



LEARNING OUTSIDE THE CLASSROOM STATEMENT

Rationale

Outdoor education, trips and visits should enable students to gain skills and competences providing worthwhile and lasting interests and prepare students for the opportunities, responsibilities and experience of adult life. There are many Nationally recognised and Local Authority guidelines to follow when taking students off site and all must be strictly adhered to.

This statement should be read in conjunction with the Staff Handbook, Equal Opportunities Policy Educational Visits Protocol and with the RBWM Outdoor Education Policy which can be found here; <http://rbwm-education.rbwm.org.uk/Content/?documents#> .

Aims

- To ensure the safety of students and staff at all times.
- To promote the equality of opportunity for all students.
- To learn in a wide variety of situations outside of the classroom.
- To improve young people's understanding of the environment.
- To develop responsible and caring attitudes.
- To gain experience of working as a member of a team.
- Where appropriate, to develop a healthy and active life-style.

Guidelines

- The Educational Visits Protocol should be adhered to when planning, and carrying out an Educational Visit – see Appendix 1
- The careplan of the student must be considered and suitable arrangements made to meet these needs whilst off-site.
- Staff should ensure the standards of behaviour expected within school are maintained when students are off-site.
- Parents should be informed before any trip outside the usual range of school provision.
- Any financial support needed for off-site activities should be discussed with Cluster Leaders, who may authorise requests for voluntary contributions from parents for additional funds. If it becomes apparent that there will be insufficient overall funding for an off-site activity the Cluster Leader should arrange for the event to be cancelled and parents who have already contributed should be refunded.
- The activity should support and enrich classroom work, life and social skills.
- The activity should give first-hand experience of learning in a wide variety of settings and environments, for example; day trips, residential experiences, sporting opportunities and visits to other schools.
- The activity should challenge students to explore their abilities in activities outside the school environment.

- Staffing ratios should never be less than those found in the group's class when in school. They will always be in accordance with the risk assessment for the visit and the Local Authority guidelines for off-site trips.
- Residential out-of-authority activities need to be approved by the Local Authority.
- All staff leading an Educational Visit should have attended Educational Visits Training
- Cluster Leaders will maintain a record of concerns raised and the outcomes

Review of Procedure

This procedure shall be subject to periodic review and may be changed from time to time.

The Governing Board approved this policy on date:



Signed:

Chair of Governors



Signed:

Headteacher

APPENDIX 1

Educational Visits Protocol

When planning an off-site educational visit ensure the following is adhered to:

1. Complete educational visit request form and email to your Cluster Leader
2. Ensure medical & supervision cards are completed, up to date and signed where applicable
3. Ensure all staff involved with the visit have read the medical & supervision cards for each student attending the trip
4. Ensure risk assessments are provided for all the following areas:
 - Travel arrangements (walking, minibus, car etc.)
 - The site/venue
 - The activity (unless it is being run by an external agency)
 - Emergency Incident
 - Read and take with you the Emergency Action Card
5. Complete the front cover sheet to accompany the risk assessments stating who the trip leader is and which staff are responsible for each student and their RAG rating.
6. Ensure 'red' rated students are allocated to a trained member of staff at all times, 'amber' and 'green' rated students are allocated to staff members at the Educational visits leaders' discretion.
7. Email risk assessments to all staff attending the trip prior to the trip taking place and use a read receipt
8. If you have a parent/volunteer attending your trip ensure they have read and signed the Volunteer on Educational Visits protocol.
9. If the trip is all day ensure all staff attending the trip have read and signed the compensatory rest break form
10. Ensure you have all staff medical details on the OA5 form to be taken off-site and any relevant adjustments made to your risk assessment regarding staff medical details
11. Ensure all paperwork surrounding the trip is in one folder on the shared drive, save in Educational Visits Trips
12. Email a hyperlink of the folder to your Cluster Leader
13. Cluster will approve and sign the Educational Visits and forward onto EVC to approve and sign

On the day ensure the following is adhered to:

1. Ensure you as the visit leader have enough time to prepare for the trip
2. If last minute changes to staff are made ensure they have adequate time to read the risk assessments and medical & supervision cards for supporting all the student attending the trip
3. When leaving for your Educational Visit ensure you have run through the front cover of students and staff you are taking off-site with reception.
4. Ensure you have all medication required which has been signed out in the correct procedure, with no labels stating the students personal data.
5. Ensure you take with you:
 - All risk assessments
 - Off-site Emergency Action Card
 - Off-site medical and supervision cards for each student

- OA5 Staff medical Details

On return of your Educational Visit:

1. Inform reception you have returned
2. Replace all medical & supervision cards back into the care plans
3. Return first aid kit if taken, notifying Kathleen Brown if it needs replenishing
4. Ensure paperwork that needs to be completed is;
 - Accident book for accidents and near misses
 - Classroom first aid books
 - Behavior Watch or low level behavior logs
 - Sign medication back on-site
5. Complete Educational Visits Evaluation Form and save in it in the file with the trip paperwork

All completed paperwork must be submitted to your Cluster Leader one week before the trip.