



## **Townley School and Pre-School**

### **Policy for the Management of Educational Visits and Learning Outside the Classroom**

## Introduction

This Policy is the local policy for Townley School and Pre-School and aligns with Cambridgeshire County Council Policy for Educational Visits. None of the CCC Policy is repeated here. Secondly none of the guidance material is reproduced here and also should be accessed via the embedded web links. The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. This policy is managed by the Head Teacher and Educational Visit Coordinator. It provides a local framework for staff planning off site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website ([www.oeapng.info](http://www.oeapng.info))

## Roles

All roles are clearly defined on the NG website. [www.oeapng.info](http://www.oeapng.info)

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.

There is specific Guidance and information for each above role and relevant documents.

Within the school all roles are covered and managed by staff and the Governing Body.

The school has an Trained EVC who is the headteacher.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

## Competance of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are standards national standards for staff who want to lead adventure activities and the adviser will give advice.

## Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide.

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning.

### Zone 2

#### 'Normal Visits'

These visits are the majority of this schools visits. There will be aspects of complexity that require careful planning.

All visits are required to be planned and logged on Evolve, and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. Approval for visits of greater complexity may require pre approval before undertaking detailed planning and the EVC should be consulted

### Zone 3

#### Adventure / Abroad and very complex visits

These visits require specific approval at School level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system, and submitted to the Adviser atleast 4 weeks before the departure date.

The adviser approves visits on behalf of the employer.

### Zone 1

#### Local regular visits

Townley Primary School and Pre-School, Trips and Visits, ratified Jan. 2018 Policy Number 53.

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which attached to this document. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Activities that this school includes in Zone 1 are visits (usually on foot, unless a specific pupil needs transport) within Christchurch, walking around the village, the postbox, park, village hall or church

## **Specific Advice**

### [Risk Management](#)

This aspect is described in the guidance and forms for recording Risk Benefit Assessments are logged in the resource section on Evolve

### [Parental Consent](#)

This school follows the advice on consent and does not require consent for visits that take place during the school day. Full information must be given to parents/ carers. Visits that last beyond the school day require specific consent, the level of detail of that consent will vary according to the visit.

### [Group Management](#)

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website.

### [Behavior and Inclusion](#)

The Schools inclusion policy and behavior standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits.

### [Pre Checking Venues and Providers](#)

Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.

### [External Providers](#)

Cambridgeshire endorses and supports the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the providers form.

### [Adventure Providers Assurances](#)

An adventure provider, who does not hold an LOTC QB, please check with the OE adviser before proceeding. There are other checks that the adviser will undertake and advise the school. Bookings with such companies should not be undertaken before checks are completed.

### [Emergency Procedures](#)

This policy integrates into the School Emergency plan which addresses all critical incidents. All staff on a visit carry a copy of the emergency contact card ( from CCC) and have access to the following guidance.

The EVC and Senior staff have access to the Critical Incident plan, and the advice below

### [Transport](#)

National Guidance contains full information for cars, minibuses and public transport. For transport requests for this school please ensure that you request and book transport ..... weeks in advance.

## **Evaluation**

Townley Primary School and Pre-School, Trips and Visits, ratified Jan. 2018 Policy Number 53.

Following the return of a visit which has been logged on Evolve, the system has an evaluation system for staff to ensure that all visits are properly evaluated. Staff should complete this evaluation to aid future plans.

### **Insurance**

All visits should be covered by the County Council Insurance Scheme, and additional insurance should not normally be required or bought from a provider. Please contact Cambridgeshire County Council insurance contact [insurance@cambridgeshire.gov.uk](mailto:insurance@cambridgeshire.gov.uk) to check before purchasing. The insurance department has full access to Evolve, so when contacting them, give the Evolve visit number and your plans can be reviewed

### **Charging**

All financial details for a visit must be managed by the school processes, including timely budget preparation, accounting and collection of moneies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

Parents should also be told of any arrangements that the school may have for any young people that cant afford a visit.

