



Huxley C.E. & Utkinton St. Paul's C.E.



Primary Schools Off Site Learning Policy

"Developing confident children through creativity and choice within a Christian community"

"Enabling every child to fulfil his/her potential in a nurturing Christian environment"

Purpose

- To ensure that all children are included and safe whilst participating in activities beyond the classroom.
- To provide opportunities to develop the children's spiritual, moral, social and cultural development beyond what they experience in their everyday lives.

Agreed Procedure

- At the start of each school year, parents will be asked to sign a consent form for their child to be taken off site to visit the church, swimming pool or other local places of interest at regular, unspecified times during the school year (to be sent out by School Office). All other outings will need specific consent forms to be completed by the parent/guardian. The Office will keep these consents until after the trip has taken place. No child is allowed on any educational trip unless the parent or guardian's written permission has been obtained. Verbal agreement is not sufficient.
- The Medium Term Plans suggest suitable places of interest to visit linked to the current topic.
- Whilst we endeavour to have as many out of the classroom learning opportunities as possible, staff should be guided by the cost of trips when deciding on the number of occasions they wish to take their class out over a term/year. We expect that children experience one trip/learning experience provided by an outside provider each term, linked to their topic, and aim to keep all day trips to under £10.
- The Visits Co-ordinator (the Headteacher) must approve all educational trips before they are booked and staff must ensure that the details of the trip are recorded in the school diary.
- Staff are responsible for booking the places of interest and arranging dates and times. This needs to be done at least a term ahead, noting that for some attractions it needs to be booked a year in advance (check with the Headteacher for attractions requiring long-term booking, including any arrangements for residential visits). All trips for the term should be booked prior to the term commencing.
- If transport is required, staff must let the Office know immediately to ensure availability. Wherever possible, we will use the school minibus. However, for trips over 200 miles careful consideration needs to be given to driver wellbeing and other forms of transport considered. If staff are driving over 200, miles, ample rest periods must be provided for the driver; as a minimum this will be a 15 minute break every 2 hours of driving. Driving as part of the trip is not permitted between the hours of 20:00 and 06:00 without the express consent of the Headteacher and written into the risk assessment for the specified trip.
- The Class Teacher must inform the kitchen of a visit as soon as it is booked and consider whether it is possible to offer parents/carers the option of ordering a packed lunch from school for the visit (this should be included in the letter/permission slip).
- Dates with trips for the term are sent out at the start of each term (by the Headteacher) and uploaded on the website (by the School Office).
- Teachers are responsible for preparing a parental letter and sending it out a minimum of one month prior to the trip. For residential a letter should be sent out a minimum of 3 months prior to the visit.
- If the planned trip is to involve eating/handling any food not provided by the parents, this must be clearly stated in the letter to parents and information about allergies/special dietary requirements sought.
- When sending out the initial letter, teachers must provide the School Office with a group list of who will be attending the visit against which the office will check off returns.

- For those visits for which an entrance fee/transportation cost is payable, the parents will be asked to make a voluntary donation sufficient to cover the complete costs of that trip. Whilst, by law, no child may be excluded because of non-payment, trips may not take place unless the majority of the costs have been recovered by way of voluntary payments. Any issues arising from the payment/or non-payment for educational trips must be referred to the Headteacher.

- All money for school trips should be sent directly to the Office for banking.

- If a staff member feels any family may struggle to pay for a school trip, inform the Headteacher so that the family can be supported prior to the trip taking place. No child will be allowed to miss a trip due to family financial difficulties.

- A risk assessment must be carried out by the class teacher before a trip, using the CWAC format (Appendix 1) and shared with all adults participating in the trip.

- On all school outings regard must be given to the pupil/staff ratio (we use CWACs guidance- see below) and all adults with the class must be DBS checked and aware of their role and responsibilities.

GENERAL ACTIVITIES					
Activity	Age of young people	Group Leader	Recommended ratio	Qualification if necessary	Desirable
Local visit	Years 1 to 3	1	6	Previous experience	Adult helper
Local visit	Years 4 to 6	1	15	Previous experience	Adult helper
Residential visit	As above	1 (2 staff as a minimum)	10	Previous experience	Adult helper
Visits abroad	As above	2	10	Previous experience	
Swimming in public pool	All years	1	20	Previous experience	Adult helper
Swimming in recognised bathing location	All years	2	8	Lifeguard qualification	

- Every trip should have at least one member of staff who is a Fully Qualified First Aider on a trip (Paediatric First Aider for Infant trips).

