



**Willingham Primary School and Honey Pot Pre-School**

**Policy for the Management of Educational Visits  
and Learning Outside the Classroom**

Document Control

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<b>Related Documents (see note above)</b>	<i>Health and Safety Policy Safeguarding and Child Protection Policy Charges and Remissions Policy Insurance Documents Self-Regulation and Behaviour Management Policy Critical Incident Management Plan</i>
<b>Guidance</b>	<b>OEAP National Guidance</b> <a href="http://www.oeapng.info">www.oeapng.info</a>  <b>Advice from Stephen Brown (Outdoor Education Adviser)</b>
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## **Introduction**

This Policy is the local policy for Willingham Primary School and Honey Pot Pre-school and aligns with Cambridgeshire County Council and Peterborough City Council Policy for Educational Visits. None of the Joint Policy is repeated here. No national guidance material is reproduced here and should be accessed via the embedded web links.

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on-site learning outside the classroom. This policy is managed by the Head Teacher and Educational Visit Coordinator. It provides a local framework for staff planning off-site visits. Visits fall into one of three zones, as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website ([www.oeapng.info](http://www.oeapng.info))

### **Zone 1**

"Local, regular visits"

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the school's Zone 1 Risk Assessments, which must be saved in the relevant [Zone 1 RBA folder on Teams](#) and shared with relevant staff/volunteers. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Activities that this school includes in Zone 1 are: Local walks (including to the Church and Library); PE festivals and trips to CVC; regular sporting fixtures (home and away); or any other trips within the village boundary, including to Queensholme Alpacas.

### **Zone 2**

'Normal Visits'

These visits are the majority of this school's visits. There will be aspects of complexity that require careful planning.

All visits are required to be planned and logged on Evolve and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted

### **Zone 3**

"Adventure / Abroad and very complex visits"

These visits require specific approval at school level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system and submitted to the Adviser at least 4 weeks before the departure date.

The adviser approves visits on behalf of the employer.

## **Roles**

[All roles](#) are clearly defined on the NG website. [www.oeapng.info](http://www.oeapng.info)

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.

There is specific Guidance and information for each above role and relevant documents.

Within the school all roles are covered and managed by staff, the Governing Body and parent helpers.

The school's trained EVC is Lisa Adcock.



All visits have a named Visit Leader and Assistant staff, who are aware of their role and responsibilities, as laid out by the NG website.

**Volunteers must complete an induction/safeguarding session with the Headteacher/DHT, will have a DBS check completed and must attend a pre-trip briefing.**

### Competance of Staff

Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff who want to lead adventure activities; the LA adviser will give advice to any staff who wish to do so.

### **Procedures**

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance.

**Visits from outside companies and agencies to the school site (such as History off the Page for example) will require a completed Trips/Visits and Events proposal form (Appendix B) and appropriate Risk Benefit Analysis and these will need to be passed to the Educational Visits Co-ordinator following the same protocol and timeline as a school trip (Appendix A). Such visits do not need to be uploaded on to Evolve.**

This School has Zones defined for staff (see above). Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning.

### **Specific Advice**

#### Risk Management

This aspect is described in the guidance and forms for recording Risk Benefit Assessments are logged in the resource section on Evolve

#### Parental Consent

This school follows the advice on consent and does not require consent for visits that take place during the school day. Full information must be given to parents/carers. Visits that last beyond the school day require specific consent, the level of detail of that consent will vary according to the visit.

#### Group Management

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website.

#### Behavior and Inclusion

The Schools inclusion policy and behavior standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below and the adviser can assist when working with visits.

#### Pre Checking Venues and Providers

Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.

#### External Providers

Cambridgeshire and Peterborough Councils endorse and support the Learning Outside the Classroom Quality Badge. Therefore, any outside organisation that holds this award does not need any evaluation and safety paperwork and does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the providers form.

#### Adventure Providers Assurances



An adventure provider, who does not hold an LOTC QB, please check with the OE adviser before proceeding. There are other checks that the adviser will undertake with you and advise the school. Bookings with such companies should not be undertaken before checks are completed.

### Emergency Procedures

This policy integrates into the School Emergency plan which addresses all critical incidents.

