



Outdoor Learning, Off Site Visits and Learning Outside the Classroom

1. Introduction

This policy sets out our expectations of how off site visits activities will be managed. Staff shall be briefed on the contents of this policy in regular staff meetings, and additional opportunity to discuss its responsibilities will be provided to any staff member involved in such visits prior to departure.

The policy applies to all educational visits offsite, including day visits and residentials. It applies to staff and volunteer adults and pupils.

Hailey School values educational visits as part of its extended curriculum.

2. Employer's policies and Outdoor Education Advisers' Panel (OEAP) National Guidance

Relevant associated policies are:

- All safeguarding guidelines and policies adopted by Hailey School (see Hailey School Safeguarding Policies and Practices – additional information document)
- Risk Assessment and Health and Safety Policies and Guidelines adopted by Hailey School (see F&R Policy Folder)
- Drugs Education Policy Hailey School

OEAP National Guidance <https://oeapng.info/guidance-documents/>

Hailey School requires all employees and volunteers to follow these policies and guidances. In the event of any conflict between OEAP and school policies, then school policy must be followed and clarification sought from your Educational Visits Co-ordinator (EVC) or management.

3. Clarification of roles

The OEAP National Guidance describes the normal responsibilities of various roles

including:

- Governors
- Head
- Educational Visits Co-ordinator (EVC) = the Headteacher; assisted by Bev Clark (as teacher voice and cover in her absence) and Administrator (to make arrangements with venues).
- Visit Leader
- Assistant Leader

And Hailey School utilises these descriptions.

The head teacher has not delegated any of her described responsibilities (such as the approval of certain types of visit).

OEAP guidance on selection of the EVC is followed.

4. Procedural requirements

Staff are required to follow Hailey School defined procedures for

- Risk assessment
- Approval of staff to lead activities and visits
- Evaluation of external providers
- Parental consent
- Information about participants' medical conditions, special needs, behaviour etc.
- Prior notification and approval of visit plans
- 'Checking out' and 'checking in' before, during and after a visit
- Emergencies
- Monitoring
- Evaluation (generally oral rather than written)

Copies of any establishment forms/checklists will be provided to staff as required.

5. Monitoring

Visits will be monitored via verbal or written feedback to the Head Teacher or her deputy. Governor visit schedules include some educational visit attendance.

6. Induction

Staff induction will include this policy.

7. Policies, planning and evaluation folder

Risk assessments are written for every educational visit or an existing risk assessment is reviewed to ensure it is applicable for a specific visit. This includes consideration of staff ratios, transport arrangements etc.

8. Assessing venues and providers

Venues are selected for which we have previous experience or for which we identify have credible assurance of appropriate Health and Safety management systems or for which a member of staff had visited to establish these credentials. Where a provider does not hold such accreditation additional checks would be required, following Section 8 of this guidance – Model Forms and Checklists.

9. Volunteers

Hailey School uses volunteers but these will all have enhanced DBS (with barred list) check and had child safeguarding and code of conduct information as defined in our safeguarding induction checklist. Hailey Schools also uses parent volunteers who might not be DBS checked but this would be included in the RA and those individuals would not be in regulated activity.

10. Emergency procedures and incident reporting

The OEAP National Guidance provides advice about planning for emergencies and is followed by Hailey School.

11. Behaviour

Hailey School has behaviour principles and a behaviour policy that is applicable to education visits. Pupils are reminded of expectations prior to embarking on a visit. Any specific site rules are informed to parents and pupils in advance if necessary.

12. Inclusion

Hailey School single equality policy and accessibility plan applies.

13. Insurance

OCC insurance held by the school for educational visits applies. A list of trips is sent to OCC termly.

14. Finance

The school's Charging Policy covers educational visits financial arrangements.