

# The Ribblesdale Federation of Schools

Do Everything in Love (1 Corinthians 16:14)



## Educational Visits, Swimming, Outdoor Learning and Adventurous Activities Policy

Document Status			
Date of policy creation/review	Reasons for review	Date of adoption by the Governing Board	Date of next review
Summer 26	Every 2 Years		
Signed and dated: 24 <sup>th</sup> June 2024			
Executive Headteacher	<i>C. Maddock</i>	Chair of Governors	<i>Robert Bradley</i>

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

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.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting, and different experiences to help them learn.

It 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 where we learn. It is not an end in itself but a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

### **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- KSCIE 2023
- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- DBS Policy

### **Scope and responsibilities**

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Ribblesdale Federation has a Educational Visits Co-ordinator. They have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinator is:

Administrative tasks will be carried out by teachers and administrators organising visits

**The Executive Headteacher (or in their absence, AHT) will:**

- Read initial requests for trips before giving permission for them to take place.
- No letters will be sent out to parents without being agreed with the headteacher.

**The EVC will:**

- Work alongside admin to ensure all paperwork in trip files is up to date (permission slips, medical information, SEN etc.)

**NO TRIPS CAN TAKE PLACE UNTIL THIS HAS BEEN COMPLETED.**

- Oversee/complete all EVOLVE paperwork (working alongside the class teacher if it is not their class)
- Oversee/complete all risk assessments (working alongside the class teacher if it is not their class)
- Check that risk assessments and Evolve paperwork is saved in the current trip file.
- Work alongside the SENCO to complete any individual risk assessments for SEND pupils and arrange support on the trip to ensure inclusion.

**Staff / visit leader will:**

- Email the EHT/AHT with paperwork for local visits (other visits will be sent through Evolve)
- Save all paperwork on SharePoint
- Meet with the EVC to go through paperwork prior to a trip taking place.
- Ensure all letters, Evolve and Risk Assessments have been completed 2 weeks in advance of the actual visit.
- All visits, including local area MUST have Evolve, Risk Assessments and letter including parental consents.
- Ensure that the Safeguarding on Trips paperwork has been completed (by two people). This must be filed in the current trip file with the rest of the paperwork for that trip.
- Complete Form A and B and file them with the trip paperwork.
- For repeated trips, such as swimming, a plastic pocket containing the register for that week, the Safeguarding on Trips sheet, and Sheet A and B will need to be filed in the current trip folder.

**Definitions**

**‘In loco parentis’** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

**‘Local trip and visit’** means anytime that a child is offsite on a visit in the local area (including walking or travelling between schools) excluding Church (for St Cuthberts and Sports fields). Church and Sports fields need Risk Assessments and Evolve, but not parental consent.

**‘School trip’** means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

**‘Residential’** means any school trip which includes an overnight stay.

Activities of an **‘adventurous nature’** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

### **Establishment policy and procedures**

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

### **Consent**

#### **Routine acknowledgement:**

Whilst it is not a legal requirement to gain parental consent for curriculum activities, it is UNPF good safeguarding practice that in advance of any visit , trip including local visits, written consent will be gained.

We will always aim to fully inform parents by email or letter, of the nature of each visit, activity, or series of a similar nature.

We will remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions, a curriculum opportunity may become available at short notice, and we will always aim to notify parents that their child will be off-site.

#### **Non-routine consent:**

Written consent will be gained on enrolment for those visits, which are non-routine visits and activities and those visits, which fall outside of normal hours. We will fully inform parents by letter and/or email of the nature of each visit, activity, or series of a similar nature.

**Specific consent:** Written consent will be gained for every individual visit, activity or series of a similar nature, which involve a higher level of risk including but not limited to longer journeys, residential visits, and adventurous activities. We will fully inform parents by email or letter of the nature of each visit, activity, or series of a similar nature.

**Medical information:** We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

### **Staff competence**

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed. There are robust procedures in place for safeguarding on any trips/visits. There are tick lists for two members of staff to check to ensure that everything has been double checked before ANY trip or visit including Local visits.

### **EVC Training**

The Educational Visits Coordinator will attend appropriate training and revalidation as required by the employer.

### **Visit Leader Training**

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer.

### **Planning and approval procedures**

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures, and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. **It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm.** At the Ribblesdale Federation we have identified a Local Learning Area, which includes all the places that we visit and the activities that we undertake routinely. ALL visits and TRIPS will have a Risk Assessments and Evolve entered.

**External providers:** Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy

### **Governing Body:**

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this, it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained, and financial regulations are adhered to.

### **Visit Planning and Management System**

Evolve is the NYCC web-based system used to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own account, which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the employer policy.

**Educational Visits Co-ordinator:**

**Visit planning approval summary table for The Ribblesdale Federation**

	<b>Planning/Recording Process</b>	<b>Risk Management</b>	<b>Final Approval</b>
On-site/Local Learning Area/Local Area Visits	Record on Evolve	LLA risk management supplemented by specific documentation where necessary	EVC/Head
Day Visit outside Local Learning Area	Recorded on Evolve	School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	EVC/Head
Overseas	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Head/Adviser
Residential	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Head/Adviser/Governors
Adventure, provider led	Recorded on Evolve	Provider risk manages activities School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	Head/Adviser
Adventure, self-led	Recorded on Evolve	Local Learning Policy/Specific Risk Management	Head/Adviser

**Incident Management**

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in the appendix.

**Monitoring of visits and procedures** - Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

### **Charges for Off-site Activities and Visits**

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to our charging and remissions policy.

### **Inclusion & SEND**

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to our SEND policy.

### **Safeguarding**

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to our Safeguarding Policy.

