



Anchorholme Academy Outside the Classroom Policy



Adopted by Governors/HT: Governors
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Person responsible for policy: Miss M Pitt & Mr A Woodward (EVCs)

Introduction

The purpose of this Outside the Classroom Policy is to ensure that every trip made by Anchorsholme Academy brings together the safest possible environment for children and the greatest possible educational benefit, both in terms of the National Curriculum and also within personal and social development.

Off-site visits are activities arranged by or on behalf of Anchorsholme Academy, which involve students being away from the school site(s), whilst in the care of Anchorsholme Academy. This type of curriculum enrichment varies in duration from less than half a day to substantial residential trips, both in the UK and abroad. The following give an indication of the wide range typical of the school's off-site provision: university conferences and lectures; concerts; visits to art galleries, theatres, manufacturing and service industries, farms and historical sites; sporting events; urban and rural field studies; adventure and outdoor pursuits; art and dance workshops; regional and national competitions.

All off-site activities must serve an educational purpose; enhancing and enriching pupils learning experiences. Educational visits that are well planned and executed provide children with valuable experiences which enhance their learning at school. Providing a variety of 'real life' opportunities for children enables them to achieve a fuller understanding of the world around them.

This policy has been created to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks to the health and safety of pupils are managed and kept to a minimum at all times. Within these limits, Anchorsholme Academy will seek to make all visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

All staff leading a trip away from the school site must make the safety and welfare of the pupils the priority.

This policy must be used in conjunction with the National Guidance (NG) published by the Outdoor Education Advisers' Panel (OEAP) found at <http://oeapng.info>. The site provides detailed guidance about many aspects of outdoor learning, off-site visits and Learning Outside the Classroom, and includes essential reading for all key staff roles. Anchorsholme Academy employees must follow that guidance as well as the requirements of this policy. Should there be any conflicting areas, please consult with the Educational Visits Coordinator or the Headteacher.

If you have any further questions regarding the content of this policy, please contact the Educational Visits Coordinator (EVC) or the Headteacher.

Aims

Through 'Learning Outside the Classroom', Anchorsholme Academy aims to:

- Enhance curricular and recreational opportunities for children.
- Develop the child's knowledge, skills and understanding of the wider world outside school and home.
- Highlight links between various areas of the curriculum and put into practice skills learnt in the classroom.
- Promote independence of children as learners and enable them to develop in new learning environments.
- Develop children's confidence in unfamiliar situations.
- Expand children's ability to work with a group, to follow instructions and to complete tasks in co-operation with others.
- Ensure that children learn the importance of considering the feelings and needs of others.

Roles and Responsibilities

Headteacher

The Headteacher must manage and maintain the Outside the Classroom Policy on behalf of the Governing Body. This policy requires all educational visits have a clear and appropriate purpose and that they are properly organised. It must also specify those categories of visit which may need to be reported at the planning stage to the LA.

The Headteacher will ensure that:

- Arrangements are in place for the educational objectives of a visit to be achieved and are inclusive.
- All necessary actions have been completed before a visit begins.
- They have selected a suitable visit leader.
- The visit leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively if there is a problem.
- The visit leader has relevant skills, qualifications and experience of acting as an instructor and knows the location of the visit.
- All accreditation or verification of providers has been met;
- The risk assessment is complete and that it is safe to make the visit.
- All other adults (parents/ volunteers/ placement students etc.) on the visit are appropriate people to supervise the children and have appropriate clearance (DBS).
- They are aware of and have considered the implications for non-returnable deposits.
- There is adequate and relevant insurance cover.
- The governing body is made aware of visits.
- Visits are evaluated to inform the operation of future visits;
- The school has an emergency procedure in case of a major incident, which has been shared with all staff.

Educational Visits Coordinator

The Educational Visits Coordinator should be trained in accordance with the employer requirements, experienced in the management of groups involved in Outdoor Learning and Learning Outside the Classroom, be a member of staff with the status to effect and change and be the focus of good practice.

