

Management of Educational Visits and Learning outside the Classroom



**Burwell Village
College Primary**

Approved by:	Governing Body	Date: 23 rd September 2021
Last reviewed on:	27 th September 2022	
Next review due by:	September 2025	

1. Introduction

This Policy is the local policy for Burwell Village College Primary School and aligns with Cambridgeshire County Council and Peterborough City Council Policy for Educational Visits. None of the Joint 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 of 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)

2. Roles

[All roles](#) are clearly defined on the NG website. www.oeapng.info Roles are defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer. There is specific guidance and information for each above role as well as relevant documents. Within the school, all roles are covered and managed by staff and the Governing Body.

The school has trained EVCs, who are Colette McNally (Deputy Headteacher) and Karen Taylor (School Business Manager).

All visits have a named Visit Leader and assistant staff, who are aware of their role and responsibilities (information contained within the [NG website](#)). Volunteers are managed under the school volunteer policy including relevant DBS checks.

[Competence of Staff](#)

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

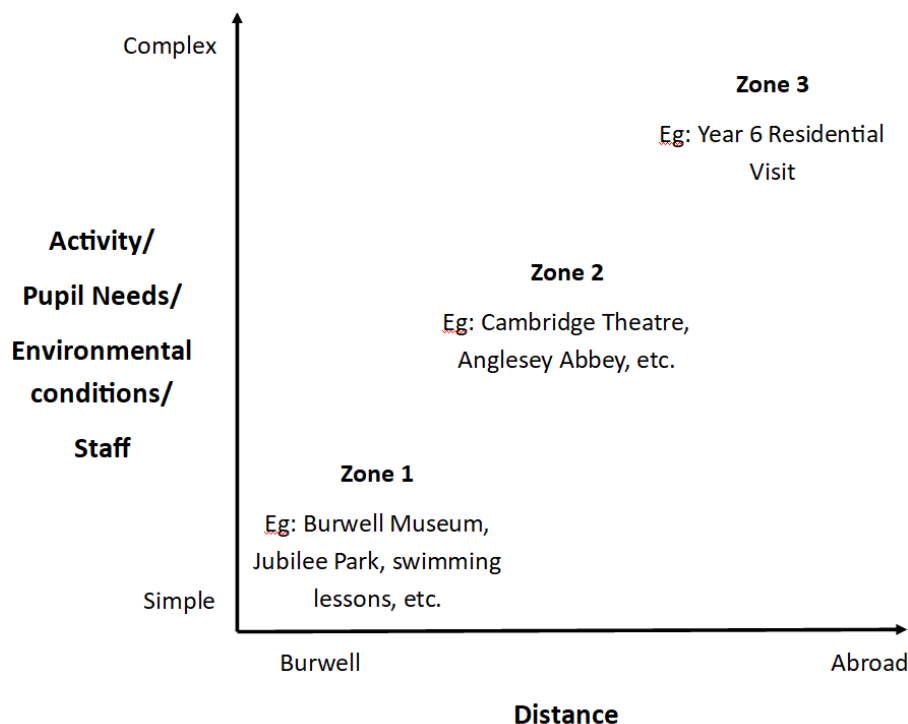
3. Procedures

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.

3.1 Zones

This school has defined the zones as shown in the chart below. Visits fit into one of three zones depending on the trip's distance and complexity of organisation. If staff are unsure about a zone, then the visit rises into the next zone up for further guidance and planning. Identifying which zone a visit falls into will support staff in preparing for a safe trip.

School Visit Zones Chart



Zone 1 - Local regular visits:

Zone 1 visits are those that are regular, local and straightforward to organize, for example trips to Burwell Museum, Jubilee Park, swimming lessons, etc.. These must be entered into the Evolve system, and submitted to the school's EVC at least 6 weeks before the departure date.

Zone 2 - 'Normal Visits':

Zone 2 includes the majority of this school's visits, such as trips to the Cambridge Theatre, Anglesey Abbey, etc. There will be aspects of complexity that require careful planning. These must be entered into the Evolve system, and submitted to the school's EVC at least 6 weeks before the departure date.

Zone 3 - Adventure / Abroad and very complex visits:

Zone 3 covers visits that involve a great deal of planning and organization, such as the Year 6 residential trip. These visits require specific approval at school level and the approval of the Cambridgeshire County Council Outdoor Education Adviser. These must be entered into the Evolve system, and submitted to the adviser at least one term before the departure date. The adviser approves visits on behalf of the employer.

3.2 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. The school does not need to receive a provider's risk assessments if they hold a listed accreditation. This includes the Learning Outside the Classroom Quality Badge (LOTQCB) and the Adventure Activities Licensing Authority (AALA) primarily.

[Parental Consent](#)

Full information must be given to parents/ carers regarding any visit off the school site and parental consent must be obtained in order for a pupil to attend.

[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 linked above 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 and Peterborough Councils endorse and support the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need any evaluation and safety paperwork and 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, must be checked with the OE adviser before proceeding. There are other checks that the adviser will undertake with the school and advise accordingly. Bookings with such companies should not be undertaken before checks are completed.

3.3 [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 numbers and have access to the guidance linked above. The EVC and Senior staff have access to the Critical Incident plan.

3.4 Organisation

Communication with Parents/Carers

The Visit Leader will ensure that all dates and costings of the visit are confirmed with the EVC and Headteacher before providing the trip details and covering letter to the school office so that parents are informed of the visit at least six weeks prior to the visit date.

[Transport](#)

National Guidance contains full information for cars, minibuses and public transport. Transport requests will be submitted to the school office eight weeks in advance of the trip date.

Evolve submission

Completed Evolve forms and required documentation must be submitted to the EVC and Headteacher, via the Evolve portal, at least six weeks before the trip date for Zone 1 and Zone visits, and one term before the trip date for Zone 3 visits.

The information and documentation required in an Evolve submission includes:

- risk assessments specific to the pupils and adults on the trip
- risk assessments specific to venue/destination and journey
- pupil registers
- specific SEND and medical information about pupils and staff
- adult attendees
- emergency contact details

Where relevant, site maps, activity timetables and other organizational documents may be included.

Insurance

All visits should be covered by the 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 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 monies. 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.

4. Evaluation

Following a visit, staff should evaluate the trip to inform future plans.

5. Related Documents and Guidance

- Health and Safety Policy
- Safeguarding Policy
- Inclusion Policy
- Charges Policy
- Volunteer Policy
- Behaviour Policy
- OEAP National Guidance www.oeapng.info

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

Office email Outdoor.education@cambridgeshire.gov.uk

Phone 01480 379677

Adviser email Stephen.brown@cambridgeshire.gov.uk