

LEARNING OUTSIDE THE CLASSROOM (LOtC) AND EDUCATIONAL VISITS POLICY

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1. Purpose

- 1.1 Jigsaw CABAS® School provides many opportunities for its pupils to enrich and enhance their experiences through Learning Outside the Classroom (LOtC). This encompasses both on-site and off-site learning, residential activities, sports, physical and cultural activities.
- 1.2 The school has formally adopted, through its Governing Body, the Surrey County Council Guidelines for Educational Visits and Outdoor Education Activities 2003.
- 1.3 The value of LOtC is well recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.
- 1.4 The school also has a service level agreement with West Sussex County Council for Outdoor Education and EVOLVE for guidance, advice and updates on National Guidelines.

2. Definitions

- 2.1 "School" means Jigsaw CABAS® School
- 2.2 "Staff" means all staff who are involved in Educational Visits
- 2.3 "LOtC" is an acronym for Learning Outside the Classroom
- 2.4 "EVC" is an acronym for Educational Visits Coordinator

3. Scope

- 3.1 The school has a strong commitment to the added value of learning beyond the school premises. Each year the school will arrange a number of activities that take place off the school site. These activities will support the aims of the school enabling, supporting and complementing the work of the National Curriculum. The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:
 - Regular visits linked to the pupil's curriculum (for example; village halls, libraries, shops, cafés, woodlands, place of worship, farms, other schools)
 - One-off visits for particular class groups as part of curriculum or end of term fun activities
 - Visits for sporting activities, including swimming and RDA (Riding for the Disabled)
 - Residential Visits
 - Adventure Activities, which might be classed as higher risk.
- 3.2 This policy applies to Teachers, volunteers, pupils and parents, all of whom have responsibilities during the course of any off-site activity in which they are participating.

4. The Policy

- 4.1 The Educational Visits Coordinator (EVC) will update governors on trips taken summatively at Full Governors' meetings. The Governing Body will also monitor and review a sample of Educational Visits Risk Assessments and proposal forms with the EVC each term, in order that governors have insight into the nature of trips and the requirements needed to keep students safe and learning with enjoyment. Evaluations of LOtC, the off-site Educational Visits, and incidents are reported to the Governing Body on a termly basis.

5. Implementation & Related Procedures

- 5.1 Before a visit is advertised to parents, the Director of Education and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date. Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.
- 5.2 For off-site visits, parents will be asked to sign a general letter of consent for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed if an activity has to be cancelled.
- 5.3 The school has separate policies for 'Charging and Remissions' and 'Equality and Diversity' that applies to all educational visits.

6. Staffing

- 6.1 The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.
- 6.2 Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for LOtC, and off-site educational visits will be a key priority in the initial approval of any proposed visit including previous experience. Where it is appropriate the school will ensure that a DBS enhanced check is available for volunteer adults assisting with off-site educational activities and visits.
- 6.3 The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory-visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the Group Leader and EVC might work in partnership to undertake planning and risk assessments.
- 6.4 This policy will be monitored and evaluated by the Governing Body. The Educational Visits Coordinator and School Management Team will review the policy at least every three years.

7. Responsibilities

- 7.1 Teachers, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating.

7.2 Director of Education

- Ensure visits comply with regulations and guidelines

- Ensure adequate safeguarding and child protection measures are in place
- Ensure there is adequate and relevant insurance cover
- Ensure agreed contact and emergency procedures are in place
- Ensure that the EVC and Group Leader are competent to monitor risks and instruct the activity and that sufficient time is allowed to organise visits properly
- Ensure that risk assessments are completed and that appropriate safety measures are in place
- Ensure that non-teacher helpers on any visit are appropriate to supervise children
- Ensure staffing ratio is appropriate
- Ensure parents have signed consent forms
- The Director of Education's agreement must be obtained before a visit takes place

