

FERNHURST PRIMARY SCHOOL



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LEARNING OUTSIDE THE CLASSROOM (LOtC) AND OFF-SITE EDUCATIONAL VISITS POLICY



This Policy has been agreed with reference to Article 29 from the UN charter for the Rights of Children:

Article 29 (right to education): You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

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Responsible Committee	Finance and Resources
Approved	
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Policy for Learning Outside the Classroom and Off-site Educational Visits

1. Introduction

1.1 Fernhurst Primary School provides many opportunities for its pupils 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. We feel that all pupils should be able to experience a wide range of outdoor activities to enhance their learning experience.

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 Fernhurst 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 2018;
- 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>

2. 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 and off-site visits that are residential, abroad, or hazardous 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 and off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of EVOLVE.

2.3 The Educational Visits Co-ordinator (EVC) ensures that all LOtC activities 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 appendix F);
- 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 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 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.

3. 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).

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 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 Trip Preparation Checklist. See *Appendix B*. 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. These types of off-site visits also 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 check to see if such cover is already 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). If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

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

APPENDIXES

Note:

Appendix A – Parental Consent (can be found in TEACHERS/OFFICE FOLDERS AND FILES/TEMPLATES AND FORMS)

Appendix B – Trip Preparation Checklist (can be found in TEACHERS/ADMIN AND SECRETARIAL/EVOLVE)

Appendix C – Risk Assessment form (can be found in TEACHERS/ADMIN AND SECRETARIAL/EVOLVE)

Appendix D – OE2 External Providers form (can be found in TEACHERS/ADMIN AND SECRETARIAL/EVOLVE)

Appendix E – EVOLVE user starter guide for the creation of an off-site activity visit form (can be found in TEACHERS/ADMIN AND SECRETARIAL/EVOLVE)

Appendix F - Emergency Response Plan (can be found below AND in TEACHERS/POLICIES & PROCEDURES)

Appendix F Section 1: Off-site emergencies – activation

The Group Leader will immediately inform the designated emergency contact person (or Headteacher) of any off site activity emergency that occurs.

Initial action by the designated emergency contact person (or Headteacher)

1. Maintain a written record of your communications and actions using the pro forma below and a logbook.
2. Offer reassurance and support. Be aware that all involved in the incident (those at the site, your school and you) may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can. Who informed you of the incident? Try to authenticate the caller. (It could be a child, parent, member of the public or staff, emergency services or West Sussex County council.)

Initial contact	
Name:	
Telephone number:	
Additional telephone numbers:	
Where are they now and where are they going?	
Notes:	

4. Record the details of the off-site activity / visit during which the incident occurred:

Details of off-site activity / visit	
Location and nature of visit:	
Name of person in charge of visit:	
Telephone number(s):	
Number of staff on the visit:	
Number of children on the visit:	

Number of other people present:	
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5. Record the details of the incident:

Details of incident	
Date and time of incident:	
Location of incident:	
What has happened?	
People affected (including names, injuries, where they are / will be taken to):	
Emergency services involved and advice they have given:	
Names and locations of hospitals involved:	
Arrangements for children not directly involved in the incident:	
Name of person in charge of your group at the incident (include telephone numbers):	

6. Discuss with the person in charge of the group what action needs to be taken and by whom. Enter this information into your logbook.

7. Contact West Sussex County council for support

During office hours call the emergency number:

01243-642104

Inform them of the situation and request assistance from West Sussex County Council, if required

Out of office hours call:

01444 411738

Inform them of the situation and request assistance from West Sussex County Council, if required

Note: These numbers should only be used in an emergency. Do not give them to the press, parents or members of the public.

8. Depending on the scale of the incident, consider assembling an Emergency Management Team to assist with the response.
9. Having activated this emergency plan, go on to Section 2.

Appendix F: Section 2: Off-site emergencies – roles and responsibilities

Action list for the emergency contact (or Headteacher)

Communication	Tick
Inform school staff as appropriate, depending on the time and scale of the incident.	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support if required.	
Line to be used for incoming calls only: 01428 653144	
Line to be used for outgoing calls only: 01428 653770 (Dial 82 to obtain this outside line, this will leave 653144 free for incoming calls)	
Consult with the emergency services / West Sussex County Council regarding informing parents of injured and non-injured children. Ensure parents of any injured children are immediately informed of what has happened and where their son / daughter is. Record what their plans are, e.g. to travel to their son / daughter, any assistance they need and any means of communications with them. In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Inform parents of any other children on the visit but not directly involved in the incident. Decide which parents should be informed and by whom and contact them as appropriate. Wherever possible, parents should first hear of the incident from the school (or from the person in charge of the group), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents / next-of-kin are informed.	
Inform the Chair of Governors, if applicable.	

During office hours, call the West Sussex County Council emergency contact: 01243-642104 Outside office hours, call West Sussex County Council's emergency helpline: 01444 411738	
Support from other organisations may be required (please see section 8). Contact details are available in Appendix 2 Examples of support include: <ul style="list-style-type: none"> • Assistance at the school by the WSCC Area Support Team or the WSCC Travelling Team at the site of the incident. • Help with arranging transport between the incident, parents and the school. • Help with media management, including press statements and interview briefing. 	
If the visit is abroad, and the incident results in substantial medical or other expense, risk and insurance staff at West Sussex County Council, or appropriate tour operator, should be informed as soon as possible. (Collaboration with any applicable tour operator's emergency response plan will be important.)	
Inform children and staff at school and their parents. Remember that information given must be limited until the facts are clear and all involved parents / next of kin are informed. In the event of a tragic incident, seek support from the WSCC Educational Psychology Service about the best way to inform children and to support them afterwards. Staff, children and parents should be asked to avoid talking to the media.	
Consider implementing Recovery Team – See Section 7 .	

Media management	Tick
Introduce, if necessary, controls on school entrances and telephones.	
Designate a senior member of staff as primary liaison person.	
Liaise with WSCC's Communications staff as early as possible, and work with them to prepare a press statement, to be agreed by Operations Director of WSCC Learning Service, and the Headteacher before release.	

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Resources	Tick
Refer to your establishment's plan of buildings and pre-designated rooms / spaces for incident response centre, family and friend's reception area, quiet area, media – if appropriate - and so on	
Arrange a quiet space to receive parents of the children involved as they arrive at the school and ensure someone is there to meet and greet them.	

Reporting of accidents	Tick
Tell the staff involved to prepare a written log noting events and times. Inform local authority Health & Safety Staff (01243-752311) who will advise on reporting procedures. Any serious injury or fatality must be reported immediately to the Health and Safety Team who will notify the Health and Safety Executive. Staff may wish to submit draft reports to trade union legal officers.	

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