the RMA T must be contacted 3 months prior to any bookings being made

5 DELEGATED LEVELS OF AUTHORISATION

Overseas:	Executive Headteacher Approval
Residential:	Executive Headteacher Approval
*Adventurous (Externally Led):	Approval Delegate to Head of School (RMA T advised)
*Adventurous (Led by Own Staff):	Approval Delegated to Head of School (RMA T advised)
None of the Above: Approval	Delegated to Head of School

*Adventurous – the classification of 'adventurous' activities is within Appendix A

6 EDUCATIONAL VISITS CO-ORDINATOR (EVC)

- A named Educational Visits Coordinator (EVC) will be appointed within each academy
- The EVC will ensure that they are up to date on the current legislation and that they attend the required training
- The EVC will identify and record with the minimum paperwork, qualifications, training, development, induction and apprenticeship arrangements for all visit leaders
- The EVC will approve visit leadership, planning checklist, risk assessment, management and evaluation of all visits
- The EVC will ensure that the required information is correct on the Evolve system prior to seeking approval

7 VISIT LEADER

- There will be a named visit leader (and where appropriate, deputy) on all visits
- The visit leader will have attended the required training/support with the EVC prior to leading a visit

- The visit leader will ensure that all the required information is uploaded onto Evolve and that the required information is held on Evolve prior to submitting the trip for checking by the EVC
- The visit leader will ensure sufficient staff and helpers of the right experience are checked (DBS if appropriate) and briefed prior to and throughout the visit
- The visit leader will ensure that there is the correct ratio of staff/adults to students prior to the visit taking place
- The visit leader will ensure risk assessment and management including generic, site specific and on-going are undertaken and recorded
- The visit leader will ensure that ALL the staff and adults attending the off-site activity/visit have read and understood all the risk assessments prior to and during the visit
- The visit leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed
- The visit leader will ensure that ALL the staff and adults attending the off-site activity/visit have read and are aware of any students medical needs/dietary needs/allergies and care plans (where applicable) prior to and during the visit, ensuring that risk assessments are amended where necessary to accommodate specific needs
- The visit leader will ensure that the School Management Information System (SIMs) is checked with the relevant Pastoral Leader to ensure that the student information is correct.
- The visit leader will ensure that there is a qualified first aider within the staff attending and/or at the visit location. In an emergency the visit leader will contact the local emergency services, parents, leadership and the EVC at their academy immediately.
- Visit leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing students and parents
- Visit leaders will ensure that they are aware of any safeguarding or SEND matters relating to students, prior to attending a trip and they must advise colleagues supporting, as they deem appropriate to safeguarding the individual student and others
- Visit leaders will, where possible, undertake exploratory visits or seek references from other academies if using new venues
- Visit leaders will ensure that they have emergency contact details for ALL students prior to the trip taking place
- Visit leaders will ensure that ALL parental consents have been received prior to the trip taking place which will include details of medical information, any allergies, emergency contact information and any information specific to the student which may affect their ability whilst attending the trip (eg. swimming ability)
- Visit leaders will ensure that all staff know to pass on any 'Cause for Concerns' from students directly to themselves as the trip leader, should they occur whilst on the visit. The visit leader will then be responsible for passing on any 'Cause for Concern' to the relevant academy through CPOMS if possible, to be dealt with appropriately following the RMA Child

Protection Policy. With any Cause for Concern the visit leader must notify the Emergency Contact within their Leadership Team, who will then notify the Executive Headteacher and the Director of HR

- In the event of a serious medical emergency, the trip leader will notify the Emergency Contact within their Leadership team of their academy, who will then notify the Executive Headteacher, the Director of HR and the Facilities and H&S Manager of the RMAT. The Visit Leader will also notify the parent/carer of the student as soon as possible and keep them updated as necessary.

8 PARENTS

- Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details
- Parents will be given the link to the 'Learning Outside the Classroom' website (www.lotc.org.uk) with details of the practice we follow.
- Where appropriate, for high risk residential and foreign visits meetings with parents will be arranged
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances

9 STUDENTS

- Students should be briefed about aims, expectations and codes of conduct for all visits. On-going briefings are an important part of learning and safety
- Where possible students should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning
- Students will be made aware of the names of staff with key responsibilities to help and assist as necessary on the visit eg. The trip leader; First Aider etc.

10 CONCLUSION

- 10.1 Although part of health and safety policy, learning outside the classroom/offsite visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

Adventurous activities

These include:

- Climbing: for example rock climbing, abseiling, ice climbing, gorge walking, ghyll scrambling, sea level traversing, high- and low-level ropes courses.
- Watersports: for example canoeing, kayaking, dragon boating, wave skiing, white-water rafting, improvised rafting, sailing, sailboarding, windsurfing.
- Trekking: for example hill-walking, mountaineering, fell-running, orienteering, pony trekking, off-road cycling, off-piste skiing.
- Caving: for example caving, pot-holing, mine exploration.
- In-flight: for example hot air ballooning, parachuting
- Challenges and Skills: for example archery, quad bikes, assault courses, mountain boarding, initiative exercises.