

Educational Visits and Community Based Learning Policy and Procedures

Date Agreed:	September 2014
Ratified by Governors:	December 2015
Reviewed:	December 2018
Reviewed:	December 2021
Next Review Date:	December 2024

Educational Visits and Community Based Learning

We offer our pupils a broad and balanced curriculum that addresses the barriers to learning caused by their autism and prepares them for the opportunities and experiences of adult life. All pupils are entitled to a curriculum that develops their knowledge, understanding, skills and attitudes regardless of social background, race, gender or ability. We are committed to providing high levels of community-based learning that will increase the range of opportunities and life experiences available to all the young people we support and ultimately help facilitate their social inclusion and community participation. To enrich the curriculum for our pupils, we offer a range of educational visits and other activities that add to what they learn in school.

All visits have clear, relevant and achievable aims and are directly related to individual's learning objectives.

The school has a central online folder of risk assessments for all generic activities and commonly visited sites.

The principal must approve all school led adventure activities.

The purpose of this policy is to ensure that trips are planned in an organised and responsible fashion, and that the health, safety, and welfare of pupils and staff is maintained.

Roles and Responsibilities:

RESPONSIBILITIES OF NAS ACADEMIES TRUST DIRECTORS

- To approve the NASAT Schools Educational Visit and Community Based Learning policy and provide a guidance document to all NASAT schools
- To ensure the policy is consistently implemented across all NASAT schools
- Ensure the policy is regularly reviewed and conforms to relevant law and guidance
- To ratify the NASAT schools adapted policy

RESPONSIBILITIES OF LOCAL GOVERNORS

- To ensure the school policy adheres to and reflects the corresponding NASAT policy
- To ensure that the school policy is regularly reviewed and conforms to relevant law and guidance
- Oversee the implementation of the policy with reference to the health and safety of children and staff and the NASAT safeguarding policy
- Keep themselves informed through regular meetings with staff and visits to the school
- To make recommendations to the Directors about any amendments
- To annually review educational visits and community-based learning in order to ensure they achieve high quality outcomes for pupils.
- To ensure any incidents occurring during off-site activities that compromise safety and/or well-being is investigated, and necessary actions taken.

RESPONSIBILITIES OF THE PRINCIPAL

- To implement the policy within the school, ensuring all educational visits and community-based learning is planned to enhance pupil learning and to ensure the safety of all participants.
- To regularly review the policy, involving all staff who accompany children on off- site education.
- To ensure effective joint working with partner schools and agencies, including ensuring that their relevant policies are taken into account
- To make recommendations to Governors for any amendments
- To ensure all staff and volunteers have the appropriate training to enable them to understand and implement this policy and its procedures.
- To monitor and ensure that all pupils participate in regular and safe community-based learning activities
- To investigate all incidents that occur during offsite activities and compromise safety and/or wellbeing, reporting back to Governors.

RESPONSIBILITIES OF THE VISIT LEADER

- To identify the purpose of the visit and following the checklist published in the Appendices of this document.
- A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the Principal.
- To ensure the safe transition of pupils to activities and the whereabouts of pupils during and activity.
- All pupils are signed off and on site

RESPONSIBILITIES OF STAFF

- To follow the policy and procedures at all times
- To inform the Principal of any amendments to the policy that may be necessary
- To ensure the safety and wellbeing of all pupils when on community-based learning or educational visits.
- Teaching staff to identify aims and objectives of offsite activities and review resultant pupil learning, ensuring these were met.

RESPONSIBILITIES OF VOLUNTEERS AND STUDENTS ON PLACEMENT

- To follow guidance given
- To request support and advice when necessary

RESPONSIBILITIES OF PUPILS

- To follow agreed rules and procedures when engaged in off-site activities.

RESPONSIBILITIES OF PARENTS

- To work with the school in order to ensure that pupils understand the need for following the safety procedures for off-site visits.

Monitoring and Evaluation

- Teaching staff to review and assess the appropriateness and impact on learning of all off site activities
- All incidents that compromise pupil safety and/or wellbeing during off-site activities to be investigated.