The Educational Visits Coordinator will ensure that:

- Educational visits meet the employers and schools requirements.
- They challenge and question the value and purpose of the visit and provide guidance to staff.
- Arrangements have been made for all the medical needs and special education needs of all children attending a trip.
- They have a contact name, address and phone number of the venue where the trip is taking place.
- They have all the names of the adults and children in the travelling group.
- They have all the contact details of parents and the staff's/volunteers next of kin.
- They assess the competence of prospective leaders and staff.
- Risk assessments meet the requirements.
- They support the Headteacher and governor's approval and other decisions.
- Keep a record of visits, accidents or incident reports.

Teaching Staff

The teaching staff are responsible for the preliminary planning of trips and any plans must be discussed with the Headteacher at an early stage. The EVC checks the planning, giving guidance and support where needed. The Headteacher has overall responsibility for safety of pupils and staff, therefore giving overall approval for every visit.

Teaching staff should ensure that EVC forms are submitted 4 to 6 weeks in advance.

Visit Leader

The visit leader is a teacher who has overall responsibility for supervision and conduct of the visit. This includes direct responsibility for the pupil's health, safety and welfare and must be approved by the Headteacher.

The visit leader will be able to:

- Carry out the visit.
- Demonstrate they are suitably competent and knowledgeable about the school and LA's policies and procedures.
- Plan and prepare for the visit and assess the risks.
- Complete the risk assessment process.
- Undertake and complete the planning and preparation of the visit, including the briefing of group member and parents.
- Apply for approval of the visit.
- Control and lead pupils of the relevant age.
- Ensure that all consent slips have been collected and checked.
- Liaise with the admin staff to ensure that all income has been collected, where appropriate.
- Ensure that children understand the rules and responsibilities of the visit.
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.
- Consider stopping the visit or the activity if they think the risk to the health and safety of the pupils in their charge is unacceptable.
- Evaluate the visit to inform the operation of future visits.

Teachers and Other Adults Involved in a Visit:

Teachers on a school led visit will act in the course of their normal employment during their normal hours. They will be acting under an agreement with the Headteacher if some of their time on the visit fall outside normal hours.

Non-teaching staff and other adults (i.e. volunteers and placement students) should generally not have sole charge of children, except where risks to health and safety are minimal. All adults attending a trip must have an up to date enhanced DBS check.

Teachers and other adults on the visit will ensure that they:

- Do their best to ensure health and safety of everyone in the group.
- Care for each individual pupil as any reasonable parent would.
- Follow instructions of the leader and help with control and discipline.
- Consider stopping the visit or the activity if they think the risk to the health and safety of the pupils in their charge is unacceptable.

Pupils

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. This decision will be made at the discretion of the Headteacher and is not negotiable. The curricular aims of the visit for these pupils should be fulfilled in other ways.

The visit leader/teacher should make it clear to pupils that they must:

- Follow the school code of behaviour.
- Behave sensibly and responsibly.
- Follow instructions of the leader and other adults.
- Look out for anything that might hurt or threaten anyone in the group and tell the visit leader/teacher about it.
- Not take any unnecessary risks.

Inclusion

Educational visits should fulfil the needs of all children; therefore the Headteacher will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate these children, whilst maintaining the safety of everyone on the visit.

Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Participation

Children should be assessed to ensure that they are capable of undertaking the proposed activity.

During the visit children should not be made to do an activity they fear.

Pupils whose behaviour is such that the visit leader is concerned for their, or others safety, should be withdrawn from the activity. On a residential visit, the visit leader and Headteacher should consider whether such pupils will return home early.

Communication

It is important that the group is in contact with the school, although this may not always be possible due to activities in areas where there is no mobile phone coverage.

Visit leaders should be in contact with the school office if they are not going to be back at school by their expected time. The office will update parents via Parentapps as appropriate. If no contact has been made 20 minutes after the due time, the office will call the Visit leader. If they are unable to make contact, then the Headteacher should be contacted immediately.