- The Class Teacher must ensure a complete First Aid Box should be taken on all trips as well as age-appropriate Calpol (and be aware which parents have given permission, ensuring they follow school policy) and Piraton (in case of an allergic reaction).

- The Class Teacher/child's Key Worker must ensure that they have any medication and healthcare plans/asthma cards/hospital passports that may be required by the children prior to leaving the school site.

- The Class Teacher must ensure all trips take a 'sick kit' per bus e.g. bucket, paper towels, baby wipes, plastic gloves.

- Parents should not go on trips, to allow children to develop self-confidence, unless their child has a medical need or SEND which requires them. This requires prior approval by the Head Teacher.

- The lead staff member should take a mobile phone with him/her on any trip and details of key staff members and parent contact numbers. Prior to leaving, the Class Teachers must also ensure that all adults

on the trip have each other's mobile phone numbers in case of an emergency and regularly monitor their phone.

- The Class Teacher must also ensure that every child has a packed lunch and appropriate clothing, taking into account the possibility of changing weather e.g. coat, comfortable shoes, and the need for a spare change of clothing if there are continence issues, prior to leaving the school site.

- Careful thought should be given as to whether the children should wear uniform or non-uniform on each trip, taking into consideration the location/venue, risk, etc. N.B. It is no use children wearing school uniform if they are wearing coats as these obscure the school jumpers. Children should also not wear high-visibility jackets routinely as these can lead to children becoming complacent/not taking responsibility for their own safety.

- If there is the possibility that it will be a sunny day, parents should be asked to have applied sun cream to their child prior to the child coming to school. The Class Teacher should also ensure that he/she has a bottle of cream to apply if necessary. Wherever possible, staff should encourage children to apply their own sun cream.

- All children participating in a trip should wear a wrist band with emergency contacts.

- Prior to leaving school, children will be reminded of the code of conduct appropriate to the day's activity and what to do if they become separated from the group.

- When using public toilets, a member of staff should enter the toilets prior to children entering to ensure it is safe to do so. A member of staff should then stay in the toilets (outside the cubicles) whilst another member stays outside. Please ensure that the children are never left alone in toilets with a member of staff. Where there is not a male member of staff present to enter the male toilets and the staff member has no way of ensuring they are secure, the children should use the female toilets.

- If a member of staff has concerns about another adult's fitness to deliver an activity e.g. a coach driver's fitness to drive or an instructor's ability to keep the children safe during an adventurous activity, he/she should ask the member of staff to cease what they are doing and contact a member of the Senior Leadership Team for advice.

- All residential trips must have the approval of the Full Governing Body and be uploaded onto the CWAC EVOLVE system to gain Local Authority Approval. Lorna Pleavin (Headteacher) and Vickie Barnard (Senior Teacher- Huxley) are trained to use EVOLVE.

- Prior to going on a residential, all children must have a completed 'Consent for an Educational Visit' form (Appendix 2).

- Staff to take a copy of the Critical Incidents Policy & BC Plan on all residential.

- Staff to take a set of accident slips and administering of medication records on residential, to ensure records are kept. These record must be added to the school first aid of administering medicines file on their return.

Monitoring

- Governor Premises working party review a sample of Risk Assessments each school year.

- CWAC monitor all residential risk assessments through EVOLVE.

This policy was drawn up in Summer 2017 using CWAC's 'Educational Visits and Overnight Stays C&YP' guidance in consultation with staff and was reviewed in April 2018. It should be read in conjunction with the Administering of Medications, Behaviour, Child Protection, Critical Incidents & BC Plan, First Aid, Health & Safety, Missing Child, Safeguarding, Whistleblowing Policies.

Headteacher: *Lorna Pleavin*

Governor (Huxley): *Stephen Ratledge*

Governor (Utkinton): *Simon Lewin*

Date: *May 2018*

Review Date: **Summer 2019.**

Appendix 1



Educational Visits & LOtC Risk Benefit Assessment

Visit to:

Dates of Visit:

Leader in Charge of Visit:

Persons considered in the assessment:

Carried out by:

Date of Assessment:

