

Outdoor learning and Educational Visits Policy



Lower Halstow and Newington CEP Schools Federation

‘Respect, Honesty, Kindness, Perseverance’

‘Welcoming, Forgiving, Generous, Flourishing’

Created: November 2019

Approved	Team	Review
Autumn 2019	SLT	Autumn 2022

**Kent County Council
Children, Young People and Education**

**OUTDOOR LEARNING AND EDUCATIONAL
VISITS POLICY STATEMENT
of**

**Lower Halstow and Newington Schools
Federation**

The Executive Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; the **heads of school** carry out this role and are the nominated **Educational Visits Coordinator (EVC)**. They attend an **EVC training course** and an **EVC update course** every 3 years.
- The **Health and Safety Governor** has direct responsible for oversight and monitoring of Outdoor Learning and Educational Visits as part of the overall health and safety role.
- Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school staff or governors, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.
- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those

who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.

- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.
- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities are formally approved by the Executive Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems are clearly evidenced using EVOLVE online system, and involve school Governors as appropriate.
- Informed activity and medical consent is obtained from parents / guardians as appropriate for the type of visit or activity, and parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc are obtained from parents and are available to visit leaders and accompanying school or establishment staff. These are shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.