




Barrow Island

Community Primary School

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POLICY FOR OUTDOOR LEARNING, OFF-SITE VISITS AND LEARNING OUTSIDE THE CLASSROOM - 2024 -2025

<i>At the time of publishing the following roles were held:</i>	
Educational Visits Co-ordinator	Karen McVea-Roberts
Designated Safeguarding Lead	Vicky Evans
Deputy Designated Safeguarding Lead(s)	Scott Imison

Approved by¹	
Name:	Carly Buckingham
Position:	Chair of Governors
Signed:	
Date:	October 2024

Barrow Island Community Primary School

Policy for Outdoor Learning, Off-Site Visits and Learning Outside the Classroom

Aim of the policy

This policy sets out Barrow Island Community Primary School's expectations of how outdoor learning, off site visits and learning outside the classroom will be managed. Guidance from the OEAP (May 2020) website has been followed to inform the writing of this policy.

This policy has been written by the EVC, in consultation with all relevant staff and the Senior Leadership Team, thus ensuring acknowledged and shared ownership. All staff involved in planning visits will have electronic access to this policy, access to local area Risk Assessment documents via our school's network and access to evolve

At Barrow Island Community Primary School we firmly believe that children learn best when they are presented with different environments in which to do so. We provide opportunities for our children to learn outside the classroom within the school grounds and during off-site visits. This can take many forms, from a 20 minute lesson or a week long residential.

We encourage, and expect, our children to be the best they can be. We can only do this by ensuring they have the opportunities to thrive and learn in different environments. We recognise that not all learners are the same and provide opportunities for each to reach their full potential.

Policy and National Guidance

We adopt OEAP National Guidance, along with that provided on evolve, educational visits online notification and approval system, provided and monitored by Cumbria County Council. Staff must follow that guidance as well as the requirements of this policy.

In the event of any apparent conflict between the employer's (Cumbria County Council's) policy, this policy or National Guidance, then the employer's policy must be followed and clarification sought from the Educational Visits Coordinator (EVC) or management.

Roles and responsibility

Detailed information on the roles and responsibilities of governors, management and staff can be found in the following documents:

- Governors - <https://oeapng.info/downloads/download-info/3-4f-member-of-a-management-board-or-governing-body>
- Head – <https://oeapng.info/downloads/download-info/3-4g-headteacher/>
- Educational Visits Co-ordinator (EVC) - <https://oeapng.info/downloads/download-info/3-4j-evc-responsibilities/>
- Visit leader - <https://oeapng.info/downloads/download-info/3-4k-visit-or-activity-leader>

The above linked documents are also available in the EVC policy folder on the school network.

The EVC was selected following National Guidance and the document linked above. The EVC will initially assess competence and there will be further support and clarification from the EVC as necessary.

Procedures

Visits within the site can be taken as and when required and need no approval. The visit leader must first seek verbal approval from the Head Teacher for any off-site visit. The visit leader is then responsible for planning the visit, seeking support as necessary from the EVC and other staff, referring to documents as detailed above and filling in a visit form on evolve.

- In the event of a Level 1 visit the EVC then approves the visit, followed by the Head Teacher.

- In the event of a Level 2 visit the EVC then approves the visit, followed by the Head Teacher, followed by the Local Authority. The visit will not go ahead if it has not been approved by the Local Authority.

Risk Assessment

Visit leaders use the generic Risk Assessments provided on evolve to form the Risk Assessment documents specific to the planned visit. These will then be attached to the visit form on evolve. Visit leaders will risk assess throughout the visit. Dynamic Risk Assessment forms part of all visits and should be used to inform next steps to ensure a smooth visit.

If the visit is within the local area, no further than Dalton-in-Furness, the Risk Assessments which apply to the trip are those adapted by the EVC and saved on the school network. These do not need adding to evolve.