GENERIC BENEFITS - WHY ARE WE DOING THIS?	SPECIFIC OUTCOMES

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
1 ENVIRONMENTAL ISSUES e.g. Weather,	<ul style="list-style-type: none"> • <i>Weather forecast checked where appropriate</i> • <i>Activities programme amended where necessary</i> 	
2 TRANSPORT e.g. vehicles, drivers, arrival and departure of	<ul style="list-style-type: none"> • <i>Driving hours limited, with back-up driver on long journeys</i> • <i>Seat Belts used at all times</i> • <i>Marshalling as group leaves coach, etc</i> 	

vehicles, breakdowns	<ul style="list-style-type: none"> • <i>Appropriate stops for eating and care arrangements en route</i> • <i>LA guidance on transport in private cars, booster seats, minibuses, and public transport followed.</i> 	
3 EQUIPMENT CLOTHING SUBSTANCES	<ul style="list-style-type: none"> • <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing</i> • <i>Appropriate footwear worn</i> • <i>Special equipment checked</i> • <i>All equipment appropriate to the activities and location</i> 	
4 ACTIVITIES and PROCEDURES e.g. Programme of activities, down time etc	<ul style="list-style-type: none"> • <i>Detailed programme, including alternatives for bad weather</i> • <i>'Down time' arrangements</i> • <i>Adequate supervision at all times, with a duty rota in place</i> • <i>Agree standards of behaviour and conduct</i> • <i>Equipment suitable for activities and abilities of pupils</i> 	
5 SUPERVISION COMPETENCE DISCIPLINE	<ul style="list-style-type: none"> • <i>Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place</i> • <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils</i> • <i>Code of conduct established and maintained</i> • <i>Adequate staffing numbers available</i> • <i>Appropriate voluntary helpers used and fully briefed on their responsibilities</i> • <i>Police check for helpers under the Child Protection Act</i> 	
6 OVERALL PLANNING MONITORING AND CONTROL e.g. Accommodation <ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LA Approval via EVOLVE • Medical Arrangements 	<ul style="list-style-type: none"> ▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out</i> ▪ <i>Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party</i> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools and parents</i> ▪ <i>Critical incident procedure functions properly</i> ▪ <i>Set up effective communication procedures with</i> 	

<ul style="list-style-type: none"> • Parental Information • Research • Special Needs • Visits Abroad 	<p><i>the group</i></p> <ul style="list-style-type: none"> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> • <i>Prior approval via EVOLVE of adventurous activities, overseas visits and or residential visits</i> • <i>Specific adventure activity guidelines being followed</i> • <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical arrangements, including first aid</i> • <i>Special potential health hazards associated with the site</i> • <i>Is it necessary to notify parents? Check this document and local policy</i> • <i>Have you provided appropriate information for parents?</i> • <i>Meeting with parents</i> • <i>Parental Consent</i> • <i>Do you need and have they given their consent</i> • <i>Researched the area, site accommodation, company</i> • <i>Pre visit carried out</i> • <i>Full account taken of any special needs involved</i> 	
<p>OTHER</p>		

A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER/MANAGER AND ADDED AS AN ATTACHMENT TO THE EVOLVE VISIT FORM

Signed _____ **Date** _____

Please ensure that the risk benefit assessment actually relates to this visit or Learning Outside the Classroom activity.

i.e. It reflects this activity/these activities, at this location/these locations, led by these staff with these young people. Account has been taken of any young people with particular needs and an informed judgment regarding weather and water levels (if relevant) has been made. Please ensure this is shared and understood by all involved in leading the visit. The last column requires specific written control measures; a 'tick' or a 'yes' would probably not be considered suitable or sufficient evidence that a control measure is in place.

Appendix 2

PARENT / GUARDIAN CONSENT FOR AN EDUCATIONAL VISIT

To be distributed with an information sheet giving full details of the visit

Establishment/Group:

Details of Visit to:

From:

I agree to _____ (name taking part in this visit)

I have read the information sheet I agree to _____ 's participation in the activities described.

I acknowledge the need for _____ to behave responsibly throughout the visit.

1. Medical information about your child

a) Any conditions requiring medical treatment, including medication? YES/NO
If YES, please give brief details:

b) Please outline any food or other allergies and special dietary requirements of your child:

c) Any recent illness or accident staff should be aware of? YES/NO

d) The type of pain/flu relief medication your child may be given if necessary:

A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

For residential visits and exchanges only

e) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?
YES/NO

If YES, please give brief details:

please turn over

f) Is your son/daughter allergic to any medication? YES/NO
If YES, please specify:

g) When did your son/daughter last have a tetanus injection?:

Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Name: _____

Work Tel : _____ Home Tel: _____

Home address: _____

Email address: _____

Alternative emergency contact:

Name: _____ Tel: _____

Address _____

Email address _____

Name of family doctor: _____ Tel: _____

Address _____

Signed: Date

Full name (capitals):

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE
RETAINED BY THE ESTABLISHMENT CONTACT**