

# BARNS GREEN PRIMARY SCHOOL

## Learning Outside the Classroom (LOTC) & Off-site educational visits policy

### OUR SCHOOL VISION AND VALUES

#### Barns Green Primary School

Our Values are:

- Respect
- Responsibility
- Perseverance
- Compassion
- Community
- Inclusion

Our Vision is:

Promoting independent thought and learning

Providing a broad-based education

Respecting individuality and difference

Emphasising the importance of team work

Nurturing physical health, emotional security and spiritual richness

Our pupils will learn to become self-confident, enthusiastic, resilient and tolerant.

2018

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## Learning Outside the Classroom (LOTC) & Off-site educational visits policy

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# BARNS GREEN PRIMARY SCHOOL

## Learning Outside the Classroom (LOtC) & Off-site educational visits policy

### Introduction

**1.1** Barns Green Primary School provides many opportunities for its students to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

**1.2** The value of LOtC is well recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

**1.3** This document outlines the specific policies and procedures for Barns Green Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance;
- OEAP National Guidance.
- Departmental advice on health & safety for schools, regularly updated. See: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

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### Roles and Responsibilities

**2.1** The Governing Body satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All LOtC activities and off-site visits that are residential need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

**2.2** The Head Teacher is delegated by the Governing Body to approve all LOtC activities and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of the risk assessments on the T drive.

**2.3** The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities and visits follow the correct procedures. The person with these responsibilities will approve the Visit Leader for every visit and monitor the risk management processes to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Visit Leader in identifying the purpose and outcomes for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers. It is important to consider the continuing professional development needs of staff engaged in these activities;
- Ensure that Disclosure and Barring Scheme disclosures are in place, where necessary;
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. (see Emergency contact card in visit pack);
- Keep records and make reports of incidents, accidents and 'near hits';
- Review and regularly monitor policies and procedures;
- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

**2.4** The Visits Leader (a class teacher organising the visit) is responsible for identifying the purpose and outcomes for the visit. A robust risk management process is necessary for all LOtC activities and visits. Significant hazards and their

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control measures will need to be recorded and attached to the EVOLVE visit form (available on <http://www.westsussexvisits.org>).

This will take account of:

- Generic hazards;
- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport;
- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management processes.

**2.5** Participants are encouraged to consider hazards involved in LOtC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour.

### Guidance Notes for LOtC Activities and Off-Site Educational Visits

To ensure good practice and compliance with the necessary regulations it is expected that:

**3.1** All Visit Leaders will familiarise themselves with the published advice and guidance.

Further information is available from the EVOLVE website ([www.westsussexvisits.org](http://www.westsussexvisits.org)).

Training for staff and Visit Leaders will be arranged by the school to include all aspects of supervision, on-going risk management (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.

**3.2** In order to plan LOtC activities and visits the **EVC** should be involved in discussing plans at an early stage. Routine or local visits such as sports fixtures also need to be planned ahead. It may be possible to approve a series of events

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on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

**3.3** Parental Consent and contact details must be available for the Emergency Contact and the Visit Leader to take on the visit. See Appendix A

**3.4** Internal Approval Form. See Appendix C. This local form is used to achieve any necessary cover arrangements.

**3.5** An EVOLVE Visit form must be completed for all residential visits, visits abroad, visits out of county and or for all adventurous activities whether on-site or off-site. The form will need to be submitted to the LA, four weeks in advance of the activity or visit date and before becoming financially committed. Residential visits need the Governing Body's approval. School Journey Insurance should be purchased for educational visits and evidence should be attached to the EVOLVE form. Visit Leaders should avoid duplicate of cover being provided by a tour operator, or external provider.

**3.6** The OE2 form provides information on what WSCC expects an external provider to provide and deliver. It should be sent to any provider being considered for the first time and attached to the EVOLVE form as evidence of the planning process. Please note WSCC 'check' a number of providers who are regularly used by WSCC establishments, these providers are listed on EVOLVE as 'checked' in addition providers who hold the LOTC Quality Badge are considered as suitable to offer activities and have achieved a nationally recognised accreditation.

**3.7** On return the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near hit' or where an incident took place. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment.

In addition, it is highly recommended that an evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value. It is possible, within 28 days, to record this through the EVOVE visit form.