All teaching staff must have their personal mobile phones on them during a school trip. The office must have up to date mobile contact numbers of all teaching staff.

Procedural Requirements

All local, low risk offsite visits taking place wholly within the school day can be covered by blanket consent and do not need to be entered on to EVOLVE.

Approval for all other visits is sought using EVOLVE and requests must be submitted by the Visit Leader to the EVC for approval within the following timescales:

- Overseas visits - a minimum of 7 weeks before a visit is due to take place.
- Residential visits and/or adventurous activities - a minimum of 6 weeks before a visit is due to take place.
- Other visits - a minimum of 4-6 weeks before a visit is due to take place.

If it appears these time frames are unlikely to be met for a particular visit, the visit leader must speak to the EVC at the earliest opportunity.

For all types of visit, due regard must be given by all involved in planning a visit to:

- Risk Management
- Parental Consent
- Information about participants' medical conditions, special needs and conduct
- Emergencies
- Monitoring
- Evaluation

Further guidance can be found in OEAP NG documents 3.1a – 3.1b

Cancellation of Trips

Trips and visits will be cancelled at short notice if:

- National Threat level is declared as 'Critical'.
- Weather warnings, which may increase the risks to children or adults, are issued for the area being visited or the areas being travelled through.
- DEFRA introduce exclusion zones for the location being visited.
- Staff feel that, due to circumstances beyond their control, that they are uncomfortable to take responsibility for the activity/visit.
- National Epidemic or Pandemic restrictions require.

Risk Management

Visit Leaders must produce a risk management plan (RMP) for all visits and share it with all other adults on the visit. This may be a generic RMP, a specific RMP or a combination of the two. There is a blank RMP template located in the 'resources' area of EVOLVE, as well as examples of generic RMPs for a number of common activities.

The risk assessment process should cover the following aspects of a visit:

- Staffing requirements and ratios;
- Group characteristics;
- Activities on offer and necessary qualifications/experience;
- Transport;
- Environmental conditions;
- Distance from support mechanisms in place at the home base;
- Downtime and handovers;
- First Aid requirements;
- Emergency procedures.

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It is not sufficient to use the risk assessment provided by a venue e.g. a museum. Staff will need a risk assessment to cover transport and they should also add an additional risk element to cover briefing the children appropriately on their behaviour.

Consideration must also be given to supervision as this may differ depending on the staff, activity, group, environment and distance from the school etc.

Group leaders retain responsibility for their children at all times. On residential visits the responsibility is around the clock. A deputy leader should be appointed on all visits.

When coaches are used to teach specified activities, the responsibility and pastoral care of the children remains with the visit leader. It is the visit leader that **MUST** ensure that all instructors are suitably qualified to lead activities they lead.

Supervisors should be made aware of pupils who may require closer supervision such as those with special needs and discipline problems. Consultation with the SENCO on this matter is essential. It is often the case that a SSA or other support staff will be required to provide adequate support for this young person.

First Aid

On all visits there must be a responsible adult with a good working knowledge of first aid appropriate to the environment. On visits where First Aid is more likely to be needed, or where access by the emergency services may be delayed, a qualified First Aider must be present.

Any residential visit or adventurous activity will be accompanied by, or have access to, qualified first aid provision, minimum 2-day award. On residential visits, the visit leader must ensure that access to first aid is available at all times.

Based on the nature of the particular visit, the EVC and/or visit leader will make a judgement regarding the level of first aid required.

A first aid kit appropriate to the visit must be carried, along with medical details for trip participants, and there should always be someone who is nominated to deal with first aid issues. This person is responsible for ensuring the correct first aid equipment is taken.

Assessing Venues and Providers

Where possible, visit leaders should visit intended venues. In cases where this is not possible, the visit leader should research the intended venue using the internet, recommendations from other schools and any other means they have available to them.