Criteria for Success

- Tracking shows that educational visits and community-based learning have an impact on pupil progress.
- No incidents where pupil or staff safety has been compromised due to an omission in the policy or procedures.

This policy links to:

Safeguarding Policy

Health & Safety Policy

Curriculum Policy

School Vehicle Policy

Missing Children Policy

Photographic Policy

Administration of Medication Procedures

Health and Safety of Pupils on Educational Visits Department for Education

EYFS Appendix for Educational Visits and Off-Site Activities

Health and Safety Executive (HSE) – School Trips and Outdoor Learning Activities – Tackling the Health and Safety Myths HSE July 2011

Educational Visits and Community Based Learning Procedures

- All visits have a clearly identified group leader who is responsible for ensuring the Educational Visit Form (see appendix 1) and all other necessary forms are completed.
- The Visits Form must be signed and approved by the Principal
- The aims and objectives of the visit must link to the pupils' learning
- It is the Party Leader's responsibility to carry out on the spot risk assessments and to act upon them if necessary (e.g. request a coach driver to slow down if tailgating/driving dangerously etc.)

Planning for the visit must take account of / include:

- All appropriate risk assessments (students, site, activity, visit)
- Relevant competencies of staff who are accompanying, including the named first aider
- What safeguarding procedures are in place
- The ratio of staff to students
- First aid provision
- Arrangements for students requiring medication
- Departure and return time for the visit
- Information of all those attending the visit

- Contact details of the school mobile phone number used by group leader
 - The contingency plan in the case of an emergency
 - Transport arrangements
 - Ratio of adults to children: will never be less than 1:2
-
- Telephone: fully charged school mobile telephones should be carried at all times.
 - When travelling by minibus/coach/public transport/car a mobile telephone should be carried in each vehicle. Contact numbers will be left with the school.
 - Parental Permission: Parents will sign a form on school admission giving permission for routine, short off-site visits. They will be informed of any other visits and asked to give signed permission for the child to attend.
 - Parents will always be notified of any trips that are due to take place outside of the normal school hours. Should any parent not have received official notification from the school or should they have any queries regarding a trip, they should contact the School immediately.
 - First Aid: at least one member of the party should have a first aid qualification. A first aid kit must always be carried by the Party Leader.

Medication: each group leader will be responsible for any medicines required by children in their group e.g., inhalers, Epi-pen etc. The child's health care plan and Administration of Medication form will be taken. Children with medical conditions (diabetes, epilepsy, heart conditions, severe allergies) require an individual risk assessment.

Emergencies: all adult helpers will be given an information sheet about the visit and a meeting held before the visit takes place. Emergency procedures will be discussed, agreed and written down. Should an emergency arise these procedures will be followed. If a child needs to go to hospital an adult (member of the school staff) will accompany them. The school will be informed immediately, and they will inform the parents.

Swimming: a qualified lifeguard must always be on duty. At no time will sea, lake or river swimming be allowed unless specific permission has been gained from Governors and parents.

DBS: All accompanying adult helpers must have an enhanced disclosure check by the Disclosure and Barring Service. Parents may accompany visits without a DBS check but will not be left in the care of any child other than their own.

Photography: in line with the school's policy, only school equipment may be used for digital recording.

Register: At intervals throughout the day (on and off coaches, in and out of buildings) a register will be taken.

Vehicles

- Staff who use the school's vehicles will have passed the necessary competency test.
- Coaches/minibuses must be fitted with seatbelts. An adult must always sit by the emergency door and main entrance/exit with the remaining interspersed throughout the vehicle.
- Where coaches/minibuses are used a first aid kit should be available in each vehicle.
- There should always be at least 2 adults in a minibus with the driver having no supervision requirement.
- Parents should be notified if children are to be transported in private vehicles.
- Any private vehicle used must have fully comprehensive insurance cover. If the vehicle belongs to a member of staff, the insurance policy must include the appropriate business clause. Form OHA 4 must be completed before a private vehicle can be used.
- During school hours the school telephone will always be manned, after school hours a telephone will always be manned for emergencies and the numbers given to the Party Leader. This will include the 24-hour emergency Off-sites Advisory telephone number.
- Any incident/accident or near incident/accident must be advised to the NAS Academies Trust within 24 hours, together with any action taken.

