



Newnham Croft Primary School

Educational Visits Policy 2021

Policy confirmed by the Eco and Premises Committee of Newnham Croft Primary School on:

Date: 26 March 2021

Signature:

A handwritten signature in black ink, appearing to be 'Tom Kendon', written over a horizontal line.

Tom Kendon
Committee Chair

Introduction

This Policy is the local policy for Newnham Croft Primary School and aligns with Cambridgeshire County Council and Peterborough City Council Policy for Educational Visits (Appendix A). None of the Joint Policy is repeated here. Secondly none of the guidance material is reproduced here and also 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)

Roles

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

The school has a Trained EVC who is Andy Matthews.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities information contained within the NG website.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

[Competance of Staff](#)

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

Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide.

This School has the Zones defined for staff. 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.

Zone 1- Local regular visits

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which are attached to this document. 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 Forest Schools, cross country runs, orienteering in nearby parks, visits to local museums, shops, religious buildings, important sites and concert halls inside a 5 mile radius. All local visits that pupils can walk to except swimming, which has its own risk assessment.

Zone 2 - 'Normal Visits' (e.g. trip to London)

These visits are the majority of this schools 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 (e.g. Hilltop)

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.

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 4 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 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 cut-off 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

Phone 01480 379677

Adviser email Stephen.brown@cambridgeshire.gov.uk

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Appendix A

Cambridgeshire County Council/Peterborough City Council - Educational Visits, Off-site Activities, Adventure Activities and Learning Outside of the Classroom Policy

1. Introduction:

Every year, thousands of children and young people from Cambridgeshire and Peterborough schools and Children's Services, 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 and Peterborough City 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 understood as Educational Visits.

Children and Young People: All young people under the care of Children's Services, whether from a school or setting.

Staff: In the context of this policy, Staff are defined as any employee of either Council any agency worker or volunteer working for either Council and the Elected Members of either Council.

3. **Application:**

This policy applies to any of the following activities when undertaken by children and young people under the supervision or control (whether pastoral or direct) of Council staff or which are facilitated by either council, those schools for which it is the employer or those voluntary aided schools that have opted into the policy:

- Off-site activities, visits or excursions;
- Activities that fall within the remit of Learning Outside the Classroom; and
- Adventure Activities.

Academies are not covered under this policy.

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

Cambridgeshire County Council and Peterborough City Council have both formally adopted “*OEAP National Guidance*” as the source guidance for this policy from the website: **www.oeapng.info**

It is a legal expectation that employees must work within the requirements their employer’s guidance; therefore CCC and PCC employees must follow the requirements of “OEAP National Guidance”(NG), as well as the requirements of this Policy Statement

4. **Policy Statement:**

Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) recognise 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.

Both Councils actively support and encourage such activities. In so doing, they recognise that this may involve exposing participants to challenges and risks with which they may not be familiar. CCC and PCC 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 Councils 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.oeapng.info) unless this guidance is specifically over-ridden by a requirement within this or any other CCC or PCC 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 may be 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 Councils 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 Councils 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 and PCC confirms and endorses the LOfC 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 CCC or PCC staff or by a third party provider, then the Councils requires that these be notified to the OEA for outline approval early in the planning stages

To secure these policy objectives, the Councils 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 Joint Council’s SMT.

5. Organisational Responsibilities and Arrangements:

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

5.1 Executive Director: People and Communities

The Executive Director; People and Communities is responsible for:

- Allocating sufficient resources to ensure that adequate competent advice is available to provide advice, guidance and support to CCC / PCCC settings providing activities falling within the scope of this policy. CCC and PCC 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 Councils 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 CCC 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
- 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.

Head teachers / Managers 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 - 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.

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 Council staff have been formally assessed as competent to undertake such responsibilities as they have been assigned.

7. 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 employers, CCC and PCC are committed to providing emergency planning procedures to support establishments in the event of a critical incident. The service work within the Visit Emergency Support Network (VESN).

All health and safety related incidents, including any “near-misses”, arising from activities covered by this policy must be reported to the Council systems.

