



Kepier
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Policy Statement

Outdoor learning, off site visits and learning outside the classroom

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Dr PDB Collins
Chair of Governing Body

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1. Introduction

This policy applies to all members of staff at the Academy who intend organising any visit off site involving children and young people. It applies regardless of whether the activities take place within or outside of normal school hours, including weekends and holiday periods.

External visits are defined as events that involve learners being away from their normal school day, while in the care of the school or other service providers. This includes educational visits, outings, school trips and off site activities such as: local visits to parks, museums, libraries and sports facilities: cultural, educational, recreational and trips abroad; outdoor activities, residential and field trips.

2. Benefits

All learners at the Academy will be given the opportunity to benefit from participation in a wide range of visits and activities, including learning outside the classroom, local activities, day visits, residential, field studies and outdoor adventure activities. Whether their emphasis is adventurous, academic, sporting, cultural, spiritual or creative, offsite visits and outdoor learning provide first-hand experiences that inspire and enhance learning and development in ways which are powerful and lasting. They provide a foundation for life-long learning and healthy lifestyles, as well as complementing classroom learning and enriching the curriculum.

3. Assessment of Risk

Good planning and management of activities will be about reducing risk to an acceptable level, taking into account the potential benefits. The starting point for risk-benefit assessment will be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is acceptable.

4. Inclusion and Equality

All learners will have the opportunity to attend trips/or external visits. However it is the policy of the Academy that the Principal can refuse to allow any learner to take part in any visit because of concerns over school attendance, behaviour or medical grounds.

5. Safeguarding - Child Protection

The names of all learners who are being considered to attend a trip or external visit must be checked by the person responsible for child protection, currently Mrs Sue Prest, and the appropriate year leader/manager to ensure that vulnerable learners are identified. It is the policy of the Academy that the Principal can refuse to allow any learner to take part in any visit because of concerns over a child protection issue.

6. Employed Staff

In the event of a serious incident the whole team should follow the 'Don't Panic' instructions unless it is to the detriment or health and safety of any individual.

7. Parental Consent

Visits which are considered as low risk activities, are part of the curriculum and take place within the Academy day, do not require parental consent.
e. g. a walk to Houghton town centre. If a visit is further afield but still fulfils the above criteria then informing parents of the visit is appropriate but consent is not required.
e. g. a visit to Durham Cathedral. For routine and repeat visits to the same destination over a period of time, a blanket approval may be sought. All other visits require parental consent.

8. Transport

It is the policy of the Academy that all vehicles that transport learners on any visit or trip should have seatbelts fitted. Only in extreme circumstances would anyone be allowed to travel on any vehicle without using an appropriate seatbelt.

9. Staff Competence

It is the policy of the Academy that anyone who requests permission to run a trip must have already accompanied other trips or visits before being allowed to lead one. They must also have shadowed a group leader on the preparation of a trip.

10. Insurance

It is the policy of the Academy that all learners who attend a trip or visit are insured. The Academy has policy that covers many activities but the group leader should check with the Academy business manager to ensure any additional insurance is put in place when required for their trip.

11. Alcohol

The Academy has a zero tolerance to the consumption of alcohol on trips/visits.

12. Smoking

The Academy operates a no smoking policy which includes trips and events.

13. Skiing Trips

It is the policy of the Academy that we will take advice on all skiing related issues from the relevant body. e. g. Snow Sport England.

14. Review and Evaluation

All visits will be reviewed after the event, with particular regard to any accidents, incidents or any other significant occurrences during the visit, followed by any necessary review of procedures deemed necessary.

15. External/Educational Visits Coordinator (EVC)

The Academy has an appointed EVC. This is currently Mrs Karen Welsh. The Academy is aware that the EVC must undertake an EVC training course and a refresher/ revalidation course every three years.

16. Notification and Approval of Visits

Staff at the Academy will use the Evolve on line system for notification, approval and monitoring of visits.