7.3 Governing Body

- Ensures there are appropriate procedures in place
- Risk management processes and control measures have been implemented
- Documented guidance notes are being followed
- Approvals for residential trips are documented in Governing Body minutes

7.4 Educational Visits Coordinator (EVC)

- Ensure correct procedures are followed for LOtC and off-site educational visits
- Approves the group leader for each trip and supports them in identifying the purpose and outcomes for the visits
- Organise induction and on-going training
- Ensure staffing is suitable and previous experience sufficient for each trip
- Ensure parents are informed and give consent for all activities
- Organise emergency arrangements
- Keep records of visits, accident/incident reports
- Review systems and monitor practice to ensure good practice
- Ensure that risk assessments are completed and that appropriate safety measures are in place
- Ensure that Disclosure and Barring Scheme disclosures are in place, for any adult not employed by Jigsaw School who is involved in the session/visit
- With support from the School Management Team, review and regularly monitor policies and procedures.
- Hold a meeting for the first trip to a new site to ensure the class have read the risk assessment and understood it to the best of their ability.

7.5 Group Leader (GL)

- Identify the purpose and outcomes for the visit
- Has overall responsibility for the supervision and conduct of the visit, including the health, safety and welfare of all involved
- Be familiar with The Handbook For Group Leaders
- Obtain Director of Education and EVC prior agreement
- Undertake and complete a comprehensive risk assessment or ensure they have already been completed and up to date
- Read the risk assessment
- Undertake and complete the planning and preparation of the visit including briefing of group members and parents
- Undertake and complete post-visit evaluation forms
- Complete a School Pod report for any incidents that occurred during the trip
- Ensure the pupil to adult ratio is appropriate to the group's needs
- Must appoint a Deputy and define the roles and responsibilities of other adults and pupils to ensure effective supervision
- Be aware of safeguarding and child protection issues
- Ensure first aid provision is available and there are sufficient first aid trained staff
- Ensure special educational or medical needs of pupils are known and met
- Ensure emergency medicines are kept with the pupil's group, stored appropriately and safely, and there are trained staff available to administer emergency medication if necessary
- Ensure details of the school contact are taken on educational visits
- Ensure that school contact have a copy of the emergency procedures
- Observe responsibilities of teachers and other adults set out below
- Regularly review undertaken visits and report to EVC or Director of Education
- Ensure risk assessment, relevant pupil information, telephones, tablets, first aid kit are in the class rucksack and off-site rucksack
- Ensure each adult has read and signed the risk assessment, is aware of their responsibilities, who the Group Leader and Deputy Leader are, and which pupil they are responsible for (and that they have the necessary equipment for that pupil).
- Ensure that all adults are aware of the expected standards of behaviour
- Ensure the minibus driver has carried out the pre-safety checks and are aware of the vehicles they are legally allowed to drive
- Attends Group Leader training updates and sessions and meetings held by the EVC

- Ensure children are wearing either a high visibility jacket, sticker or wristband that states the school's details
- Read the individual risk assessments of those pupils going on the trip before the offsite visit takes place
- Model appropriate behaviour for the pupils

7.6 Teachers

- Do their best to ensure the health and safety of everyone in the group
- Follow instructions of the Group Leader and help with managing an appropriate standard of behaviour.
- Consider stopping the visit or activity if they think there is an unacceptable risk to the health and safety of pupils in their charge
- Be aware of emergency procedures and contacts
- Be responsible for medicines for members of the group if they are the designated first aider.
- Read the risk assessment and individual risk assessments of the pupils going on the trip before the offsite visit takes place
- Attend meetings held by the EVC
- Model appropriate behaviour for the pupils

7.7 Adult Volunteers

- Be clear about their roles and responsibilities
- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge unless previously agreed in risk assessment
- Follow instructions of Group Leader and teachers and help with managing an appropriate standard of behaviour.
- Inform Group Leader or teachers of any health and safety concern during the visit
- Read the risk assessment before attending the offsite trip
- Model appropriate behaviour for the pupils

