



CLANDON C of E SCHOOL

A caring community where all can THRIVE

LEARNING OUTSIDE THE CLASSROOM POLICY

Reviewed	Autumn 2018	Next Review	Autumn 2021
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Rationale

We believe that learning outside the classroom is an important part of our broad and balanced curriculum. It provides a range of first hand experiences, allowing children to relate their learning to a real world context. Learning outside the classroom develops children's confidence, increases their motivation, and contributes to increased levels of achievement across the curriculum.

Aims

We aim to provide a wide range of learning outside the classroom experiences for all year groups. These experiences should:

- Be closely linked to our curriculum
- Have specific learning objectives linked to one or more curriculum areas
- Ensure progression in learning through the year groups

Learning outside the classroom experiences will include:

- use of the school grounds, gardens, wildlife garden and pond
- local visits within walking distance
- half day and day visits further afield

Planning and Approval Procedure

Staff will plan learning outside the classroom opportunities which enhance the children's learning, and link to our curriculum.

Visits outside the school grounds require approval by the EVC and / or the Headteacher. This will be undertaken using EVOLVE as the planning and approval system.

www.surreyvisits.org.uk

Proposed visit details should be uploaded to EVOLVE by the visit leader at least 1 week prior to the proposed visit date.

Staff will be assisted in planning, booking and organising visits by administrative staff. However, responsibility for the organisation of the trip rests with the visit leader.

Staffing and Volunteers

Each visit will have a named visit leader. This will normally be the class teacher, but in the case of a visit undertaken by more than one class the visit leader will usually be the member of staff with most experience in leading visits. However, it may be that in some cases it is more appropriate for a member of staff with responsibility for a particular curriculum area to lead the trip.

The visit leader will be responsible for ensuring that staff and volunteers accompanying the trip are aware of their responsibilities, and should carry out a pre-visit briefing to ensure that all other adults are aware of the learning objectives for the trip as well as any safety considerations.

Volunteer helpers should be approved by the Head / EVC, and their names should be entered in to the EVOLVE record for this purpose.

Volunteers, who occasionally help on trips, do not require a DBS check but may not assist children with toileting or changing. Adults who have regular unsupervised contact with children must have a DBS check. This applies, for example, to volunteer readers, volunteers who help on trips which require them to be left alone with children, or who supervise toileting or changing (eg for swimming). An adult supervising a small group of children in a public place under the direct or indirect supervision of a teacher (for example, a volunteer taking a group in to a separate gallery of a museum) is not considered to be left alone with children. However, if there is any doubt about the suitability of an adult volunteer, the Head may refuse approval for them to accompany the trip, regardless of the adult's DBS check status.

Safeguarding

It is important that all safeguarding and reporting procedures are in place on educational visits. The visit leader should take safeguarding forms and provide a staff member time to immediately write down and act on any disclosure. This may mean ensuring that more adults than required attend the trip. The visit leader should then contact the DSL to discuss the disclosure so that a decision can be made about next steps and the possible referral to MASH.

All volunteer helpers should be provided with a basic level of safeguarding knowledge before participating in the trip. This should include procedures if a child makes a disclosure and who to pass on this information to. If they do not know, they should also be informed as to who the DSL is.

Adult : Child Supervision Ratios

In line with the Surrey Guidelines for Educational Visits, we consider the following to be the minimum acceptable supervision ratios:

Year R – 1 adult for every 2 four year olds. 1 adult for every 4 five year olds. Minimum 2 adults.

Year 1 to Year 3 – 1 adult for every 6 children. Minimum 2 adults.

Year 4 and Year 6 - 1 adult for every 10-15 children. Minimum 2 adults. A female member of staff should always be present. On residential and foreign visits the ration is reduced to 1 adult every 10 people.

Every visit should be considered separately, and due consideration given to possible risks, and the children in the class. Where children have special educational needs, medical needs, or behavioural difficulties, they may need enhanced staffing ratios, or 1:1 supervision.

Risk Assessment

For each visit outside the school grounds, the party leader should prepare a risk assessment based on a preliminary visit. The risk assessment should identify any significant risks, and the control measures which will be employed to reduce the risks to an acceptable level for the trip to take place.

Generic risk assessments for regular local visits will be uploaded to the "Establishment Library" section of EVOLVE. Generic risk assessments may also have been prepared by external providers. Staff may use these generic risk assessments as a basis for their own specific risk

assessment, but they should be considered and edited in light of the children they are taking, and any other specific factors relating to the trip (for example, the time of year may affect the need for clothing to protect against the cold or the sun). A preliminary visit should still be undertaken to check for any changes in visit destination which may affect the risk assessment.

Monitoring and Evaluation

Each visit should be evaluated to ensure that the objectives of the visit are met. It also enables staff to consider whether the visit should be repeated in future years, either with or without modifications. Evaluations should be recorded on EVOLVE.

Parental Consent

Specific written consent is not required for visits within the local area (walking distance). However, parents will be made aware of local visits via the newsletter, or separate letters home. This information may also appear on the school website.

For visits which require transport by coach, train or minibus a specific consent form will be required. Occasionally some children travel to a visit destination in a parent helper's car. If this is the case, parents will be informed in writing, and an additional consent form will need to be signed.

Parents will be made aware of the visit destination, details of the visit, and any special arrangements in a letter accompanying the consent form.

Charging

Parents will be asked to make a voluntary contribution to each visit to enable that visit to take place. No child will be excluded from a trip because of their parents' inability or unwillingness to pay.

In order to provide high quality experiences of learning outside the classroom for all pupils, pupil premium funding may, at the Headteacher's discretion, be used to enable trips to take place when the families of pupils entitled to FSM have been unable to make a voluntary contribution to the cost of a visit.

Emergency Procedures

The visit leader, and accompanying staff will be provided with Emergency Contact cards, giving the details of the Duty Officer, and the procedure to follow in an emergency. All major incidents should be immediately relayed to the Duty Officer (normally the Headteacher) who will provide guidance on the procedure to follow.

Visit leaders should be first aid trained, and carry a first aid kit while on the visit. Where possible, a second first aid trained member of staff should accompany each visit, and carry a first aid kit. Any accidents on a visit will be recorded following normal school procedures.

This policy should be read in conjunction with the Safeguarding Policy, Inclusion Policy, Charging and Remission Policy.

Visit Leaders should also be familiar with the Surrey Guidelines for Educational Visits and Outdoor Activities.