ALL TRIPS MUST BE REVIEWED AFTERWARDS TO HIGHLIGHT ANY UNIDENTIFIED RISKS.

DUTY OF CARE

When teachers or others are responsible for the care, custody and control of children or others, they must:

“take the same care that a reasonable, prudent and careful adult would take in the same circumstances”.

In implementing this principle and interpreting the meaning of “reasonable, prudent and careful”, common sense should be applied. In doing so those involved should:

- Try to think as a parent would in similar circumstances.
- Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect and ultimately to a court of law.
- If there are any doubts you should not go ahead unless you have sufficient further advice to remove the doubt.

The duty of care applies to all who take responsibility for the children of others but the law is likely to expect a higher standard of care from professionals and those who hold qualifications, because of their training.

Outside Agencies

Where an activity involves an outside agency the party leader must take great care to ensure that the agency involved is competent and any establishment safe.

Appendix 1

Trips Process to support staff in planning a trip

Please follow the following steps when planning an educational visit: -

Trips to be planned at **least 4 weeks** in advance (**6 weeks for trips involving adventurous activities / water**).

Check staff calendar to ensure that the proposed visit does not clash with any other event.

Add onto Staff Calendar as 'PROVISIONAL TRIP'.

1. Complete the authorisation form (Appendix 2) for the Principal to authorise. No trip will be authorised without the appropriate notice in step 1 being given – if a general walk within the locality discretion will be given.
2. Complete the Educational Visit Planning Sheet (Appendix 3) for the Business Manager to authorise and determine cost to parents as applicable. If there is no cost to the trip, please indicate this on the form.

Any costs to be paid by the school require an invoice from the venue, addressed to 'NASAT Church Lawton School'. Please speak to the Business Manager for invoicing queries.

All booking forms, including T's and C's should be passed to the Business Manager for signature and agreement. Only the Principal and the Business Manager have authority to accept terms and conditions on behalf of the school –

PLEASE DO NOT SIGN THESE YOURSELVES AS YOU ARE ENTERING A CONTRACTUAL AGREEMENT

3. Check minibus availability as appropriate and agree driver or source coach (School office can help with this if necessary).
4. Draft Parent Letter and send to school office for checking to ensure that all necessary information is included. **DO NOT SEND OUT UNTIL STAGE 7 IS COMPLETED.**
5. Complete EVOLVE a **minimum of 3 weeks** before the visit and upload Parent Letter to EVOLVE (discretion will be given in the event of a general walk within the locality).
6. Once the RA has been approved on EVOLVE, the Parent Letter can be sent out via the school office.

Confirm provisional trip on staff calendar.

On the morning of the trip please re-check that staff ratios remain appropriate and amend EVOLVE if necessary

7. Follow the Educational Visit Checklist forms (Appendix 4 & 5) to ensure that everything is in place and ready prior to the trip taking place.
8. Evaluate trip on EVOLVE following return / use the form in Appendix 6.

General walks around the Church Lawton locality (**excluding the canal**) are covered by the general permission, which is signed by all parents on admission to school, therefore parent letters are not required for visits of this nature.

Please complete steps 2, 3, 4, 8, 10 and 11 above for trips of this nature.

Appendix 2

REQUEST FOR APPROVAL OF EDUCATIONAL VISIT

To be submitted to the Principal

To: Principal

Visit:

This visit is (delete as appropriate);

- In the local vicinity - walking
- A day trip involving travelling less than 30 miles away
- An extended day trip (over 30 miles)
- A Visit to London
- A residential Visit
- Other (give details)

This visit serves the following educational purpose; Full details are as follows:

Authorised by Principal: -

Signed: _____ Date_____

When approved this signed form should be given to the Principal who will supply you with all the necessary forms/procedures and policy for the visit to go ahead.