For advice and support, please contact the Outdoor Education Adviser Service

Office email [Outdoor.education@cambridgeshire.gov.uk](mailto:Outdoor.education@cambridgeshire.gov.uk)

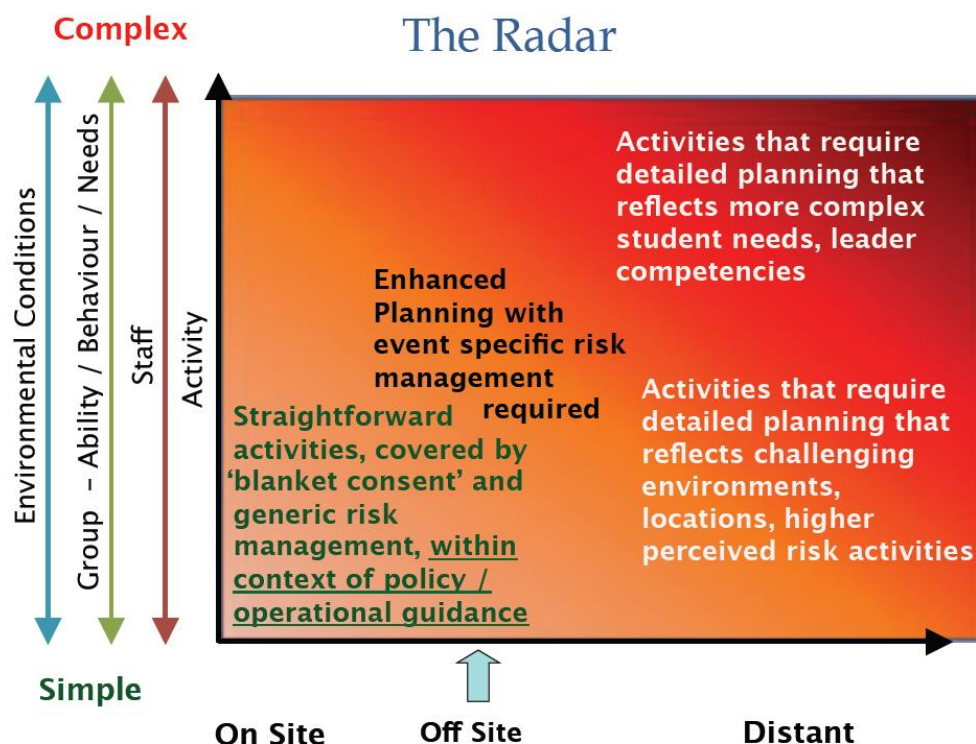
Phone 01480 379677

Adviser email [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)

Appendix 1  
**Cambridgeshire County Council**  
**Outdoor Education Adviser Service**  
**Guidance for preparing your School Policy**

The Radar Diagram should be completed /updated for your school and will define a range of activities that fall in Zone 1, 2 and 3.

In preparing for the policy, activity in the three zones need to be defined by the school / Education Visit Co-ordinator. Zone 3 will contain any visit that contains an adventure activity or visit abroad, you will need to define the extent of your Zone 1.



1. The Zones are defined as:

**Zone 1** - This is for Head/ EVC to define for their school and include activities on and off the school site and outside the classroom. These activities are regular, not usually complex, and the maximum distance away from the site may assist in defining the activity.

Risk Management of Zone 1 should be covered by a range of prepared documents. These documents will define for staff the procedures they need to follow to enable the activity to take place. (These can be amended by staff of the event if anticipated to be more complex based on the variable factors of Staff, Activity, Group or Environment). Examples of zone 1 from most schools will include, local walks, swimming visits, PE fixtures, travel by bus/ public transport within a defined distance. If any activity is a one off then this should be Zone 2. Schools can also decide which activity in Zone 1 might be listed or not listed on Evolve

**Zone 2** - All visits and activities approved by EVC at school level. These visits will involve specific planning and will normally be one off/once a year/ not multiple activities.

**Zone 3** - Activities in this area are complex activities to plan and deliver and involves distance away from base. This zone includes all Adventure and Abroad visits.