



KING EDWARD VI COMMUNITY COLLEGE

Out of Classroom Learning Policy

**Approved and Adopted by the Standards Committee of the Governing Board
in November 2020**

Due for Review in November 2022

This policy is an in-house College policy

If this is a printed version of this policy it may not be the current version. Please source this policy electronically from the staff policy folder for the most up to date version.

Outdoor Education, Visits and Off Site Activities

Policy context:

The Governing Body has adopted the Devon County Council policy document “Outdoor Education, Visits and Off-Site Activities” for the management of all visits and off-site activities.

A copy of the policy document is available to download from the College website

Principles applied:

KEVICC students have access to a wide range of educational experiences as an entitlement. The College recognises the significant educational value of visits and activities which take place both on and away from the immediate school environment.

We will endeavour to make full, innovative and imaginative use will be made of the school grounds as well as the surrounding area and community facilities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

LOTC experiences and activities are offered in a wide range of different educational sectors, including heritage, built environment, natural environment, local , national and global.

All LOTC activities will be made full use of through: effective preparation and follow-up work as well as stated clear specific learning and health and social outcomes. Pupils are actively involved in planning and evaluating LOTC activity.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Principal, the College designated Educational Visits Co-ordinator, the party leader, members of staff and volunteers, pupils and parents. The College also has responsibilities to other members of the public and to third parties. Our policy on visits and off-site activities, therefore, complements the wider school health and safety policy.

It is a priority of the College that all visits and off-site activities are safe, well-managed and educationally beneficial. **Key responsibilities and accountabilities are set out in full within the main policy document.**

As a college we will commit to LOTC (learning outside the classroom) being fully inclusive and available to all students – this may include ensuring access to suitable clothing for some.

Approval of off-site activities

The Principal will be responsible for approving all off-site activities. This includes approving the party leader for each visit or off-site activity. Where external providers are used the Principal and organiser will ensure that the educational quality and risk management is level is appropriate.

A summary of the programme for the following categories of visit/activity, together with a risk assessment, I would change to risk-benefit assessment (see guidance from the Council for Learning Outside the Classroom) will be sent to the Adviser for Outdoor Education, Devon County Council Curriculum Services, for endorsement using the on line EVOLVE system:

- hazardous outdoor and adventurous activities (except those taking place at Devon County Council outdoor and residential centres) (Category B activities)
- visits abroad (Category C activities)
- activities where there is significant concern about health, safety and welfare (Category C activities).

The Governing Body will be informed by the Principal about plans which involve:

- a residential element
- any visit abroad and
- any visit where there is significant concern about health, safety and welfare.

The Principal will monitor off-site visits and activities and will provide a regular annual report to the Governing Body about the off-site activities which have taken place from the College.

Responsibilities of students

Whilst taking part in off-site activities students have responsibilities for their own health and safety and that of the group. Young people should:

- avoid unnecessary risks
- follow instructions of the party leader and other members of staff
- behave sensibly, keeping to any agreed code of conduct
- inform a member of staff of any significant hazards identified

Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- sign the consent form for the visit

The provision of training and information

A copy of the main policy document, this summary document and associated school procedures are made available to all staff within the College who may be responsible for leading off-site visits and activities and to any parent requesting a copy.

The Principal also provides staff with access to the DCS website: www.devon.gov.uk/dcs/outdoor

Appropriate training is made available to leaders and other adults taking part in off-site activities in order to reflect identified College health and safety priorities and educational priorities.

The Principal maintains a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities.

Action in the case of emergency

As part of visit and activity planning emergency arrangements are put in place and made known to all staff involved in the visit or activity and to the Principal (who approves every individual visit or activity).

This includes emergency out of hours contact numbers for designated senior members of staff.

Accidents and incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the College health and safety policy. Devon County Council will be informed of notifiable accidents and incidents, using College standard procedures.

Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

Management of College mini-bus

The College mini-bus can only be used by a DCS registered driver who has passed the required test.

The College mini-bus must be checked as stipulated on the driving sheet and colleagues must fill in the appropriate paperwork for all uses of the minibus.

Agreed safety checks must be adhered to, including the use of seat belts by students, and are the responsibility of the driver of the minibus supported by the activity/visit leader at all times.

Feedback from Students and Parents

The College values feedback from parents and carers therefore all trip organisers should ensure that parents/carers and participating students are aware that the College actively encourages feedback on the value and organisation of trips and visits.

All trip organisers must ensure that parents/carers and participating students are aware that the College actively encourages feedback on the value and organisation of trips and visits. All letters about trips and visits must include a paragraph clearly setting out how feedback can be provided i.e. electronically via a facilitated weblink to the feedback form or using the College feedback form in paper format.

Monitoring and review policy and practice

The Governing Body will review this summary document:

- every two years or
- at such time as there are significant changes to the main policy document
- should significant matters arise through parental feedback
- should significant issues be brought to the attention of the Governors through an annual report from the Principal.