8. Monitoring and Review

The effectiveness of this policy will be monitored and reviewed in accordance with the Councils Health and Safety Policies.

9. 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.

10. 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 training for minibus and driver standards for employees

Insurance for School Visits

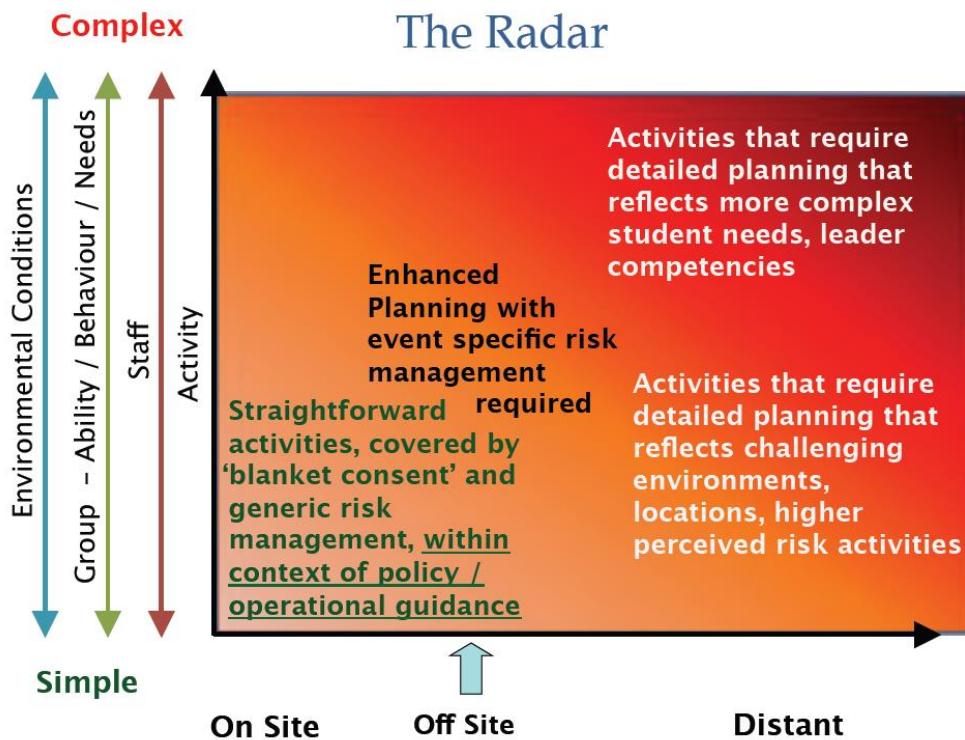
Qualification requirements for staff leading adventure activities (on Evolve)

The use of private cars

Employment of staff and recruitment of volunteers

Appendix B - Radar

The Radar Diagram should be completed /updated for your school and will define a range of activities that fall in Zone 1, 2 and 3.



1. The Zones are defined as:

Zone 1 - This is for Head/ EVC to define for their school and include activities on and off the school site and outside the classroom. These activities are regular, not usually complex, and the maximum distance away from the site may assist in defining the activity.

Risk Management of Zone 1 should be covered by a range of prepared documents.

These documents will define for staff the procedures they need to follow to enable the activity to take place. (These can be amended by staff of the event if anticipated to be more complex based on the variable factors of Staff, Activity, Group or Environment).

Examples of zone 1 from most schools will include, local walks, swimming visits, PE fixtures, travel by bus/ public transport within a defined distance.

If any activity is a one off then this should be Zone 2. Schools can also decide which activity in Zone 1 might be listed or not listed on Evolve

Zone 2 - All visits and activities approved by EVC at school level. These visits will involve specific planning and will normally be one off/once a year/ not multiple activities.

Zone 3 - Activities in this area are complex activities to plan and deliver and involves distance away from base. This zone includes all Adventure and Abroad visits.

2. If you are not sure about the above please ask for help and advice from Stephen Brown, Outdoor Education Advisor email:Stephen.Brown@cambridgeshire.gov.uk Tel: 01480 379677