

IAT and North Yorkshire Outdoor Learning

Normanby Primary School Policy September 2024

Guidance Notes

IAT has a corporate policy, that this document should be read in conjunction with.

This model policy has been reviewed to ensure consistency with the revisions made to the employer policy during August 2024. The most significant changes within this version relate to the terminology used to describe the visits that take place within an establishments local area. In the previous version of this policy the term Local Learning Area was used, this has now been replaced with Local Area Visits to align the policy terminology with that used in the Evolve Visits Management system.

Instructions for using this document.

When using this document there are several sections which will require adapting to meet your schools needs e.g., the type of school: maintained; academy etc. All the sections that are red or blue will need to be addressed, and some of the instructions removed. Hopefully the changes that are required are all self-evident, but they have been recorded within a table of contents at the end of the document.

This document also includes a Local Area Visits (LAV) appendix. The LAV is a proportionate approach to managing visits which reduces the level of bureaucracy that school management and visit staff must undertake to address the health and safety associated with educational visits. Use of the LAV assumes that the visits are routine i.e., they are occurring regularly and at least once a month. The LAV is not intended for visits that are further afield or happen once a year. It would be perfectly reasonable for a school operating a programme of outdoor activities which take place every week to manage the recording of these educational activities using LAV, however it would be expected that in the case of adventurous activities where the level of perceived risk is higher that such a decision would be made in consultation with the employer.

Normanby Primary School

Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability, or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting, and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1.Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Headteacher, Kathryn Pentney, Deputy Head Teacher, Julia Brallisford and Sonia Herlingshaw are Educational Visits Co-ordinators. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinator is:

The Headteacher, Kathryn Pentney, Deputy Head Teacher, Julia Brallisford and Sonia Herlingshaw are Educational Visits Co-ordinators.

Administrative tasks will be carried out by: All staff and EVCs

2.Establishment policy and procedures

The Normanby Primary Policy for Educational Visits, Outdoor Learning and Adventurous Activities (September 2024) is the employer's policy. The school recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through the North Yorkshire Outdoor Learning Educational Visits Advisory Service. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from the North Yorkshire Outdoor Learning Educational Visits Advisory Service.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visits will be included in our biennial request form. We will always aim to fully inform parents by School Comms (email directly to Parents and Carers) of the nature of each visit, activity, or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice, and we will always aim to notify parents that their child will be off-site, but this may not be possible.

Non-routine consent: Written consent, which may be electronic via School Comms, will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by School Comms (direct email) of the nature of each visit, activity, or series of a similar nature.

Specific consent: Written consent, which may be electronic via School Comms, will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits, and adventurous activities. We will fully inform parents by School Comms (direct email) of the nature of each visit, activity, or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the employer.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer.

3.Planning and approval procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures, and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate

control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. At Normanby Primary we have identified our Local Area Visits which includes all the places that we visit and the activities that we undertake routinely. Details of our Local Area Visits are contained within the appendix which includes generic risk assessment. Wherever the need arises additional risks and significant findings will be recorded using event specific risk assessment.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy

4. Visit Planning and Management System

Evolve is the IAT web-based system used to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Visits will be recorded as detailed in the summary table below.

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the employer policy.

Governing Body, who will record approval and report to the Trustees.

Additionally, as the employer, final approval will be retained by the Trustees, for visits abroad, all residential visits and all adventurous activities in line with the employer policy. The Trustees delegate the approval and scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser: Visits abroad, residential and all adventurous activities regardless of leadership or location. (As detailed in guidance).

Headteacher or other EVC: All visits and activities beyond the Local Area Visit. Local Area visits do not require approval but all EVCs are notified of Local Area activities.

Visit planning approval summary table for IAT

EVOLVE Classification	Planning/Recording Process	Risk Management	Final Approval
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On-site/Local Area Visits (LAV)	All visits are entered onto Evolve	School risk manages routine risks e.g. road crossings, moving around public places, the journey etc., and if a provider is being used any non-provider led activities using LAV risk management	EVC/Head notification
Day Visit outside Local Learning Area	Recorded on Evolve	management supplemented by specific documentation where necessary	EVC/Head
Overseas	Recorded on Evolve	School risk manages routine risks e.g. road crossings, moving around public places, the journey etc., and if a provider is being used any non-provider led activities using LAV risk management	Adviser
Residential	Recorded on Evolve	management supplemented by specific documentation where necessary. The school also risk assesses down time activities.	Adviser
Adventure, provider led	Recorded on Evolve	School risk manages routine risks e.g. road crossings, moving around public places, the journey etc., and if a provider is being used any non-provider led activities using LAV risk management	Adviser
Adventure, self-led	Recorded on Evolve	management supplemented by specific documentation where necessary	Adviser

1. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in the appendix.

2. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

3. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to Normanby Primary school's charging and remissions policy.

4. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to the Trust SEND policy and Normanby Primary School SEND Information Report.

5. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained, and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to the IAT Safeguarding policies.

6. Insurance

Young people participating in visits and activities will have annual travel insurance provided under the risk protection arrangements. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

7. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

Appendix - Local Area Visits

Boundaries

The boundaries of the locality are either within 3 miles of the school or the listed location below.

This area includes the following frequently used venues: e.g.

- Flatts Lane Country Park
- Sports Partnership Event Venues
- Local Churches; including Normanby Methodist Church, Christ Church, St Nicholas Guisborough and the Salvation Army.
- Police, Ambulance, Mountain Rescue, Coastguard and Fire Stations
- Swimming Baths as operated by official providers
- Public Parks in the local area
- Registered Local Education Establishments

We use our Local Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Area Visits option, provided they follow the below Operating Procedure.

Normanby Primary school will still record visits on Evolve but use the On-site enrichment/Local Learning Area option on Evolve which requires the completion of a greatly reduced question set but allows for all visits to be recorded in a single place which can be very useful when running reports on Evolve.

Operating Procedure for visits to the Local Area

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head, Deputy or EVC must give verbal approval before a group leaves. All visit Leaders will have been identified as competent staff, and are confident in our school's operating procedure.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The Operating Procedures for the 'Local Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. Decisions on supervision are based on the area and the age / maturity of the pupils. Where suitable additional adults are able to support the visit such as Sports SSP events, school supervision may be one member of staff.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available. Care plans are added to EVOLVE, and medication is signed out of school.
- Staff will inform the office, through registers, a list of all pupils and staff, where they are going and an estimated time of return.
- A mobile phone is taken with each group and the office have a note of all staff numbers.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

Table of Amendments:

This table only summarises significant changes. Typos and date changes are not listed.

Section no.	Paragraph	Page no.	Amendment
Introduction		1	Revised introduction taking into account change from 'Local Learning Area' to 'Local Area Visits'
Establishment Policy and Procedures	3	2	In the section 'For Voluntary Aided or Foundation Schools', 'recognizes' amended to 'acknowledged'. 'Local Learning Area' changed to 'Local Area Visits'
	3 & 4		'North Yorkshire Outdoor Learning' changed to 'the North Yorkshire Outdoor Learning Educational Visits Advisory Service'
Planning and approval procedures	2	4	Local Learning Area changed to Local Area Visits and paragraph amended so grammatically correct