It is the visit leader's responsibility to assess the risks for each specific visit with the activities and cohort in mind. Any pupils requiring an individual risk assessment document, due to physical needs, behavioural needs or emotional needs, will need this providing by the visit leader. The EVC or Head Teacher may ask for further Risk Assessment documents for individual pupils if deemed necessary. There will be an expectation on the pupils to follow the school's behaviour policy on all visits. Dynamic Risk Assessments can take place throughout the trip and if a pupil's behaviour is seen to be inappropriate or unsafe, arrangements must be made to return to school.

Visit leaders have access to Visit Leader's checklist -

https://oeapng.info/search-results/?download_search=visit+leader+checklist

The above linked document is also available in the EVC policy folder on the school network – 3.3e – Checklist – visit leader

Visit leaders can find further Risk Assessment guidance here -

https://oeapng.info/search-results/?download_search=4.3c

The above linked document is also available in the EVC policy folder on the school network – 4.3c – Risk Management – an overview

Visit leaders can find guidance on Inclusion here -

https://oeapng.info/search-results/?download_search=inclusion

The above linked document is also available in the EVC policy folder on the school network – 3.2e - Inclusion

Staff CPD

The EVC has completed training for EVCs and completes refresher training yearly.

Staff regularly receive support and guidance in writing Risk Assessment documents, be this ad hoc when planning visits or as formal CPD. Less experienced staff will always be accompanied by more experienced staff on visits but also in the writing of Risk Assessments and planning visits.

Assessing venues and providers

Venues and external providers are selected carefully. Providers of Outdoor and Adventurous Activities must hold the Learning Outside the Classroom badge. Other venues and providers are individually assessed by the visit leader and any staff involved in the planning of the visit, or staff who have previously visited the venue/provider.

For providers who do not hold external accreditation visit leaders can refer to the following document as necessary -

https://oeapng.info/search-results/?download_search=4.4f

The above linked document is also available in the EVC policy folder on the school network – 4.4f – Checklist – assessing a provider

Visit leaders will not ask for copies of providers' risk assessments, but will seek any information specifically aimed at helping visit leaders to manage their visit. If necessary, there will be a preliminary visit by staff to check a venue or provider.

Staffing/volunteers

Visit leaders will be accompanied on the visit by a member of the senior leadership team if deemed necessary. The appropriate ratio will be met for the age of the pupils, individual needs and needs of the cohort. This will be made up of members of staff and volunteers. Volunteers will be added to the evolve system so they can be added to the visit by the visit leader, along with the other staff. Vetting procedures for volunteers will adhere to Cumbria County Council policy for volunteers in school.

Emergency Procedures and Incident Reporting

In the event of an emergency on a visit the visit leader will contact school. If this is out of hours there will be an emergency out of hours contact listed on the evolve visit form. Guidance of procedure and responsibilities of visit leader, school and first contact can be found here -

https://oeapng.info/search-results/?download_search=4.1

The above linked documents are all available in the policy document folder on the school's network and should be referred to by all involved –

4.1c-Emergencies-and-Critical-Incidents-Guidance-for-Leaders-2

4.1d-Emergencies-and-Critical-Incidents-Guidance-for-Establishments-2

4.1f-Emergencies-and-Critical-Incidents-Guidance-for-First-Contact-1

Insurance

All visits are covered by the Local Authority's Public Liability insurance and Local Authority Off-site Activities, Travel and Personal Injury Insurance Group policy.

Charging

At Barrow Island Community Primary School we follow the guidance provided by the OEAP –

https://oeapng.info/search-results/?download_search=3.2

The above linked document is also available in the policy document folder on the school's network –
3.2c - Charging for school activities

Data Protection

It is vital for the health and safety of those involved in visits that relevant information is available to leaders and external providers for planning activities, and in the event of an emergency. Data is collected via Form Cs and shared appropriately. This is then destroyed following the visit. Further guidance can be found –

https://oeapng.info/search-results/?download_search=4.4j

The above linked document is also available in the EVC policy folder on the school network –
4.4j – "Participant information and data protection"

Links

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=cumbriaccvisits.org.uk

<https://oeapng.info/about-national-guidance/>