Visit leaders should look for LOtC Quality badge and AALA Licences centres as holding one of the above is a creditable assurance of appropriate Health and Safety Management Systems.

A Visit Provider form can be found in the 'resources' section of EVOLVE to support your research into providers that do not hold the above accreditation.

New providers, or providers with no track record of visits will require a pre-inspection visit. It may be necessary to visit a centre to see if the provider can meet the needs of pupils if the trip consists of pupils who have additional needs.

Volunteers

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All volunteers should have an enhanced DBS if there is opportunity for them to be alone with a child/group of children.

Volunteers should be clear about their role and be made aware of the conduct expected from them while on the trip.

Volunteers should be placed with a member of staff from Anchorsholme Academy.

Should volunteers be used to lead activities, they must have the correct qualifications subject to the governing body and/ or experience if a qualification is not necessary.

School Trips

Day Visits

'Day visits' cover those visits departing and returning on the same day which do not involve high risk, water or adventurous activities.

Planning of the visit should happen as follows:

1. Be clear about the purpose of any visit and ensure there are specific learning objectives.
2. Obtain permission for the visit from the Headteacher before approaching any other member of staff.
3. Check in the school diary that the date is available.
4. A letter should be created by the office and sent to parents with the information about the visit. The letter should include the date of the trip, times of departure and return to school, requirements for lunch, requirements for clothing/accessories and information about a charge/payment where necessary. *Consent is not needed for local, low risk trips in school time, but it is always considerate to inform the parents via at least one platform.*
5. Pupils should be in uniform, unless inappropriate to do so.
6. Careful consideration must be given to the completion of the Evolve system and risk assessments. Generic risk assessments are available on the computer, but staff should review these to take into account the time of year, specific behaviour issues etc. The Evolve form should be completed 4 weeks in advance, if possible and 2 weeks in advance as a minimum, if agreed by the EVC. *Please be aware that the EVC could return a submission with corrections to make.*
7. Supervision should be arranged with ratios determined following the risk assessment.
8. Packed lunches and the cancellation of dinners should be arranged with the catering manager at least 2 weeks in advance of the visit date.
9. First Aid kits are available in every classroom and a spare First Aid Kit is kept in the print room. Staff should ensure these are equipped well for all kinds of visits and these must be taken on all visits. The visit leader is responsible for ensuring First Aid Provision is adequate on the visit.
10. Staff must arrange a base contact to be on hand to deal with urgent messages. The contact person must be provided with a list of pupils, medical conditions and emergency contact details, as well as a final signed off Evolve form.
11. After the trip the evaluation form should be completed, highlighting any concerns about the venue or individual pupils. Serious concerns should be taken to the Headteacher.

Residential/ Evening/ Weekend/ Overseas/ Adventurous Activities

Opportunities to stay 'away from school' overnight or for longer periods offer the opportunity for increased learning in many curriculum areas. Residential trips may take place both within the UK and abroad. All of these trips should be inclusive to all pupils, regardless of disabilities.

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- Where both boys and girls are taking part in a residential trip, there should be at least one male and one female adult accompanying the group.
- There must be separate male and female sleeping and bathroom facilities for the pupils and adults.
- Pupils must be aware of how to contact an adult during the night.
- The group members must be made aware of the fire drill for their accommodation.

These visits are more complex and, as such, require approval from the Local Authority.

