



**Lingdale Primary School**

**'Working together to be the best we can be'**

## **Educational Visits Policy**

**Date Written:**

**Written by:**

**Adopted by the Governing Body:**

**Date of Next Review:**

Sept 2023

Sarah Thornton

October 2023

Sept 2024

## Lingdale Primary School

### Policy for Educational Visits, Outdoor Learning and Adventurous Activities

#### **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.

#### **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. 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: Mrs Norris**

Administrative tasks will be carried out by: Mrs Thornton/Mrs Norris

#### **2. Establishment policy and procedures**

The Lingdale Primary School Policy for Educational Visits, Outdoor Learning and Adventurous Activities September 2023

For community or voluntary controlled schools it is the employer's policy. 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 North Yorkshire Educational Visits Advisory Service.

#### **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 on our website or class dojo. We will always aim to fully inform parents 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 off-site but this may not be possible.

**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 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 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 will 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 will attend appropriate training and revalidation as required by the employer.

#### **Visit Leader Training**

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