DETAILS OF EDUCATIONAL VISIT TO BE SUBMITTED TO THE PRINCIPAL

Detailed RA to be completed on EVOLVE

VENUE:	
VENUE ADDRESS WITH TELEPHONE NUMBER:	
DATE OF DEPARTURE:	TIME OF DEPARTURE:
DATE OF RETURN:	TIME OF RETURN:
PARTY LEADER:	
PROPOSED DEPUTY LEADER:	
OTHER ACCOMPANYING MEMBERS OF STAFF:	
OTHER ADULTS:	
PROPOSED NO. OF PUPILS:	
AGE RANGE:	YEAR GROUP:
DESCRIPTION OF ACTIVITIES:	
CURRICULUM AREA COVERED & Aims of the visit	
MODE OF TRAVEL:	

If there are empty boxes on this form, they must all be completed before the visit goes ahead.

EDUCATIONAL VISIT FINANCE PLANNING SHEET

To be submitted to the Business Manager

Name of Trip	
Date of Trip	
Trip Leader/Organiser	
Expenses For	
Number of Pupils	Primary – Middle – Secondary -
Number of Adults	
Transport Cost External company/School Mini bus (delete as appropriate)	£
Cost per pupil	£
Cost per adult	£
Additional Activities Costs	£
Other Expenses	

Total of Expenses - £

Charge per pupils - £

School Contribution - £

Authorised by School Business Manager: -

Signed: _____

Date: _____

Appendix 4
CHECK LIST FOR EDUCATIONAL VISITS

	YES/NO or date	FURTHER ACTION
Principal approval given		
Financial approval given		
Internal staffing cover arrangements to be agreed with Deputy Head		
EVOLVE - Trip Risk Assessment completed		
Pupils risk assessment completed		
Venue booking information and T's and C's signed by Business Manager/Principal		
Activities Bookings made 1. 2. 3. 4.		
Transport booking information and T's and C's signed by Business Manager/Principal		
Letter to parents sent after EVOLVE has been signed off		
Social Story issued to pupils		
Party Leader competency		
Appropriate ratio adults to pupils		
Named first aider		
Arrangements been made for children with medical/special needs		
If using school minibus ensure Site Manager is aware to ensure fuel is topped up		
Contact List of Adult Helpers		
Please advise Kitchen if trip effects any usual lunch arrangements		
Emergency Card Received		
All permission slips and monies returned from parents		

Appendix 5

CHECKLIST OF ITEMS TO BE TAKEN ON EDUCATIONAL VISIT

Have you got/done the following?

	Tick when checked
List of all adults <u>To have read the RA and Itinerary</u>	
List of all children	
A list of all groups and adults in charge	
Left a list of all adults in the school office (signed out at Reception)	
Left a list of all children at school office (signed out at reception)	
Fully charged school mobile telephone	
All necessary medication & administration forms	
First Aid kit (for each mini bus/coach)	
Sick bucket and wipes etc. (for each mini bus/coach)	
Emergency Procedures Card	
School telephone number - It is easy to forget in an emergency.	
Do you know the telephone number of your emergency out of hours' contact?	
Print out of parent emergency contact numbers <u>Copy for Driver and Trip Leader</u>	
For walks – visible clothing	
Entry Tickets/Vouchers/money	
Autism Awareness cards	
Copy of Risk Assessment <u>Copy for Driver and Trip Leader</u>	
Copy of Itinerary/Lesson Plan <u>Copy for Driver and Trip Leader</u>	

HAVE A GOOD AND SAFE TRIP!

Appendix 6
EVALUATION FORM

Evaluation form to be completed by Party Leader for future reference

Venue			
Party Leader			
Number in Group	Staff	Other Adults	Pupils
Day of Visit			
Residential or Day Visit			
Purpose of visit			

Please comment on the following, this will be used as guidance by colleagues when planning future visits;

	Rating out of 10	Comment
1. The Centre's pre-visit organisation		
2. Travel arrangements		
3. Content of Educational programme		
4. Instruction		
5. Equipment		
6. Suitability of environment		
7. Accommodation		

8. Food		
9. Evening activities if appropriate		
10. Other comments and evaluation including "near misses" not involving injury or damage		
11. Did you receive enough information/ guidance from the school in planning this visit?		

Any Further comments

Signed Date.....
 Party Leaders Full Name

Thank you for completing this evaluation form.