**3.8** Risk management forms should be completed and attached to the EVOLVE form when risks are perceived as significant. External providers will have their own risk management documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (see [www.hse.gov.uk/aala](http://www.hse.gov.uk/aala)). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

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**3.9** Providers that hold a Council for Learning Outside the Classroom (CLOtC) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

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### Appendix A

## PARENT'S CONSENT FORM

Barns Green Primary School

A journey to:

On:

I wish my son/daughter..... (Full name of child in capitals please) to be allowed to take part in the above-mentioned journey and, having read the information sheet, agree to his/her taking part in any or all of the activities described.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son, daughter arising during or out of the journey.

(Note: School Journey Insurance is automatically arranged, with Chartis Insurance, through West Sussex County Council, though claims arising from a pre-existing condition are exempt.)

Please delete and complete the following as is appropriate.

My child (Date of Birth: ..... ) has

No illness, allergy or physical disability \*

The following illness, allergy or physical disability \*

*\* Cross out which does not apply*

Which necessitates the following medical treatment:.....  
.....

Doctor's Name:

Doctor's Address:

Doctor's telephone number:

I consent to any emergency medical treatment necessary during the course of the visit.

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Signed .....

Date .....

Parent/Guardian

Address: HOME .....

.....

WORK.....

.....

Telephone No. HOME .....WORK.....

Mobile No.....

Email Address:.....

If not available at the above, please state an alternative contact.

Name: ..... (relationship).....

Telephone No: .....

Mobile No: .....

NOTE: Photographs may be taken that include your son/daughter. By signing this form you are agreeing that they may be used within school.

(All personal information will be processed in accordance with the provisions of the Data Protection Act 1998)

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### Appendix B

## SCHOOL VISIT CHECKLIST

<b>Discuss</b>	Learning intentions Details of preparation work Follow up work
<b>Venue</b>	Contact venue to establish facilities and costs
<b>Authorisation</b>	Complete School Visit form and submit to Headteacher for approval (4 WEEKS before)
<b>Arrange pre-visit</b>	Check toilet facilities Assess safety hazards Establish safety procedures
<b>Risk Assessment</b>	Risk assessment completed and discussed with coordinator/ risk assessments from the establishment to be sent for/ bus drivers risk assessment to be viewed
<b>Travel Arrangements</b>	Means of transport Approximate timetable Route to be taken
<b>Supervisory Arrangements</b>	Assess individual children with special needs Medical or dietary needs Qualified First Aid helpers available
<b>Adult helpers</b>	Ensure sufficient numbers of helpers are available

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Liaise with adult helpers regarding arrangements.  
(Safety procedures etc)

### On the day

Establish 'Recall System' (if you need to get everybody together)

Establish 'Lost Procedure'

First Aid Kit and accident book, sickbag, tissues, emergency clothes

List of children and adult names

School telephone number

Give helpers names of children in their group

Name badges for children

Cheque/bus tickets etc

Seat belt check

Post visit discussion with E V coordinator

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### Appendix C

### Offsite Visit Checklist

<b>Date of visit</b>		<b>Year Group</b>	
<b>Number of children anticipated to attend</b>	XX Children – List attached		
<b>Place of visit</b>			
<b>Contact details of centre</b>			
<b>Group leader</b>		<b>Members of staff attending</b>	
<b>Parent helper attending</b>			
<b>Staff mobile numbers</b>			
<b>Name of coach company</b>		<b>Tel number</b>	
<b>Time of pick up from school</b>		<b>Time of pick up from site</b>	<b>Anticipated return time</b>
<b>Are you taking any additional vehicles?</b>			

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<i>Check list of information to leave in school while on a visit.</i>	
Have you filled in form 1 – destination details and contact numbers?	
Have you filled in form 1 – staff contact numbers?	
Have you left behind a copy of each child's consent form?	
Have you left behind a list of your groupings, including which adults will be supervising which groups?	
Do you need to update form 1 or your groupings list, in light of changes to staff or helpers attending?	

*All of this information must be left with the EVC or, in the absence of the EVC, the office staff on the morning of your visit.*

<i>Check list of things to take on your visit</i>	
Have you taken each child's consent form?	
Have you taken a First aid kit and First Aider?	
Have you taken all of the medication for children on the visit?	
Have you taken an emergency contact card (one for each member of staff)?	
Have you taken the coach details with you?	
Have you left a list of children who have <b>actually attended the visit</b> ?	
Have you left a list of members of staff who have <b>actually attended the visit</b> ?	
Have you left a list of adult helpers who have <b>actually attended the visit</b> ?	
Have you taken the mobile phones as listed on form 1?	
Have you taken a copy of Appendix D from the Emergency plan?	

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Have you discussed all points raised in the risk assessment with the members of staff and adults attending?	
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