

Cottenham Primary School



Educational Visits and Learning Outside of the Classroom Policy

Dated:	Spring 1 2023
Reviewed by:	Premises Health and Safety Committee
Next Review date:	Spring 1 2024
Equality Review Checklist	<p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <p>Age Disability Religion or belief Race Pregnancy and Maternity Sex Sexual orientation Gender reassignment Marriage/civil partnerships</p> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment, tick in the box and circle</p> <p>the characteristics affected: <input type="checkbox"/></p>



CPS

Educational Visits and Learning Outside of the Classroom Policy

1. Introduction

Every year children and young people from Cottenham Primary School (CPS) participate in educational visits or off-site activity sometimes including an adventurous activity as part of their educational experience or personal development. These activities and opportunities are integral to a rounded educational experience which excites, challenges, motivates and stimulates learners. This policy sets out how Cambridgeshire County Council will manage this aspect of learning, including health and safety requirements so that young people can discover the world beyond their classrooms and settings.

2. Definitions

- **Adventure Activities:** Activities that take place in challenging environments that can present technical or environmental complexity in the organisation or delivery of the activity. Many adventure activities have well established National Governing Bodies that train, assess and validate the competency of staff to lead in the activity.
- **Educational Visits:** All visits with a group of young people that leave a school site, to journey to another location, either during the school day, or for extended periods beyond the school day. This usually does not include work experience or activity in schools on split sites. The activity is planned and organised by the school.
- **Off-site Activities:** Activities that occur away from the base of regular work with children or young people organised by staff who work within Children's Services.
- **Learning Outside of the Classroom (LOtC):** Activity that takes place on the school site, and further afield. Some of this work will be covered by Educational Visits.
- **Children and Young People:** All young people under the care of CPS
- **Staff:** In the context of this policy, Staff are defined as any employee of CPS.

3. Application

This policy applies to any of the following activities when undertaken by children and young people under the supervision or control of CPS:

- Off-site activities, visits or excursions

- Activities that fall within the remit of Learning Outside of the Classroom
- Adventure activities

This policy applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

It is a legal expectation that employees must work within the requirements their employer's guidance; therefore CPS's employees must follow the requirements of "OEAP Employer Guidance" (EG), as well as the requirements of this Policy Statement

4. Policy Statement

CPS recognises the important role that educational visits, off-site activities, adventurous activities and Learning Outside the Classroom (LOtC) plays in providing a rich and rewarding education for children and young people whatever their age, ability or circumstances.

CPS actively supports and encourages such activities. In so doing, CPS recognises: that this may involve exposing participants to challenges and risks with which they may not be familiar. CPS will put arrangements and procedures in place to identify and manage these risks, reducing them to an acceptable or tolerable level, ensuring a balancing of the risks against the benefits of the activity. It is the CPS's policy, so far as is reasonably practicable, that all activities falling within the scope of this policy should:

- Comply with recognised sector best practice guidance with respect to issues falling within the scope of this policy. For the purposes of this policy, this means compliance with the guidance issued by the Outdoor Education Adviser's Panel (www.oeapeg.info) unless this guidance is specifically over-ridden by a requirement within this or any other CCC health and safety policy;
- Be allocated sufficient resources (time, planning, staff, budget) to enable activities to be undertaken safely;
- There should be a risk management process that is informed by a Risk Benefit Assessment, where the benefits of the proposed activity are balanced against the risks and detailed how the risks can be managed. There maybe some background or residual risks elements remaining and these could be viewed as acceptable. Part of the curriculum and learning for young people is to learn how to identify and manage appropriate risk. Where risks to participants are viewed as unacceptable, then the activity must not be carried out until further advice has been sought from the County Council's Outdoor Education Advisor;
- Be monitored to satisfy the County Council that the requirements of this policy are being met. Where activities that fall within the scope of this policy are being provided by a third party, then the County Council will require that:
 - Reasonable checks of any external organisations that are contracted to provide any activities, regardless of whether these activities are being carried out on

or off-site, are carried out to ensure that they are competent to provide such activities; • Checks would normally be via an external validation process using an Inspection and Accrediting Body, which may include: The Adventure Activities Licensing Service, The Learning Outside the Classroom Quality Badge, Adventuremark or sector approval schemes. CCC confirms and endorses the LOtC QB scheme as acceptable without further checks required. Confirmation about an individual Awarding Body schemes should be via the Outdoor Education Adviser.

- The performance of external organisations is adequately monitored to ensure that agreed practices are being met ; and
- The significant findings of monitoring are acted upon and are reported to the appropriate Council Officer (OEA) and/or Governing body. Where activities involve either travel abroad, or the provision of “adventure activities”, whether led by a CPS staff or by a third party provider, then the County Council requires that these be notified to the County’s OEA for outline approval early in the planning stages

To secure these policy objectives, the County Council will put arrangements in place to:

Establish and maintain systems and procedures to enable schools and settings to comply with the requirements of this policy. Specifically, all schools and settings will be required to record and manage activities falling within the scope of this policy using the “Evolve” system; with regular local visits being maintained via a local system. (These visits will be a Zone 1 activity defined in the Radar Diagram).

- Provide competent advice to enable staff with responsibilities for any aspect of this policy to meet any requirements placed on them;
- Provide written guidance and procedures for staff to enable them to fulfil their responsibilities within the scope of this policy;
- Provide access to suitable and sufficient information, instruction and training for all staff organising, facilitating, leading and advising on such activities;
- Comply with reasonable directions and instructions issued by external organisations providing such activities where these are issued in order to secure the health and safety of other persons; and
- Establish structures to enable the reporting of any significant findings of monitoring activity (e.g. incident reports) to the County Council’s SMT.

