

**NORTHFLEET SCHOOL FOR GIRLS  
CO-OPERATIVE LEARNING TRUST**

**POLICY ON  
LEARNING OUTSIDE THE CLASSROOM**

<b>Date of Policy:</b>	<b>February 2014</b>
<b>Member of staff responsible:</b>	<b>Mr C Norwood, Headteacher</b>
<b>Reviewed:</b>	<b>October 2021</b>
<b>Next review:</b>	<b>October 2023</b>

<b>EVC:</b> <b>Ms Rebecca Broadley, College Leader for Hyperion</b>
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<b>Assistant EVC/Administrator:</b> <b>Mrs Karen Page</b>
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**Both EVC and Assistant EVC are certified by Kent Outdoor Education**

**NOTE: : *It is a requirement of this policy that the Visit Leader completes and is responsible completing the school on-line application***

**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.**

**These often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and visa versa.**

**Learning outside the classroom 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 when we learn.**

## Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school

Teachers identify a range of opportunities to enhance the curriculum through external visits. Parents are informed through letter and the school calendar (available on school website).

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- School teams
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms)
- Day visits
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk.

Students will be invited to join such events either verbally, in writing or via the school gateway and written permission will be sought for out of area day visits, residential visits, overseas visits or adventurous activities.

The PE department will seek permission for students involved in offsite activities for the academic year as a one-off request detailing the fixtures for the forthcoming year. Where individual or addition fixtures are put in place, further permission will be sought for these activities.

## Approval Procedure and Consent

The Headteacher has nominated a senior member of staff as per DfE Guidance as the Educational Visits Co-ordinator (EVC). The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher and EVC as signatories, as necessary, on behalf of the Governing Body. An annual report of trips, visits and activities will be submitted to the Governors.

Before a visit is advertised to parents the EVC must approve the initial plan. Overseas or high risk activities will be countersigned by the Headteacher.

It is essential that the member of staff running a trip outside Great Britain is aware that different countries exercise different laws and they may be subject to the law of the land.

Visits that include adventurous activities and/or a residential element will require a detailed risk assessment to be undertaken by the Visit Leader or documents provided by the organisation running the trip to be approved by the Headteacher and EVC.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent (*including Medway*) will also require the Visit Leader to carry out a detailed risk assessment or documents provided by the organisation running the trip to be approved by the Headteacher.

Where external contractors are involved in organising all or part of the visit they must be a reputable company and hold a licence as required by the Adventure Activities Licensing Regulations 2004. A contract

for the visit will be made with the school on behalf of the students. Providers approved by the school will be asked to sign a general letter of consent for participation in these activities when their daughter/son enters the school. Parents will be given the timetable for the activities that students are involved in and will be informed by letter/phone call/text/the school website or through their daughter/son if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter or complete a form on School Gateway, which consents to their daughter/son taking part. This will include a separate medical consent form. The school has a standard model letter, which will be used for this purpose.

The school has separate policies for 'Charging and Remissions' which apply to all educational visits.

### Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits where appropriate.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the students.

The staff : student ratios will not exceed those as recommended by the Local Authority.

The school does not support additional people accompanying educational visits who are not students at the school or part of the agreed staff. Where applicable this may include volunteers by prior agreement with the EVC). School pastors may become involved in trips where applicable. This includes family members of both staff and students accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the students.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

***(Note: It is a requirement of the school that the Visit Leader completes and is responsible for ensuring the school procedures are followed).***

### The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to the potential of withdrawal of a student prior to and during the visit if such conduct would have led to a

fixed term exclusion from school. Parents/Carers may be responsible for any associated costs for the collection of a student from a venue or event.

### Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of Parents/Carers and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the schools (linked to KCC) Major Incident Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will have access to emergency funding to support the Visit Leader in any emergency that occurs in the UK or abroad.

### Evaluation

Where applicable visits will be reviewed with the relevant College Leader and EVC. All Visit Leaders will create a brief write up for promotion purposes (with photographs) and pass to the Headteachers PA.