1. Be clear about the purpose of any visit and ensure there are specific learning objectives.
2. Obtain permission for the visit from the Headteacher before approaching any other member of staff.
3. A letter should then be created by the office and sent to parents with the information about the visit. The letter should include the date(s) of the trip, times of departure and return to school, dietary requirements, clothing/accessory requirements and information about charges and payments, where necessary. *It is essential that the EVC is consulted before any information to parents is distributed.*
4. After parents have requested a place for their child, a letter should be sent to parents giving further details as necessary. In addition, parents must all be informed of cancellation requirements and non-refundable deposits.
5. An information meeting should be arranged as appropriate.
6. Careful consideration must be given to the completion of the relevant paper work. An Evolve system log and risk assessment should be completed. If staff use the generic risk management plan, staff should ensure they are familiar with all the control measures that are in place adding any that are relevant risks relating specifically to their trip. *Please speak to your EVC about the risk assessment before the visit and gain any information about young people you are not familiar with from the relevant teacher.* THE RELEVANT PAPERWORK MUST BE READY AND SENT TO THE EVC FOR APPROVAL 6 WEEKS BEFORE THE VISIT DEPARTS AS THE LOCAL AUTHORITY'S PERMISSION IS REQUIRED.
7. Full comprehensive cover must be taken out on all overseas visits. This is usually provided by the travel company but this must be checked. The Local Authority will look to see the insurance is appropriate before visits are approved. The school has its own school insurance policy that must be consulted before travel to ensure that the cover is appropriate.
8. On all high risk activities i.e. climbing evidence must be seen for the instructor's qualifications.
9. During extended visits a member of the accompanying staff MUST be qualified in first aid.
10. A copy of ALL paperwork must be given to the EVC and contact person.
11. Two base contacts must be allocated for this type of visit. The contact person must be provided with a list of pupils, medical conditions, GP surgery information and emergency contact details (including name of Next of Kin, address and contact details) and must agree to be contactable via telephone throughout the duration of the trip. THE CONTACT PERSON'S TELEPHONE NUMBER NEEDS TO BE GIVEN TO ALL PARENTS OF THE CHILDREN ON THE VISIT. Parents must be informed that they can telephone the contact person only in the event of an emergency, or to check on arrival times.
12. In case of accident or illness, the contact person must be informed. The contact person will then inform the Headteacher.
13. In the event of a child being hospitalised, the visit leader should contact the base contact who will ensure that parents are made aware of the situation at the earliest opportunity and make them aware of arrival times.

Emergency Procedures

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

- REMAIN CALM - assess the situation.
- Safeguard yourself and then any other uninjured members of the group.
- Make sure all other members of the party are:
 1. Accounted for;
 2. Safe;
 3. Adequately supervised ;
 4. Briefed to ensure that they understand what to do to remain safe.
- Delegate deputy visit leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
- Call emergency services as appropriate.
- Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
 1. Preserve life;
 2. Prevent the condition worsening;
 3. Promote recovery.

In the event of an accident, the visit leader retains the legal duty of care and should take charge of any incident until relieved by police, doctor, and ambulance crew or rescue team.

The base contact(s) should be informed of the incident as soon as possible once the safety of the group has been established and any casualties dealt with. To ensure that as much information as possible is passed to the base contact, and to assist with the recording of the incident, the Visit Leader Action Card should be completed at the earliest possible opportunity, preferably before contacting the base contact who will hold a corresponding Action Card. All parties involved should record their actions on a log sheet.

Details of the incident should be passed on to the Headteacher who will inform the governors and Director of Children's Services. If assistance is required from the Local Authority out of school hours, this can be arranged by phoning the Council's 24 hour emergency helpline on 01253 477600.

In the event of a medical emergency situation on an educational visit, the following procedure should be applied. The visit leader should have made all members of staff aware of their roles in this case.

**Visit Leader makes Initial
Assessment of situation.**

**Child in need of immediate
emergency medical
attention.**

**Child in need of non-
emergency medical attention,
from a health care
professional.**

**Child in need of non-
emergency medical attention
(First Aid).**

Red Procedure

Red procedure is used when the participant is in need of immediate emergency medical attention.

1. Phone emergency services using mobile phone or nearest available phone.
2. As soon as possible the school emergency contact should be informed of what has happened and they will advise you, before they contact the parent(s) via the emergency contact.
3. A member of staff **MUST** go with the emergency services to hospital and remained with the injured party until the parents arrive.
4. As soon as possible after the incident, a full report must be made and the incident will be evaluated to ensure safety measures and risk assessments were appropriate.