### **Insurance**

Young people participating in visits and activities will have DfE risk protection arrangements insurance cover. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

## **Transport**

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

## **Administration**

The Admin Team will be responsible for

- sending out all letters in connection with trips and visits, etc
- collating permission slips and chasing them up where necessary, and keeping the visit leader informed of progress/problems
- booking transport and obtaining a copy of the transport company's Liability Insurance (if we don't already have it)
- setting up payment items on SchoolMoney and ensuring that monies are received on time, including chasing up when necessary
- providing a register for the trip
- filing and retaining the documentation, for the appropriate length of time, after the trip/visit



## **Appendix - Local Learning Area**

We use our Local Learning Areas on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure or whatever local systems you decide to implement.

### **Operating Procedure for visits to the Local Learning Area**

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

#### **These are managed by a combination of the following:**

- The Head, must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc).
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return. Staff will take this information with them, and all records will be checked by 2 members of staff before leaving the school building.
- A school mobile is taken with each group and the office have a note of the number.

## **Appendix A – Swimming**

The Ribblesdale Federation is committed to safeguarding and promoting the welfare of children in and outside of school. Swimming is a regular lesson that takes place outside of school across the federation. Therefore, safeguarding policies that are in place in school carry over to the swimming pool.

### **Policies and Procedures**

- The school have ensured that the pool Provider Statement is up to date.
- The school has quality assured the risk assessment from the swimming pool and each school has a separate Risk Assessment in place for travel to and from the pool.
- The Ribblesdale Federation has a Child Protection Policy that covers the safeguarding of pupils in the swimming pool.
- The Federation Behaviour Policy is implemented at all times.
- Pupils are aware of the behaviour that is expected of them.
- All staff and pupils are aware of the evacuation procedures.
- Two members of staff will check all safeguarding paperwork regarding the trip prior to leaving the school building. Evidence of these checks and cross checks will be kept in trip files.
- The school will check details of training qualifications and experience of provider staff, including DBS checks.
- The swimming teaching staff will liaise with school staff if a child is struggling with swimming. School staff will put appropriate support systems in place.

### **Safeguarding whilst pupils are getting changed**

- Pupils will not share changing facilities with members of the public.
- During the lesson, the pool is closed to members of the public. This includes parents of pupils using the pool.
- Appropriate supervision based on the age and developmental needs of the pupils getting changed is provided.
- Pupils are briefed on correct behaviour whilst using off-site changing rooms linked to the federation behaviour policy and general safeguarding expectations.
- Designated meeting points are communicated to all pupils and staff members.
- Pupils are made aware of the protocol to follow should they become separated from the group.
- Staff are on the poolside to supervise pupils at all times during lessons. Staff are then readily available if a pupil needs to use the toilet.

### **First Aid**

- A first aid kit is taken to the pool in case of any accidents/emergencies whilst on the way to the pool (Giggleswick pupils walk to the pool, pupils from Hellifield and Long Preston are transported by coach).
- As part of the safeguarding checklist before the trip, staff will ensure that any necessary medication is taken on the trip.
- Pupils with medical conditions have access to their medication at all times.

### **The end of the swimming session**

- Staff who are taking pupils back to Hellifield Primary and Long Preston Primary Schools will refer to the attendance checklist that forms part of the risk assessment for the trip. This will be used to ensure that all pupils are accounted for before leaving the building, and for transporting back to school.
- Pupils at Giggleswick Primary School are collected by their parents. The procedure for collection from swimming sessions will replicate the procedures at school. Pupils will wait with school staff (lined up sensibly, out of the way of the public). As parents come to the door, staff will dismiss the child/children to their care. Staff will remain at the pool until all pupils have been dismissed to the care of their parent or other registered adult.

## **Appendix**

Please also refer to the Safeguarding on Trips checklist, which must always be completed for any off-site activity.

### **SAFEGUARDING ON TRIPS**

Before you go offsite (including forest school activities, cricket pitch, swimming and the dam), please complete this tick list and retain a copy in the 'Off Site Risk Assessment' folder in the office.

**Name of activity:**

**Date:**

**Class:**

<b>Items to be checked</b>	<b>Name and signature of first adult checking*</b>	<b>Name and signature of second adult checking*</b>
Seek prior authorisation from the Headteacher		
Complete a risk assessment form and Evolve (which has to be agreed by the head and filed in the RA file in the office)		
Complete a RA with SENco for any children with Additional Needs that needs adapting to enable them to take part.		
Print a paper copy of the register/group for reference to: before departure/during the trip or visit/on return to school		
Check the 'Medications, Care Plans and Inhalers in School' sheet		
Collect high-viz jackets to be worn by all children		
Collect class first aid kit		
Collect all medication and inhalers for your class		
Collect the trip file, trip phone from the office (the file contains medical information and consents for the specific trip)		
Complete Slip A and inform the office you are leaving the building		
On your return, complete Slip B and hand it in with this form and the completed register to the office for filing in the Off-Site Risk Assessment folder.		

**\*must be checked by two people**

Name of activity:

Date:

SLIP A – to be handed into the office before leaving the building

I confirm that I have :

- Got the trip file
- Got the trip bag
- Got the hi-viz jackets
- Got the first aid kit
- Got the register
- Got any required medication/care plans

Signed: ..... Date: .....

Name: .....

Name of activity:

Date:

SLIP B – to be handed into the office on return from the trip

I confirm that I have:

- Returned the trip file to the office cupboard
- Returned any medication etc to the first aid cabinet, etc
- Returned the trip bag and hi-viz jackets to the lockers
- Returned the first aid kit
- Handed in the Safeguarding Checklist and register to the office
- Filed the risk assessment, etc, in the Off-site Risk Assessment folder (if applicable)

Signed: ..... Date: .....

Name: .....