All staff on a visit carry a copy of the emergency contact card (from CCC) and have access to the following guidance.

The EVC and Senior staff have access to the Critical Incident plan, and the OE Service VESN card.

### Transport

National Guidance contains full information for cars, minibuses and public transport.

For transport requests for this school, please ensure that you request and book transport 6 weeks in advance.

### Evaluation

Following the return of a visit, which has been logged on Evolve, the system has an evaluation system for staff to ensure that all visits are properly evaluated. Staff should complete this evaluation to aid future plans.

### Insurance

All visits should be covered by the Council Insurance Scheme, and additional insurance should not normally be required or bought from a provider. Please contact Cambridgeshire County Council insurance contact [insurance@cambridgeshire.gov.uk](mailto:insurance@cambridgeshire.gov.uk) to check before purchasing. The insurance department has full access to Evolve, so when contacting them, give the Evolve visit number and your plans can be reviewed.

### Charging

All financial details for a visit must be managed by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cutoff point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

For advice and support, please contact the Outdoor Education Adviser Service

Office email [Outdoor.education@cambridgeshire.gov.uk](mailto:Outdoor.education@cambridgeshire.gov.uk)

Phone 01480 379677

Adviser email [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)



## Appendix A

### TRIPS AND VISITS PLANNING PROTOCOL

For any school trip, volunteers must hold Willingham Primary School DBS clearance, have attended the Volunteer Induction Meeting and be available to attend a pre-visit briefing.

#### Zone 1 Trips

Risk assessments must be completed/adapted for any Zone 1 trip, saved in the relevant folder in Teams (see above) and shared with all adults prior to the trip commencing. Staffing and adult:pupil ratio, should be assessed for each trip, based on the needs of the pupils and the demands of the trip itself – support can be found [here](#).

Staff should take account of the time taken to obtain DBS clearance and for volunteers to take part in the school induction session, when planning the trip.

If a Zone 1 trip requires school-provided transport that will incur a cost, this must be requested at least 6 weeks in advance.

#### Zone 2/3 Trips

*Trips are to be booked by the Trip Leader at least a Half-Term prior to the proposed trip taking place – if this can be done earlier, then it should.*

*The Head/EVS are to sign proposals off at various points during the booking procedure (see below) and subsequent stages of the booking process can only proceed once previous section has been approved by the Head/EVC.*

**Please note:** trips for any point in the Summer Term must be signed-off **before** the Easter break.

#### Step 1

- Trip Leader to discuss possible trip with Phase Leader.
- Trip Leader to contact possible venue/s with clear educational outcome/s identified.
- Trip Leaders *must* use and reference <https://oeapng.info/> in their plans for *all* trips and visits.
- Dates to be agreed in liaison with EVC and Office – **no two trips will go out on the same day**
- Provisional bookings only should be made.

#### Step 2 - At least 6 weeks prior to the trip:

Trip leader to identify and decide on ratios for the visit. If leader is uncertain of a suitable ratio please contact the EVC, Head or Stephen Brown from the LA. **The First Aider and any adults providing one-to-one support for statemented pupils, or those with other identified high levels of need, should *not* be counted in the ratios.**

Access the venue's Risk Assessments, which also refer to the proposed activities, along with any EVOLVE specialist activities sheet relevant to the trip. Refer to <https://oeapng.info/> guidance throughout planning.

- Complete Trips and Visits Proposal Form.
- Submit Trips and Visits Proposal Form to EVC via the Office.
- EVC will sign off the trip, ***in principle only***, in the first instance. Always keep your own copy of the proposal form!
- Trip Leader to visit venue, once proposal has approved in principle. Refer to the venue's Risk Assessments, whilst carrying out this preliminary visit. Identify any further hazards and necessary control measures required to reduce risk. Keep in mind the age, abilities and needs of the pupils, nature of activities and the supervision ratios available. If necessary, please take photographs of potential hazards or other relevant features at the venue. During preliminary visit, Trip Leader should also establish:
  - Safety: embarking and disembarking of coaches
  - Emergency Evacuation Procedure
  - First Aid
  - Lost Child Meeting Point
  - Site and Protocol for Toilets
  - Bad Weather Plan



- Shelter and Lunch Base
- If the Trip Leader feels that this trip is unsuitable following the preliminary visit, the trip leader must inform the office and make a note on the bottom of the trip proposal form that it was deemed unsuitable.
- Trip Leader, in liaison with EVC, to write Letter to parents/carers
  - Letter to include Consent Slip, suggested voluntary contribution, and deadline date which should be **at least 4 weeks** prior to the date of the trip to establish its feasibility.
  - If voluntary helpers are required, a request for expressions of interest will be added to reply slip. This will state that volunteers must hold Willingham Primary School DBS clearance, have attended the Volunteer Induction Meeting and be available to attend a pre-visit briefing.