Amber Procedure

Amber procedure is used when a participant is in need of non-emergency medical attention.

1. Deputy visit leader should ensure that the rest of the participants are safe and cared for.
2. Visit leader should assess the severity of the complaint and decide on a course of action.
3. Visit leader should check the medical information given to ensure medication etc. is accessible.
4. If first aid attention is required this should be done by the person with responsibility for this area on the visit.
5. The school contact should then be contacted should any participant need treatment from a doctor or any other health care professional.
6. The school contact will advise you and then contact the parent(s) via the emergency contact and medical information given to them by the visit leader.
7. Should hospital treatment be required, a member of staff **MUST** go with the emergency services to hospital and remain with the injured/ill party until the parent(s) arrive.
8. If the participant is to be taken to hospital via a car, the driver must ensure that they have the appropriate insurance cover.
9. A full report must be made and the incident will be evaluated to ensure safety.

Green Procedure

The green procedure is used when participants have minor injuries or complaints that do not need medical attention.

1. The visit leader should assess the severity of the complaint and decide on a course of action.
2. If no medical attention is needed the person with responsibility for first aid may treat the injury as they see fit.
3. The incident should be reported on return to school via an evaluation form.
4. A letter outlining that the participant has received first aid treatment should be given to parents.
5. In incidents that involve head injuries, contact with parents should be made before they are released back into their care.

'Accident/Incident or Near-Miss Forms' are requestable from and returnable to the school office.

Appendix 1

Base Contact Action Card for Accident/Serious Incident Whilst on an Offsite Visit

As Base Contact, if an incident has occurred whilst a visit is in progress you should receive notification from the visit leader or deputy visit leader. A list of questions to gather essential information from the visit leader is below.

Remember your visit Leader will be under a degree of pressure so they may not initially have all the information to hand and they will also want to manage the welfare of the group they are looking after. However, this information is important to determine the level of response required.

ENSURE YOU KEEP A LOG OF ALL ACTIONS & DECISIONS TAKEN.

Once you have gathered all the information below as best as you can, follow the notification procedures and inform those identified.

What is the nature of the incident – have as much detail as possible.

- nature of incident
- where did the incident occur?
- when did the incident occur?
- what is the likely duration?

Have the emergency services been notified and are all casualties being dealt with?

Is everyone accounted for?

What is your current location? Grid Reference (if appropriate):

What is the phone number you are calling from?

Is a landline available nearby?

Have the police been informed?

What are the contact details of the police officer in charge?

What is the incident number?

Confirmed Fatalities:

How many:

Details (*names of individuals*):

Persons Injured:

Number of injured:

Details (*names of individuals and nature of injuries*):

Witnesses (*provide details*):

Are the media at your location?

What assistance/support do you require?

Any other information that's likely to be of assistance?

Appendix 2

Group Leader Action Card for Accident/Serious Incident Whilst on an Offsite Visit.

As Group Leader, once you are out of any danger, handed over to the emergency services and in a safe environment your primary role is to liaise with the Base Contact having gathered as much information as you can about the incident that has occurred.

ENSURE YOU KEEP A LOG OF ALL ACTIONS & DECISIONS TAKEN

Inform your Base Contact that an incident has occurred and have the following information available:

What is the nature of the incident – have as much detail as possible.

- nature of incident
- where did the incident occur?
- when did the incident occur?
- what is the likely duration?

Have the emergency services been notified and are all casualties being dealt with?

Is everyone accounted for?

What is your current location? Grid Reference (if appropriate):

What is the phone number you are calling from?

Is a landline available nearby?

Have the police been informed? If so, what is the incident number?

What are the contact details of the police officer in charge?

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Confirmed Fatalities:

How many:

Details (*names of individuals*):

Persons Injured:

Number of injured:

Details (*names of individuals and nature of injuries*):

Witnesses (*provide details*):

Are the media at your location?

What assistance/support do you require?

Any other information that's likely to be of assistance?