7.8 Pupils

- The Group Leader must make it clear to pupils that they must not take unnecessary risks
- Follow the instructions of the Group Leader and other helpers including those at the venue
- Dress and behave sensibly and responsibly
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it

- Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit

7.9 Parents/Carers

- Parents/carers should be able to make an informed decision on whether their child should go on a visit
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- Prepare their child in ways communicated by the school in advance of the trip where necessary.
- Parents/carers will need to provide the school with emergency contact numbers, medical details, (Individual Health Care Plans) and sign the consent form
- Give the Group Leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

8. Risk Assessment Planning

8.1 Risk assessments for school visits have four levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site-specific risk assessments, which will differ from place to place and group to group
3. On-going risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities, behavioural incidents.
4. Individual risk assessments for pupils which apply to all settings, including off site school visits

8.2 In order to undertake a full and comprehensive assessment of risks, it will be essential in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be considered:

- The number of pupils involved
- The age of the pupils, their sex, ability and general behaviour
- The previous experience of the group undertaking off-site visits
- The time of day and time of year
- The travel arrangements
- The hazards at the environment being visited
- The numbers, experience and quality of accompanying staff and volunteers
- The nature of the activities
- The special educational or medical needs of the pupils
- The quality and suitability of available equipment

- Seasonal weather conditions
- Emergency procedures
- The need to monitor the risks throughout the visit

- 8.3 Pre-visit risk assessments are kept securely by the Educational Visits and Operations Co-ordinator. These are reviewed during each visit and updated when necessary. As a minimum a risk assessment will be updated every three years.
- 8.4 Post visit reviews are also kept and evaluated. These are disposed of securely at the end of each academic term.
- 8.5 Reports of any accidents or incidents should also be reported via the online School Pod system.

9. Residential Visits

- 9.1 6th Form pupils may have the opportunity to participate in residential visits within the UK. All visits involving an overnight stay are planned and organised abiding by the same guidelines as the day visits with the following additions:
- 9.2 Pupils are selected for the visit dependent on their behaviour guidelines and how challenging behaviour is managed within school. The Group Leader reserves the right to return a pupil home if they feel that they, staff, or other pupils are at risk from challenging behaviour.
- 9.3 Parents will be asked to make a payment for the visit, either in full, or in instalments in line with the Charging and Remissions Policy. The school will pay for the staff to attend.
- 9.4 Parents will be fully informed in writing about the accommodation, food, activities, supervisory arrangements, and sleeping arrangements, well in advance of the visit. Parents are encouraged to contact the EVC or Group Leader with any specific questions regarding their child attending the trip.
- 9.5 Parents will be required to ensure the insurance provided is adequate for their child, and to complete consent forms for the Group Leader to administer medication whilst on the trip.
- 9.6 The Director of Education/EVC will ensure there are adequate first aid, and PROACT-SCIPr-UK® trained staff attending the trip and available 24 hours a day.

10. Evaluation

- 10.1 All visits will be evaluated in writing by the Group Leader and incidents discussed with the EVC.
- 10.2 A short evaluation report will be made available each month for the School Management Team, and the Governing Body will be updated termly.
- 10.3 The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result. An evaluation of the visit's purpose and outcomes is carried out to review the learning achieved and educational value.

11. Legislative Requirements

11.1 Insurance

11.1.1 Public Liability Insurance, vehicle insurance and Personal Accident Insurance are in place.

12. Other Requirements

12.1 First Aid

12.1.1 There should be a qualified first aider on every visit, and someone who has had the administration of emergency medication training if a pupil who has emergency medication is attending the visit. For Early Years pupils, a paediatric first aider will attend the trip. A first aid kit should be taken on every visit.