5. Organisational Responsibilities and Arrangements:

In addition to the overall responsibilities for managing health & safety matters that are described in the Council’s Health and Safety Policy, some specific responsibilities apply in relation to the activities covered by this policy.

5.1 Executive Director: Children and Young People's Services

The Executive Director; Children and Young People's Services is responsible for:

- Allocating sufficient resources to ensure that adequate competent advice is available to provide advice, guidance and support to CCC settings providing activities falling within the scope of this policy. CCC achieves this requirement by formally appointing an Outdoor Education Adviser;
- Ensure that the requirements of this policy are adequately monitored and that corrective actions are taken, as necessary, to obtain compliance with the requirements of this policy; and
- Report significant failings in this policy to the Chair of Strategic Health and Safety Coordinating Group so that they can maintain effective oversight of day to day health and safety compliance.

5.2 Outdoor Education Advisor (OEA)

The County's OEA is appointed by the County Council to provide advice and guidance to duty holders named within this policy so that they can discharge their duties under this policy and any relevant statutory instrument effectively. The OEA is responsible for:

- Maintaining their competence and keeping abreast of legal requirements and sector and industry best practice with regards to activities covered by this policy;
- Report significant changes to legislation, sector and industry best practice to appropriate committees and ensure that employee representatives/ recognised trades unions are consulted on matters of health and safety relating to this policy and any associated procedures (e.g. at the School's Health and Safety Committee – "HASCAM");
- Providing advice and guidance to schools and settings to enable activities to be carried out safely; and
- Monitoring schools and settings to ensure that they are complying with all relevant legislation and the conditions set out within this policy; and Version 1 April 2012
- Reporting the significant findings of monitoring, including any recommended corrective actions, to duty holders so that they can discharge their duties in accordance with this policy.

5.3 Governing Bodies

Governing bodies play a key role in providing oversight of all activities undertaken by the school. They should satisfy themselves that the school has suitable policies and procedures in place to adequately manage and monitor all activities falling within the scope of this policy. The results of monitoring should be discussed at governing body meetings.

5.4 Headteachers

Headteachers are responsible for ensuring that any activities falling within the scope of this policy and over which they have, to any extent, control are:

- Adequately resourced (in terms of planning, time, staff and budget) to secure compliance with the requirements of this policy and any associated procedures;
- Notified to the County's OEA where required under the terms of this policy;
- Only lead by competent people.
- Risk management systems are in place, using a risk benefit assessment tool to ensure that adequate risk management measures are implemented. For activities provided and delivered by third parties, reasonable checks of the provider, via the above systems should be used. The Headteacher is not responsible for provider's risk assessments and should not undertake any further risk assessments of a providers activities;
- Monitored and any significant findings to the County's OEA and also to the school's Governing Body so that they can maintain effective oversight of these activities. Headteachers may appoint a member (or members) of their staff to carry out these duties on their behalf. Where such appointments are made, the Headteacher remains responsible for the standard to be achieved and, as such, they must monitor the performance of these appointed persons (Educational Visits Coordinators or EVC) to ensure that the required tasks are being carried out correctly and competently. Appointment of EVC's should be in writing and should set out clearly what tasks have been delegated to them. EVC's should have sufficient authority (i.e. they should normally be a senior member of staff) to enable them to undertake their role and should be provided with the necessary information, instruction, training and supervision to enable them to discharge their duties effectively.

5.5 Educational Visits Coordinators (EVC)

EVC's are responsible for delivering any tasks devolved to them by their Headteacher. Once appointed, EVC's have an additional responsibility to ensure that they bring any significant failings relating to compliance with this policy and its associated procedures to the attention of their Headteacher. At CPS, the role of the EVC will be performed by the Headteacher.

5.6 Staff

Staff are responsible for taking care of themselves and for others affected by their actions or their omissions. In the context of this policy this means:

- Cooperating with line managers and supervisors by implementing the agreed actions of any risk management process and planning, observing agreed wherever and whenever they undertake or are involved in activities falling within the scope of this policy; and
- Bringing to the attention of management any failings in the risk management process relating to activities falling within the scope of this policy.
- It is an expectation of this Policy that all CPS staff have been formally assessed as competent to undertake such responsibilities as they have been assigned.

6. Emergency Planning, Critical Incident Support and Incident Reporting A critical incident may include an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As an employer, CCC/PCC is committed to providing emergency planning procedures to support establishments in the event of a critical incident.

All health and safety related incidents, including any “near-misses”, arising from activities covered by this policy must be reported to the County Council via the online Incident Reporting (IRF96) system.

7. Monitoring and Review

The effectiveness of this policy will be monitored and reviewed in accordance with the Council’s Health and Safety Policy.

8. Further Advice

All policies and procedures form part of Council employees’ terms and conditions of employment and therefore care should be taken with their application.

Information on how to apply this specific policy is available from Stephen Brown, the County’s OEA. Please contact Stephen Brown to provide any feedback on this policy.

9. Links to other Policies:

This Policy has links and relates to a number of other policy documents and Standards, these include:

Adventure standards for D of E expeditions (on Evolve)

Driving standards for CCC employees and minibuses (on Camweb)

Insurance for School Visits

Qualification requirements for staff leading adventure activities (on Evolve)

The use of private cars (on the portal)

Employment of staff and recruitment of volunteers

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Safeguarding Policy

Children with Medical Conditions Policy

Intimate Care Policy

Whole school Foods Policy

Critical Incident Plan