






Written:	October 2017	Written by:	Claire Gabriele
Due for Review:	October 2018	Governor responsible:	Tim Senior

School Aims:

At Grampound Road Village CE School we aim to give all children:

-  Access to a rich curriculum which enthuses and equips them for life as citizens in the 21st century.
-  Opportunities to explore their own developing Christian faith and to have respect for the faith of others.
-  High self esteem by feeling valued as a member of our school.
-  A sense of fair play, treating others with dignity and respect.
-  The chance to enjoy taking part in a vibrant, forward looking school, moving their learning forwards.

Grampound Road Village CE School Motto: ***'Nurturing God's gifts with compassion and drive, so that all our children succeed, learn and thrive.'***

General policy statement:

All staff, governors, volunteer helpers, students and visitors need to give due regard to all of the policies and practices adopted by the school. Whilst it is acknowledged that people other than staff cannot be expected to read every policy before a visit to the school, it may be that further guidelines are necessary in addition to the Visitors' Booklet which people are given upon arrival. All staff carry responsibility for the welfare and success of the children in our school. Staff will advise anyone who is working alongside us of the necessary protocols, procedures and policies we follow.

Overview

This policy covers all educational visits and outdoor learning activities organised through the school and for which the Governing Body and Head of School are responsible.

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged and we aim to ensure every pupil participates in an educational visit at least once every half-term.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits.
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part.

- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits.
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

Benefits

The Governing Body aims for this school to foster an educational environment in which all members of the school community can thrive, regardless of race, gender, religion or individual need. This aspiration applies equally to the planning and management of all educational visits and outdoor learning.

Outdoor learning and visits enrich and extend the curriculum in many subject areas and may include the following outcomes:

- Curriculum Enhancement
- Adopting a positive attitude to challenge, learning and adventure
- Developing personal confidence and character
- Developing self-awareness and social skills
- Appreciating the natural environment and the importance of sustainable development
- Acquiring a range of psychomotor skills
- Demonstrating initiative, resilience, self-reliance and responsibility
- Developing skills in communication, teamwork, problem solving and leadership
- Appreciating the benefits of physical fitness and lifelong activity
- Increasing their motivation and appetite for learning
- Broadening horizons and becoming open to a wider range of life choices and employment opportunities

For a full and comprehensive statement of the benefits of outdoor learning see the OEAP National Guidance Making the Case

<http://oeapng.info/downloads/making-the-case/>

Residential opportunities and adventurous activities can play a significant role in the development of personal and social qualities for all young people as well as raising aspiration and achievement. Outdoor activities can contribute to a healthy lifestyle and encourage an interest in lifelong activity. They can also help young people to understand how to be safe by assessing and managing risk.

For comprehensive information on the benefits of residential experience see 'Learning Away – Brilliant Residential'.

<http://learningaway.org.uk/>

Responsibilities and Roles

The Head of School will:

- ensure all visits and outdoor learning activities have appropriate and clearly articulated learning outcomes
- approve all visits and activities, based on compliance with relevant Cornwall Council guidance, recognised best practice and the school's policy
- ensure off-site activities and visits are led by competent staff who are suitably experienced to assess the risks, manage the activity and manage the particular group of young people
- check that the staffing ratio is appropriate for each visit
- ensure Visit Leaders have access to a planning checklist, based on the National Guidance, and adapted as necessary to meet the particular needs of the school (See Appendix A)
- check that risks have been assessed, significant risks recorded and suitable control measures are in place
- monitor educational visits and outdoor learning and provide a regular report to the Governing Body about the activities which have taken place

Educational Visits Coordinator

In order to carry out the above responsibilities effectively the Head of School may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The Head of School will be considered to be the EVC where tasks are not delegated to a named member of staff. The EVC will be responsible for carrying out agreed tasks and must attend the relevant training provided by Cornwall Council.

Name of EVC: Claire Gabriele

The Visit Leader

The Visit Leader will:

- follow policy and procedures of the Council and the school
- have overall responsibility for the supervision and conduct of the visit or activity
- articulate clearly the learning outcomes of the visit/activity
- where appropriate, appoint a Deputy Leader who can take over at any time
- clearly define the roles and responsibilities of all adult helpers
- obtain the Head of School's approval (or the EVC on his /her behalf) before any visit or outdoor learning activity takes place
- assess the risks involved and amend as appropriate any previously recorded risk assessment
- use the school planning checklist to ensure all procedures have been followed (See Appendix A)
- ensure an EV form is completed if the visit falls into any of the required categories
- inform parents fully about the visit and gain their consent, where appropriate
- establish emergency procedures for all elements of the visit
- ensure adequate first aid provision is available
- re-assess risks while the visit or activity takes place
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather or other factor.

Responsibilities of additional members of staff assisting with visits and outdoor learning

Members of staff, volunteers and other helpers should:

- assist the Visit Leader to ensure that the intended learning outcomes are being addressed
- assist the Visit Leader in ensuring the health, safety and welfare of young people on the visit
- be clear about their roles and responsibilities whilst taking part in a visit or activity.

Responsibilities of pupils

Pupils also have responsibilities about which they should be made aware by the Visit Leader or other members of staff, for their own health and safety and that of the group. Young people should:

- avoid unnecessary risks
- follow instructions of the Visit Leader and other members of staff
- behave sensibly, keeping to any agreed code of conduct
- inform a member of staff of significant hazards.

Responsibilities of parents/carers

Parents have an important role in deciding whether a visit or outdoor learning activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the Visit Leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number;
- sign the consent form.

Risk Management

The school has a legal duty to ensure that risks are managed, requiring them to be reduced to an "acceptable" or "tolerable" level. Risk management should be informed by the benefits to be gained from participating whereby the starting point for any risk assessment should be a consideration of the intended benefits and learning outcomes. This provides objectivity to a decision that any residual risk (i.e. the risk

remaining after control measures have been put in place) is “acceptable.” Visit Leaders should be clear that ongoing (dynamic) evaluation of the risks is still required in the event of changing conditions or unexpected situations.

The Visit Leader is responsible for completing the risk assessments for their activity/visit ideally supported by others in their team. The EVC can help with this process.

Action in the case of emergency

The Head of School must ensure that emergency arrangements are in place, known to staff and in line with Council policy, to cover the range of activities undertaken from the school and the times at which they take place. This will include a minimum of two emergency contact numbers for designated senior members of staff or the governing body out-of hours.

Any accidents and incidents that occur during educational visits and activities must be reported and recorded in accordance with the school health and safety policy. Cornwall Council must be informed of notifiable accidents and incidents which occur in its maintained schools. Accidents and incidents must be reviewed within the school to identify any learning points.

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy therefore linked to the following other policies: Single Equality Scheme, SEN and Behaviour Management.