12.2 Medical Emergencies

12.2.1 In the event of a medical emergency, where a medical procedure i.e. seizure procedure, is not already in place, a 999 call will always be made when off-site. Staff will take advice from the emergency services as to whether an ambulance is required. The Group Leader will decide on the most appropriate member/s of staff to accompany the pupil/s to hospital. The Group Leader will notify the school, and parents/carers will be informed. A member/s of staff will remain with the pupil/s until parents/carers arrive.

13. Supervision during educational visits

13.1 Senior staff including supervisors, EVC and SMT will determine the appropriate teacher to pupil ratio for each educational visit and approve staffing before a visit takes place. The school will ensure that there is sufficient number of First Aiders and PROACT-SCIPr-UK® trained staff on each visit. When considering the level of support pupils will require on an educational visit, senior staff will consider the following factors:

- individual behaviour guidelines and health and safety risk assessments of pupils i.e. history of challenging behaviours on educational visits
- nature and location of visit i.e. adventurous activity contact with animals or visit to another school
- security of location i.e. is it an outdoor activity or indoor activity with secure access
- needs and abilities of the individual pupils attending the visit i.e. pupils with medical conditions, level of verbal behaviour and independent skills
- gender of pupils & supporting staff
- size of the group i.e. group of 3 pupils vs group of 25 pupils
- historical information and evaluations of previous visits to the same or similar locations/settings
- distance of visit from school
- length of visit
- additional support available on location i.e. lifeguards, first aiders

- contact with public
 - use of equipment or hazardous materials.
- 13.2 As a guidance, the majority of educational visits take place with 1:1 pupil to teacher ratio including staff with First Aid and PROACT-SCIPr-UK® training.
- 13.3 When parents are taken on visits they should be carefully selected and not be on a trip that includes their own children. They must always be supervised by a member of Jigsaw staff and not be assigned to a child.
- 13.4 Whatever the length of the visit regular head counts should be taken of the children, particularly before leaving any venue.
- 13.5 All group leaders and drivers should carry a list of all the pupils and adults involved in the visit.
- 13.6 Pupils should wear badges/uniforms with the school name/logo on, as well as/or wrist bands, or stickers with the school telephone number printed on them.
- 13.7 The Group Leader should identify rendezvous points and tell pupils/staff what to do if they get separated from the group.

14. Child Protection

- 14.1 All adults involved in the trip should be vigilant of other users in the same setting. If any suspicious behaviour is observed or staff have a cause for concern, Group Leader is to fetch a member of staff from the venue and approach the suspected individual. DSL (Designated Safeguarding Lead) or Deputy DSL and Director of Education are to be informed. Police are to be called from the venue.

15. Emergency Procedures

- 15.1 A serious incident is described by Jigsaw School as:
- One that requires a call for further staff support
 - One that requires the attendance of any of the emergency services
 - One where a member of the public is harmed or attempts made to harm
 - One where a pupil or member of staff is badly injured
 - One where there are considerable safeguarding concerns
 - Absconson of a pupil
 - One where a pupil requires emergency medication
 - Terrorism or threats of terrorism
- 15.2 Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation. Flowcharts for emergency procedures are kept in off-site ruck sacks.
- 15.3 If an accident/serious incident happens the priorities are:
- To assess the situation

- Safeguard the uninjured members of the group
- Attend to the casualty/ies
- Inform the relevant emergency services
- Inform school
- Admin are to inform the home contact
- Ensure that a teacher accompanies any casualties to hospital if necessary and the rest of the group are supervised
- Ascertain telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident/incident report on School Pod as soon as possible
- No one in the group should speak to the medias and no names should be provided
- No one in the group should discuss any legal liability with other parties

16. Absconion Procedures

16.1 If a pupil absconds the priorities are:

- To assess the situation
- Group Leader and one other member of staff to perform a quick search of the site/venue
- If the pupil is not found then:
- Inform the site/venue staff
- Notify the police
- Inform school
- School Management Team to advise procedures to follow
- Admin are to inform the home contact
- Ascertain telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an incident report on School Pod as soon as possible
- No one in the group should speak to the medias and no names should be provided
- No one in the group should discuss any legal liability with other parties

