

York High School

Resilience – Aspiration - Success

Educational Visits, Outdoor Learning and Adventurous Activities Policy

Adopted by Governors: September 2023

Review timetable: 1 year



Introduction

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 rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

The aim for York High School is to encourage the continuation of educational visits and outdoor activities and to ensure that they are organised, led and run in the safest possible way. This is based on the following key principles:

- A belief in the educational value of educational visits both in enhancing the curriculum and providing young people with the opportunity to learn which cannot be replicated in the classroom, and further provide opportunities for the development of our pupils.
- The need to establish a framework of policy, procedure, guidance and support that provides sufficient reassurance for governors, teachers, parents and the young people themselves. It must also ensure that educational visits continue safely and can be offered as a regular part of the provision for young people in schools and other services.
- Educational visits should be organised, led and run in the safest possible way, and Health and Safety considerations must always be given the highest priority.
- In planning educational visits and outdoor activities the school will have regard to the individual needs and circumstances of all children.
- All educational visits and off site activities should be planned with educational outcomes as the main principle objective.
- Children should experience risk in a controlled and safe manner and be encouraged to participate in evaluating risk as part of their learning.
- All staff involved with educational visits should receive the correct level of training, information and guidance to enrich their competence, and have access to continuing professional development.

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1. 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. Specific roles and responsibilities are detailed in the employer's educational visits policy.

The Headteacher has appointed an Educational Visits Co-ordinator. They will 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 the: [School Business Leader](#)

Administrative tasks will be carried out by: [Members of the administration team as directed](#)

2. Establishment policy and procedures

The South Bank Multi Academy Trust Policy for Educational Visits is the employer' policy. The South Bank Multi Academy Trust Board recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through the North Yorkshire Educational Visits Advisory Service. Specific local procedures will be in line with, but not duplicate this policy.

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 the Educational Visits Advisor

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visit will be included in our information booklet for parents. We will always aim to fully inform parents by letter or email of the nature of each visit, activity or series of a similar nature, 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 offsite, but this may not be possible.

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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 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 letter or email 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 should be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator should attend appropriate training and revalidation as required by the employer.

Visit Leader Training

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

3. 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 York High School we have identified a Local Learning Area which includes all the places that we visit and the activities that we undertake routinely. Details of our Local Learning Area are contained within the appendix which includes generic risk assessment. Wherever the need arises additional risks and significant findings will be recorded using event specific risk assessment.

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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.

4. Visit Planning and Management System

Evolve is the South Bank Multi Academy Trust's 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)

Visits will be recorded as detailed in the summary table below.

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required 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.

Additionally as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The governing body delegate the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: Visits abroad, all adventurous activities and residential visits.

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Educational Visits Co-ordinator: Non-local day visits, local walking visits, bike ability training, local sports fixtures and local swimming visits.

Visit planning approval summary table for York High School.

	Planning/Recording Process	Risk Management	Final Approval
On-site/Local Learning Area	Recorded 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	Adviser
Residential	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Head
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
Adventure, self-led	Recorded on Evolve	Local Learning Policy/Specific Risk Management	Adviser

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5. 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 York High School Educational Visits Emergency Procedures.

6. 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.

7. 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 the South Bank Multi Academy Trust's charging and remissions policy.

8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption 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 the York High School / South Bank MAT SEND policy.

9. Safeguarding

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

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- 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 the South Bank Multi Academy Trust's safeguarding policy.

10. Insurance

Young people participating in visits and activities will have appropriate insurance arranged independently by the school, currently through the DfE's RPA. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

11. 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.

