

# Ightham Primary School



## Learning Outside the Classroom Policy

Next Review Date	January 2024
Committee responsible	Full Governing Body

Version	Ratified by	Date	Signed
1:1	Full Governing Body	26 <sup>th</sup> January 2023	

*Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.*

*These are often the most memorable learning experiences and help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa.*

*Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.*

The school has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits.

Kent Regulations and Guidance are based on the Outdoor Education Advisors Panel (OEAP) National Guidance and Good Practice for Educational Visits for the Safe Practice of Offsite Visits/Educational Visits and are available to view at - <http://oeapng.info/>

### Aims and purposes of Educational Visits.

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school. As a school, we aim to help our children acquire knowledge and skills relevant to life and work in a changing world.

The range of opportunities and activities are outlined in the school prospectus.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc.)
- School teams
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits (e.g. Wissant, France)
- Adventurous activities, which might be classed as higher risk (e.g. sailing on the residential trip)

Activities may be made available to pupils in the school in the following ways:

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- open access
- by invitation only
- by class or year group

## Approval Procedure and Consent

At Ightham Primary School, the Head Teacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Performance and Strategy subcommittee and has nominated the Head Teacher as signatory, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents, the Head Teacher must approve the initial plan. Visits that include adventurous activities and/ or a residential element will require approval by the Local Authority via the on-line Evolve Visit Notification and Approval system

Day visits that do not include adventurous activities, but involve groups travelling outside the County of Kent, will be registered (Notification) on the above system (Evolve).

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed by one of: Parentmail, a telephone call or a letter given to the child (depending on the most appropriate form of communication in the circumstances) if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. The school has a standard model letter, which should be used for this purpose.

The school has separate policies for 'Charging and Remissions' and 'Diversity' which apply to all educational visits.

## Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

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On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils whenever possible.

The staff:pupil ratios will not exceed those as recommended by the Local Authority.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Head Teacher is not satisfied that there is an educational benefit for the pupils.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. In this situation, all associated costs will be met by the parents/carers, and the child will be collected by the parents/carers. This will constitute part of the agreement between the parents and the school when the parents sign their consent.

## Transportation to and from Educational Visits

It is the policy of Ightham Primary School to request that parents provide transport for their child to and from educational visits whenever this is practical. The cost of hiring a coach or minibus for every visit is prohibitively expensive. By asking parents to provide transport, the school is able to provide a far wider range of activities than would otherwise be the case. The school therefore has **no** responsibility for getting a child to and from a visit/activity.

Parents/carers are encouraged to ask other parents/carers to assist in the transport of their child in the event that they are unable to provide transport themselves.

In the event that this is not possible, the parent/carer should speak to the visit leader to organise alternative provision. The school must provide reasonable provision in such a circumstance and an accompanying member of staff may be able to provide transport for the child. In this case, the member of staff must have business class insurance – B1. Advice has been sought from KCC and it is not a requirement for a member of staff to travel with an additional member of staff in such a situation (although it remains good practice) as the member of staff has enhanced DBS clearance.

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## Number of Class Visits

There will be a maximum of three class visits during the academic year when parents will be asked to provide transport for their children – one in the Autumn term, one in the Spring term, and one in the Summer term. Parents will be informed a minimum of one month beforehand if they are to be asked to provide transport for their child.

## School Approval Times for Visits

For a trip requiring LA Evolve Approval (this includes overnight stays, adventurous activities etc.), internal approval must be granted a minimum of 10 weeks before the trip. Evolve must then be notified a minimum of 8 weeks before the trip. The EVC will notify the LA through Evolve.

For all other visits, internal approval must be granted a minimum of six weeks before the proposed trip.

## Emergency Procedures

The school will appoint a member of the Senior Leadership Team as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/carers and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the school's (linked to KCC) Major Incident Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad. The limitations on such funding will be £2000 in the first instance. Additional funding will be granted only following an emergency meeting of the Finance Committee.

## Evaluation

All visits will be evaluated by the Visit Leader with the EVC.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.