**Step 3 - At least two weeks before the trip**

- **Volunteers.** It is the responsibility of the Trip Leader to ensure that ALL adults participating in the trip (staff and volunteers) have attended the Willingham Induction session, have been DBS checked and can attend a pre-trip briefing
- **All information to be uploaded to EVOLVE (including Risk Assessment) and signed off by EVC and Headteacher. It is the trip leader's responsibility for this to happen and failure to do so may result in the trip being cancelled.**
- **Check Venue and coach bookings**
  - The Group Leader should check with the venue that everything is in place and that they have no last-minute requirements or requests. Check arrival and departure times are still the same and that the timings that have been provided to the coach company do not require altering.

**Step – 4 At least one day before the trip**

- The Group Leader will provide an overview (briefing), so that both Staff and volunteers accompanying the trip will be fully briefed. The agenda for the Briefing must include:
  - Key Hazards and Control Measures to be taken
  - Emergency Procedures (coach and venue) including completed trip emergency cards (see office)
  - Itinerary for the day (including times)
  - Identified First Aider (not counted in ratio numbers but may be given a group of children to supervise, so long as it is clearly known to all who will take charge of those children should he/she need to deal with a first aid matter)
  - Who will be providing 1:1 support for children
  - The most likely 'what ifs ...'
  - The main educational purpose of the trip
  - Appropriate clothing and equipment needed
  - Any questions

A briefing with pupils, at age-appropriate levels, should also be carried out prior to the date on which the trip takes place. This should include the educational purpose/s of the trip, itinerary, any hazards/control measures of which they should be aware, expected behaviour, what ifs (e.g., what if I get lost? clothing, equipment etc).

**Post Trip**

**Evaluation:**

After all trips an evaluation of the trip must be added to Evolve within 1 week of returning.

**Please note: failure to follow this procedure may result in the trip being cancelled and/or disciplinary action.**



Appendix B

**Willingham Primary School**  
**TRIPS,VISITS AND EVENTS PROPOSAL FORM**  
**COACH BOOKING AND COSTINGS**  
**PLEASE FILL IN AS MANY DETAILS AS POSSIBLE**  
**(\*Info required by Office)**

<b>DESTINATION/VISITOR*</b>	
<b>TEACHER IN CHARGE*</b>	
DATE*	
Address*	
<b>Check ratios with venue*</b>	
Contact Telephone No*	
Contact Name*	
Educational Reason for Visit*	
Preliminary visit carried out - <i>date</i>	
Year Group/s*	
No. of children*	
No. of adults*	
Total No. in party*	
Cost of Venue/Visit( <i>total per child/adult</i> )*	
<b>TIMES</b>	
Leaving School*	
Arriving at Destination*	
Leaving Venue*	
Returning to School*	
Risk Assessments in place <ul style="list-style-type: none"> <li>• Council for Learning outside the Classroom</li> <li>• Venue</li> <li>• School/Travel</li> <li>• EVOLVE</li> </ul>	
<b>Signed off in principle only - EVC</b>	
<b>ANY OTHER REQUIREMENTS</b>	<b>Information required for letter home*</b>
Sun hat/cream	
Waterproof clothing	
Spending money	
Other	
<i>Office use only</i>	
<b>COACHES</b>	
<i>Youngs</i> 01353 740991	
<i>C&amp;G</i> 01354 692200	
<i>Milken</i> 01353 860705	
<i>CVC Comm. Mini Bus</i> 288745	
<i>Other</i>	
<b>TOTAL COST OF TRIP</b>	
<b>COST PER CHILD</b>	
<b>Costing Agreed - SBM</b>	Date