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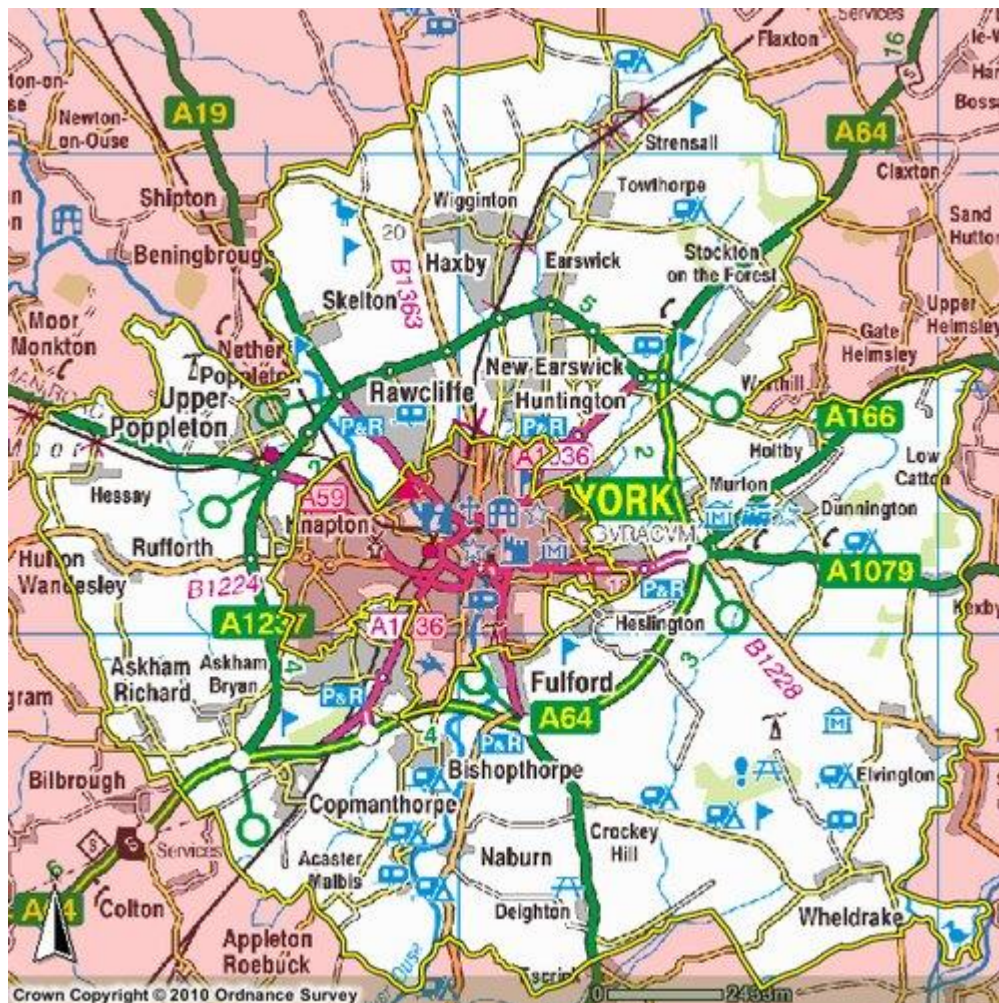


Appendix - Local Learning Area

Boundaries

The boundaries of the locality are shown on the map below. This area includes the following frequently used venues: e.g.

- West Bank Park
- Rowntree Park
- Energise Pool and Leisure Centre
- All York Schools
- York College & Askham Bryan College
- York University & York St John University



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We use our Local Learning Area 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.

Operating Procedure for visits to the Local Learning Area

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

- Road traffic.
- Rivers Ouse & Foss.
- 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 or EVC will give approval which will be recorded on Evolve before a group leaves (if it is short notice this may be done verbally as long as this operating procedure is being correctly followed.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents in the information to parents booklet or via the school website.
- There will normally be a minimum of two adults in attendance. Where this is not possible, arrangements will be made to ensure action can be taken if the staff member is unable to continue the visit due to an emergency situation e.g. health issue.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils are appropriately briefed regarding safe road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. Depending on the visit, this could be an agreed meeting point or a return to school.
- 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 for the weather conditions prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will confirm a list of all pupils and staff who are attending the visit and communicate this with the Attendance Office. Other details will be recorded on Evolve.
- A school or personal mobile phone is taken with each group and the school contact will have a note of the number.
- Appropriate personal protective equipment is taken when needed depending on the activity (e.g. gloves, goggles, etc.)

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Evolve recording and approval procedure

After entering the trip name you will be taken to this screen.

The screenshot shows a web browser window with the URL https://evolve.edufocus.co.uk/evco10/ev2_1_choosevisitype.asp?ev2id=86404. The page title is "EVOLVE - Visit Type". The main content area is titled "Local learning Area Test (86404)". A yellow information box states: "You can select more than one option (or none at all). Please select Residential for any visit which involves an overnight stay regardless of location or type of accommodation." Below this, the "Type" section has a "Yes No" header. The first question is "Is this an Onsite or 'Local Learning Area' activity? on-site activity?". A second yellow information box explains: "This visit is an on-site or local learning area visit which follows the procedures, guidance and standard risk assessments set out in your establishment's policy. You should have a local learning area appendix in your policy in order to be able to use this section. Any variations to this should be detailed as Event Specific Notes." Below this are four radio button questions: "Is this an Overseas visit?", "Is this a Residential visit/activity?", "Will this event include an Adventurous Activity led by an External Provider?", and "Will this event include an Adventurous Activity led by a member of Millthorpe School staff?". A "Continue" button is at the bottom right. At the very bottom, there is a yellow bar for "Event Specific Notes (ESN)" with a plus sign.

Press Continue.

Click on the appropriate circle.

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Complete the purpose of the trip and the expected outcomes and press continue.

Click on the routine acknowledgement under Parental Consent.

Complete the rest of the forms in the usual way.

You are not required to complete the checklist or further risk assessments.

You must ensure a list of all pupils attending is given to the Attendance Office and the staff on the visit have pupil contact and medical information.