The EVC may call for a review of any trip where it is felt that procedures or outcomes have not been satisfactory.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The Visit Leader is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

Full details of the trips process can be found in Appendix 1.

## Appendix 1 – Trip Process - Residential Trips

<ul style="list-style-type: none"> <li>Member of staff sends a Trip Request Form to RGB and KP.</li> </ul>	At least six months before requested date
<ul style="list-style-type: none"> <li>Dates are checked with cover.</li> <li>Requested days are checked with other trips/ events.</li> <li>KP does a basic cost analysis<sup>1</sup></li> <li>KP checks dates with venue.</li> </ul>	Within two weeks of trip form being sent in.
<ul style="list-style-type: none"> <li>Trip is approved <b>in principle</b>.</li> <li>Added to parent trip calendar by RGB.</li> <li>RGB asks LR1 to add to main school calendar.</li> <li>Any cover added to their calendar.</li> <li>KP provides letter to parents.</li> <li>Payment option is added to School Gateway.</li> </ul>	<p>Within three weeks of trip form being sent in.</p> <p>Parents must have at least five months' notice to support paying for the trip.</p>
<ul style="list-style-type: none"> <li>ESLs to be given lists of PPG/EAL/SEN students invited on the trip. To speak to students/ parents about any barriers.</li> <li>For sixth form those using bursary to be identified.</li> </ul>	<p>Aim to talk to students within a couple of weeks of trip letter going out.</p> <p>Speak to CL/ RGB/ CK if any issues are raised.</p>
<ul style="list-style-type: none"> <li>Final day for permission slips is decided.</li> <li>Forms all received by KP.</li> </ul>	Depends on the trip but names must be finalised one month before the trip date.
<ul style="list-style-type: none"> <li>Cover are informed of finalised staff for trip.</li> </ul>	At least two weeks before the trip.
<ul style="list-style-type: none"> <li>KP to brief trip leader including going through risk assessments.</li> </ul>	At least two weeks before the trip goes out.
<ul style="list-style-type: none"> <li>Trip leader meets with parents</li> </ul>	Between two and one week before the trip date.
<ul style="list-style-type: none"> <li>Trip leader to meet with other staff to go through risk assessment and outline of the day.</li> </ul>	One week before the trip date.

## Appendix 1 – Trip Process - Non-residential trips

<ul style="list-style-type: none"> <li>Member of staff sends a Trip Request Form to RGB and KP.</li> </ul>	<p>Ideally will be four weeks before the event.</p> <p>In exceptional circumstances can be up to two weeks before – will need permission from RGB/CHN.</p>
<ul style="list-style-type: none"> <li>Dates are checked with cover.</li> <li>Requested days are checked with other trips/ events.</li> <li>KP does a basic cost analysis*</li> <li>KP checks dates with venue.</li> </ul>	<p>To be completed within two weeks of the event.</p>
<ul style="list-style-type: none"> <li>Trip is approved <b>in principle</b>.</li> <li>Added to parent trip calendar by RGB.</li> <li>RGB asks LR1 to add to main school calendar.</li> <li>Any cover added to their calendar.</li> </ul>	<p>Must be completed within two weeks of the event.</p>
<ul style="list-style-type: none"> <li>ESLs to be given lists of PPG/ EAL/ SEN students invited on the trip. To speak to students/ parents about any barriers.</li> <li>For sixth form those using bursary to be identified.</li> </ul>	<p>Aim to talk to students within a few days of trip letter going out.</p> <p>Speak to CL/RGB/CK if any issues are raised.</p>
<ul style="list-style-type: none"> <li>Final day for permission slips is decided.</li> <li>KP puts letter on Gateway along with payment options.</li> </ul>	<p>Must be at least one week before the event.</p>
<ul style="list-style-type: none"> <li>Cover are informed of finalised staff for trip.</li> </ul>	<p>Must be completed one week before the event.</p>
<ul style="list-style-type: none"> <li>KP to meet with trip leader to go through final plans.</li> <li>Trip leader to meet with other staff going on the trip.</li> </ul>	<p>At least one day before the event.</p>