



respect resilience responsibility

Educational Visits and Outdoor Education Policy

Date: September 2018

Review Date: September 2019

Introduction

As part of our 3Rs ethos opportunity is frequently taken to enrich and enhance the curriculum and learning of the students through outdoor learning, outdoor education and educational visits. This policy outlines our guidelines and operational procedures in these contexts.

The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by Hampshire County Council's Outdoor Education, PE and Sport Service and their documentation and guidance which can be found at www.hampshireoutdoors.com.

Our aim in providing outdoor learning, outdoor education and educational visits is to:

- Develop key skills
- Raise attainment by improving self-esteem and motivation
- Develop social, moral, spiritual and cultural education and British Values
- Promote education for sustainable development
- Promote health and fitness and a positive use of leisure

The types of activities and visits that are planned are:

- On-site out of classroom activities
- Visits to sites, theatres, museums and galleries in and around the local area
- Visits to London, the south coast, Cornwall, and other historical/geographic sites in the south of England
- Visits abroad
- Activities in line with the Duke of Edinburgh scheme

At the present time the Governing Body will not approve visits where students would be staying with host families.

Organisation and Management

The guidelines set by Southampton City Council and Hampshire County Council's Outdoor Education, PE and Sport Service will be followed by all staff principally through the Off-site Activities and Educational Visits and Safety in Adventurous Activity documents, but also via the websites and support services in particular approval, risk or benefit management, supervision working with providers and inclusion.

These guidelines can be found on Southampton City Council's intranet and at www.hampshireoutdoors.com.

An Educational Visits Co-ordinator is in post and will keep up to date with the Outdoor Education, PE and Sports Service guidance. The current postholder is the Business Manager, Jenny Edwards.

Governors will approve the overall policy and programme, as well as being given feedback on specific events and activities.

Off-site visits and educational visits are fully integrated into the ethos and culture of the school and all key policies are considered for their relevance and adaptations or agreements made as required, in particular:

- Safeguarding Policy
- Curriculum Policy
- Behaviour for Learning Policy
- Health and Safety Policy
- Equality and Diversity Policy
- School Accessibility and Disability Equality Policy
- SEND Policy
- Charging Policy

Many visits are managed entirely in accordance with these policies and apart, from simple additional considerations the site and transportation of students are managed as they would be in a school context. We aim to take the ethos, culture and challenge to learning in school into all our outdoor learning and off-site contexts.

Communicating With Parents and Carers

Parents and carers will be informed at least four weeks prior to the visit or outdoor activity taking place. It is acknowledged that on occasions adhoc activities arise with short notice and parents and carers will be informed as soon as possible. Information to parents and carers will include details of costs, transportation, activities taking place and accommodation. Parents and carers will be required to complete a consent slip to confirm that they have seen the details of the visit or outdoor activity and that they agree for their child to take part.

The medical form will be collected at the start of the academic year and parents and carers will be requested to advise the school of any changes in the letter detailing the visit or activity. Residential overseas visits and long distance ventures require visit-specific forms to be completed.

Charges for the visit or activity will be made in accordance with the school's Charging Policy and parents and carers will be informed how to make a claim for assistance from the Pupil Premium Grant. Arrangements can be made for parents and carers to pay for the cost of the visit or activity in instalments. However, all monies must be collected prior to the final invoice date. Deposits taken for any visit or activity will not be refundable. Any department which fails to collect the required amount for the visit or activity will have to pay the difference from their allocated departmental budget.

For residential visits and visits overseas a parental meeting will be held four weeks prior to the trip so that parents and carers have the full details and are aware of the emergency contact process.

In cases where there could be issues with a student being able to take part in a visit or activity discussions will take place with parents and carers. It is important to distinguish between curriculum-focussed discussions and those of the health and safety of the student and their effect on other students, as well as staff. Any decision on inclusion when such factors are included must take every reasonable step to include the young person. However, if those reasonable steps cannot ensure their safety and/or that of others, then that may be the reason they cannot attend that particular visit or activity.

Safeguarding

The school's Safeguarding Policy will be followed in particular:

- Guidance on acceptable behaviour and avoiding unnecessary contact
- Suitable checks are made on volunteers supporting the visit or activity including a DBS check
- External providers or outdoor centres are drawn from the Outdoor Education, PE and Sport Services vetted database which confirms that safety management checks are in place

Risk and Benefit Assessment

As part of planning a visit or outdoor activity the following process will be followed:

- An analysis of the benefits of the activity translated into clear objectives and expectations in-line with the school's 3Rs ethos
- An assessment of the risk of harm and its likelihood will be made on the relevant form together with clear control measures to be put in place so that they can be satisfactorily managed. This must be shared with all staff and volunteers who are participating in the activity prior to the start of the activity
- A pre-visit by the activity leader is an essential part of reviewing the location and its ability to realise the benefits and be managed. Very well-known and used sites may be checked by contacting key personnel prior to re-visiting and web-based information and risk assessments from locations may be used
- Regular off-site locations are managed by a site-specific agreement with the Outdoor Education, PE and Sport Service which details their management procedures

Incidents and Emergencies

Guidance from the Outdoor Education, PE and Sport Service will be used to prepare leader and base-contact checklists and contact details. The incident management checklist can also be used. A

mobile phone will be available for the activity leader to use during the trip and this number can be shared with parents/carers and used for emergency contact. The activity leader will phone and update a named base contact in school phone when the group have arrived at their destination, if there are any issues during the activity and when the group arrive back at school.

Southampton City Council's incident procedure and the school's emergency plan will be followed for all incidents and emergency responses.

Any concerns or 'near-misses' will be discussed by the SLT and consideration will be given to changing strategies and reported to the Outdoor Education, PE and Sport Service where necessary or if the information is useful. The Governing Body will also be informed of any concerns or 'near-misses'.

Monitoring and Review

Line Managers and Subject Leaders will discuss any proposed visits or activities at their fortnightly line management meetings to ensure that all procedures are being adhered to. Following a visit or activity a review will take place by the Line Manager and the Subject Leader to assess the quality of the activity and any recommendations for the future. All line management minutes where visits or activities are discussed will be shared with the Educational Visits Co-ordinator, Jenny Edwards.

The Head Teacher will report to Governors on an annual basis as to the effectiveness of the outdoor learning, outdoor education and educational visits programme.

Good practice will be celebrated at staff meetings and complaints will be reviewed by the Head Teacher and Educational Visits Co-ordinator.

This policy will be reviewed on an annual basis.