

# EQUITAS ACADEMIES TRUST



**EQUITAS**  
— ACADEMIES TRUST —

## Educational Visits and Learning Outside the Classroom Policy

**Review Date:** December 2021  
**To be Reviewed:** December 2023  
**Agreed:** Full Trust Board  
**Policy Lead:** Site Manager and  
Headteacher

**EDUCATIONAL VISITS AND LEARNING OUTSIDE THE CLASSROOM POLICY**

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## **1. INTRODUCTION**

- 1.1 The Trust provides a rich and varied programme of opportunities for pupils to learn outside the classroom; within each Academy, 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.
- 1.2 This policy covers all off-site visits and some on-site learning outside the classroom. The Headteacher and Educational Visit Coordinator (EVC) for each Academy within the Trust manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of three zones as defined by the National Guidance (NG) documents and NG website ([www.oeapng.info](http://www.oeapng.info)), Zone 1, 2 and 3.

## **2. ROLES**

- 2.1 All roles are clearly defined on the national guidance website. [www.oeapng.info](http://www.oeapng.info)
- 2.2 Roles are defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Trust Board and Employer. There is specific Guidance and information for each above role and relevant documents. Within each Academy in the Equitas Trust all roles are covered and managed by staff and the Trust Board.
- 2.3 Each academy has Trained EVC's.
- (a) AMA - J Sweeney, N Turner, H Sekhon, E Smith, J Forbes
- (b) CCA –P Patel
- 2.4 All visits must have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the National Guidance website. <https://oeapng.info/guidance-documents/>

## **3. COMPETENCE OF STAFF**

- 3.1 Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff that want to lead adventure activities and the adviser will give advice in that area. <http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>

#### **4. PROCEDURES**

4.1 All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide from the menu bar and can be reached via First Time Visitor <https://oeapng.info/downloads/basic-essentials/>

4.2 This Trust has the following Zones defined for staff and all 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. Staff should consult the EVC for support:

(a) Zone 3 - Adventure / Abroad and Duke of Edinburgh visits

(i) These visits require specific approval at Academy level and the notification of the Education Visits and Outdoor Learning Adviser from Solihull. These must be submitted on Evolve at least 4 weeks before the departure date. The current notification for Solihull MBC is via the Evolve system. The adviser monitors these visits on behalf of the Trust is Naomi Chadwick [naomi@elitesie.co.uk](mailto:naomi@elitesie.co.uk) she is available if you have any queries regarding these trips.

(b) Zone 2 - Enhanced Planning Visits

(i) These visits along with Zone 1 visits constitute the majority of Academies visits. There will be aspects of complexity that require careful planning.

(ii) All visits are required to be planned, sent to the EVC, and will then be approved by the EVC and Headteacher. The Education Visits Adviser can provide advice on these visits if required. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted. This should be embedded within each Academy process.

(c) Zone 1 - Local regular visits

(i) These are visits that are regular, local and straightforward to organise. The risk management will be covered by the Academies defined Zone 1 Procedures which 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.

(ii) Examples of activities that this Trust includes in Zone 1 are trips to town, museum visits and farm visits. (EVC to list, either by activity or also including a suggested maximum travel distance and motor transport. Please ask for advice if not sure.)

**5. SPECIFIC ADVICE – RISK MANAGEMENT**

5.1 This aspect is described in the guidance and forms for recording Risk Assessments can be obtained from the EVC. National guidance can be found at [www.oeapng.info/downloads/download-info/4-3c-risk-management/](http://www.oeapng.info/downloads/download-info/4-3c-risk-management/)

5.2 Parental Consent

(a) Each Academy takes into account the following points regarding consent.

- (i) All trips at Chilwell Croft require parental consent
- (ii) It is good practice to obtain blanket parental consent for a range of regularly occurring activities or a specific programme which is likely to be in Zone 1 visits.
- (iii) In the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental authority are fully informed.
- (iv) When an activity is part of the establishment's curriculum or normal working practices and no parental contributions are requested, there may not be a need for specific parental consent.
- (v) Zone 3 visits would require specific formal consent.
- (vi) Zone 2 visits may require specific formal consent. If in doubt consult your EVC <http://oeapng.info/downloads/download-info/4-3d-consent/> National guidance 4.3d Consent

5.3 Group Management

(a) Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website. <https://oeapng.info/downloads/all-documents/6b-FAQ-Ratios-for-visits>

5.4 Behaviour and Inclusion

(a) Each Academy's inclusion policy and behaviour 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. <http://oeapng.info/downloads/download-info/3-2e-inclusion/>

5.5 Pre Checking Venues and Providers

(a) Staff should research the suitability of the venue and that the provision will meet the intended learning outcomes with the group's needs being met. <http://oeapng.info/downloads/download-info/4.4h>

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- (b) National guidance 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.

### **5.6 External Providers**

- (a) Equitas Academies Trust and Elite Safety in Education endorse and support the Learning Outside the Classroom Quality Badge. Therefore, any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the attached form. <http://oeapng.info/downloads/download-info/8p-provider-questionnaire/> National guidance 8p Provider Questionnaire

### **5.7 Adventure Provider Assurances**

- (a) Reference should be made to nationally accredited provider schemes if in doubt consult your EVC. Please be aware that notification is required for Adventurous Activity visits.

### **5.8 Emergency Procedures**

- (a) Each Academy within the Trust must have emergency planning procedures in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to EVCs and visit leaders.
- (b) Each Academy's Emergency Procedure is outlined in the Disaster Plan and Trust Recovery Procedures respective staff handbook.
- (c) This policy integrates into the Disaster Plan and Trust Recovery Procedures, which addresses all critical incidents. <http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/>
- (d) National guidance 4.1c Off Site Visit Emergencies: Guidance for Leaders
- (e) The EVC and Senior staff have access to the Critical Incident plan, and the advice outlined in the link below <http://oeapng.info/downloads/download-info/4-1b-emergency-planning-the-establishments-role/>
- (f) National guidance 4.1b Offsite Visit emergencies: The Establishment's Role

### **5.9 Transport**

- (a) National Guidance contains full information for cars, minibuses and public transport. For transport requests for each Academy please ensure that you request and book transport as soon as the trip/visit is planned.
- (b) If pupils are to be transported by taxi, parental consent must always be obtained.

### **5.10 Evaluation**

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- (a) Staff should follow each Academy’s Evaluation procedure. They should complete the evaluation to aid and inform future visits. Involvement of young people in this process would enhance the evaluation.

### 5.11 Insurance

- (a) Academies should carefully consider the appropriate insurance for the activity or visits they are undertaking and due reference should be made to the national guidance <http://oeapng.info/downloads/download-info/4.4c> insurance

### 5.12 Finance

- (a) All financial details for a visit must follow each Academy’s processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the Trust’s 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 Academy to withdraw from the financial arrangements with providers if the visit is cancelled. Parents should also be told of any arrangements that each Academy may have for any young people that can not afford a visit. <http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

### 5.13 Help and Support

- (a) Support, advice and professional discussion are available from the EVC.
- (b) This policy links and integrates with the Trust’s H&S policies

## **6. REVIEW OF POLICY**

- 6.1 The policy will be reviewed annually, but any Trustee or Governor with any concerns about its operation can request that it is reviewed at any time.

Reviewed and approved by:	Date approved:	Next review date:
Full Trust Board		December 2023