Permission to run a trip out of school - Procedure

Purpose

This procedure exists to ensure that:

- Learners and staff are safe as possible
- The visit is appropriate
- Lessons are covered
- Budgets are adhered to

General Advice

- The senior management team insists that bookings should not be confirmed or monies collected until the permission form is approved.
- Year 10 and 11 learners are not usually allowed out of school on trips during school time.
- A 'Permission to run a Trip' form can be obtained from Mr Taylor in the main school office. This must be signed by a nominated member of the senior leadership team and entered into the school diary before parents are contacted or money is collected.
- All documentation must be in place at least five working days prior to the trip.
- High risk trips/visits need to put on the Evolve system at least six week in advance of trip. Failure to do this means the trip will not run.
- If lesson cover is needed for the duration of the trip, appropriate cover sheets should be submitted no later than 48 hour prior to the trip.
- Cover will be arranged by the Personal Assistant (Mrs Stobbart) under direction from Mrs Welsh.
- Documentation will be copied by Mr Taylor and held on file
- No money should go through a staff member's personal bank account. Refer to the Academy finance team.

Remember; this is your trip and therefore it is your responsibility to have documentation and arrangements in place.

Procedure

1. Research your trip, check the staff diary for events and obtain costs etc.
2. Complete the permission form (Obtained from Mr Taylor) by filling in all boxes.
 - a) Names of teachers/adults going - please negotiate this with your colleagues, their line manager and Mrs Welsh. This is important as the level of cover required will affect whether the trip can go ahead.
 - b) Three signatures are required: Budget holder
Finance officer
NJC, KW or JT

Once the form is complete, retain the original and hand a copy to Mr Taylor to enter in school diary and file.

3. Confirm your bookings and transport arrangements.

4. Request parental consent forms from the main office and distribute to learners.
Note: Any letters to parents must include the following paragraph.
At any stage the Principal can refuse to allow any learner to take part in any trip/visit because of concerns over school attendance, behaviour, medical grounds or child protection issues.
5. Access generic risk assessments (www.derwenthill.co.uk/advisory) make necessary amendments such as date/location (we would advise saving this on your computer for future reference). Risk assessments must be reviewed and signed by Mrs Welsh at least five working days prior to trip. Mrs Welsh/Mr Taylor will offer advice on completing risk assessments if necessary. It is not acceptable to copy and paste existing risk assessments.
6. Once the risk assessment form is complete, retain the original and hand a copy to Mr Taylor, or this can be attached to your Evolve submission.
7. If required, complete a petty cash order and hand in to the finance team. Please allow two working days. Receipts must be provided to the full value of the cash.
8. Collect in risk assessments from learners and hand in to the main office to photocopy, retain the originals and hand a copy to Mr Taylor to file.
9. A list of learners attending the trip/visit must be given to the member of SLT responsible for child protection for vetting before collecting money from learners.
10. On the day of the trip (or evening prior if necessary) collect mobile phones, don't panic cards (and mini bus keys if using). Mrs Welsh will advise the member of SLT on cover and phone number to contact in an emergency (for out of hours trips only). Mrs Cooper and Mrs Welsh have school mobiles for emergency assistance.
- 11. Remember to take all your original paperwork with you!**
The file copies will be retained in school and a copy given to the SLT contact person.
12. Once back in school return mobiles and mini bus keys to Mr Taylor in the main office for the next user.
13. Complete trip account card and submit receipts to the finance team.
14. Evaluate trip/event.

Out of School Visit Tracker

Visit
Leader:

Trip to :

Date of
visit:

Step 1	Initial idea for visit authorised by NC, KW, or JT and staffing agreed.	YES	NO	
	Trip entered in school diary by either NC, KW or JT	YES	NO	
	Support needed from Graham Taylor	YES	NO	
Step 2	Visit authorised by Finance	YES	NO	
	System set up to collect monies	YES	NO	N/A
	Trip visit form signed by SLT	YES	NO	
	Completed trip visit form and return to Graham Taylor	YES	NO	
Step 3	List of Learners to Sue Prest (CP)	YES	NO	
	List of Learners to Year Leader / Year manager	YES	NO	
	Evolve process submitted	YES	NO	
Step 4	Parental Consent forms received	YES	NO	NA
	Letter to parents - copy in file	YES	NO	NA
	PA informed of cover required	YES	NO	
Step 5	SLT on call arranged	YES	NO	

List of Learners to Rosie Mullen

YES

NO

NOTE: Visit will not be allowed to proceed unless all the above areas are completed

Date completed

Member of SLT on call