16.2 In an emergency the Group Leader would usually take control of the situation.

17. Transport

17.1 The Group Leader should consider:

- Passenger safety
- Type of journey
- Traffic conditions
- Insurance cover
- Weather
- Journey time and distance
- Stopping points on longer journeys
- Supervision
- Guidance and laws on seat belts and child restraints
- Legal ability to drive specified vehicle
- Appropriate usability of vehicle

17.2 Use of cars – this should generally be discouraged but if used the following should be adhered to:

- The driver must comply with the Trust's Driving Policy
- The car should be roadworthy and the driver has the appropriate licence
- The driver has the appropriate insurance with business use included in the policy
- Drivers ensure pupils wear seat belts and use child seats if appropriate
- Pupils must sit in rear seats with child locks on. Electric windows must be disabled
- Parents or any other adults should never be in a position where they are left alone in a car with a child
- A central dropping off place should be arranged

17.3 Minibus

17.3.1 All minibuses should be serviced and maintained in accordance with a set schedule.

17.3.2 Drivers must complete a vehicle check before each journey and any defects must be reported to the Facilities Team. The vehicle must then not be used until it has been reported safe to do so by the Facilities Team.

17.3.3 All drivers should have appropriate training in a minibus and comply with the Trust's driving policy. Staff should be familiar with the Guidance on minibus safety

18. Evaluation

18.1 All incidents and accidents occurring on a visit will be reported back through the school systems. The school follows guidance on Safety for school trips and incident reporting from HSE and RoSPA.

18.2 The school will have emergency funding available to support the Group Leader in an emergency.

19. Policy Review

19.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

19.2 This policy will be monitored and evaluated by the Governing Body. The Educational Visits Coordinator and School Management Team will review the policy at least every three years.

19.3 This policy was last reviewed in May 2021

20. Version History

No.	Date	Amendment
1.1	Oct 2018	Amendments updated in 5. Implementation & Related Procedure and 6.2 staffing
2.1	Feb 2019	Updated following audit from West Sussex Education advisor on 29.1.19 . Name changed to LOtC and EV Policy
2.2	Sept 2020	Review date changed to January 2021 and note added: "Educational Visits will not take place until it is deemed safe for them to do so. The policy will be reviewed at the time these are resumed."
2.3	Jan 2021	Review date extended to April 2021
2.4	May 2021	Amendments updated in 7. Responsibilities, 8. Risk Assessment Planning, 9. Residential Visits, 11. Legislative Requirements, 17. Transport and 19. Policy Review

21. Related Legislation & Guidance

Document	Location
Handbook for Group Leaders - DFES/0566/2002	http://www.hse.gov.uk/education/visits.htm
Surrey County Council – Guidelines for Educational Visits and Outdoor Education Activities 2003	
WSCC’s Learning Outside the Classroom and Off-Site Educational Visits Regulations and Notes for Guidance 2018	
OEAP National Guidance	
Departmental advice on health and safety for schools	https://www.gov.uk/government/publications/health-and-safety-advice-for-schools
Minibus Safety – A Code of Practice 2006 ROSPA	
Health and Safety Outside of the Classroom	
School trips and outdoor learning activities-Tackling the health and safety myths	https://www.hse.gov.uk/services/education/school-trips.pdf
Parts 1 – 3 DfES guidance: Standards for LEAs in overseeing Ed Visits	
HSE: Incident reporting in schools	
RoSPA & THINK! Guidance on seat belts and child restraints	
RoSPA: H&S at school: School Trips	
HSE: Avoiding ill health at open farms	
RoSPA: School Minibus Pre-Drive Safety Check	
DfES: Licensing Incidental drivers of the school minibus	
RoSPA: Minibus Safety – A Code of Practice	
NST Ed Visits: Demystifying Risk Assessment	

22. Related Internal Documentation

Document	Hard Copy Location	Electronic Copy Location