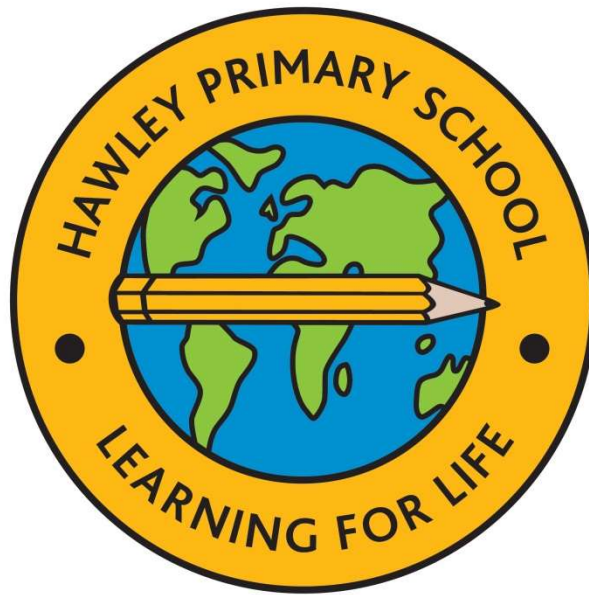


HAWLEY PRIMARY SCHOOL



LEARNING OUTSIDE THE CLASSROOM, OFFSITE ACTIVITIES AND EDUCATIONAL VISITS POLICY

AGREED BY HEADTEACHER: Autumn 2023

LATEST REVIEW: Autumn 2023

NEXT REVIEW: Autumn 2026

INTRODUCTION

The Department for Children, Schools and Families has found that there is evidence that when learning outside the classroom, children:

- ✓ attain higher levels of knowledge and skills.
- ✓ improve their physical health and increase their motor abilities.
- ✓ socialise and interact in new and different ways with their peers and adults.
- ✓ show improved attention and enhanced self-concept, self-esteem and mental health.
- ✓ change their environmental behaviours and their values and attitudes.

The outdoors can provide space and freedom for a type of learning that is difficult to replicate indoors. All children have the right to experience the unique and special nature of being outdoors. At Hawley Primary School, we believe it is important to enable children to use the outside environment as a context for learning throughout the year. It is also an important part of the “Every Child Matters” document.

As part of the broad balance of curriculum and learning provision at Hawley Primary School, opportunities are frequently taken to enrich and enhance learning through outdoor experiences, outdoor education and educational visits and ventures.

These guidelines outline our policy and operational procedures in these contexts and are formulated in conjunction with the advice, guidance and training provided by the Hampshire County Council Outdoor Education, PE and DofE Service and their documentation and guidance.

AIMS

At Hawley Primary School we aim to:

- Raise the profile of outdoor learning.
- Encourage close links with parents and the school in celebrating our outdoor space and the rich learning that can take place within it.
- Empower children to take ownership of their learning, allowing their minds and bodies to thrive.
- Provide safe and secure environments, both in school and in the wider community in which they can take risks
- Encourage children to care for their environment.
- Provide enriching experiences beyond the school environment to broaden children’s thinking and experiential horizons.

POLICY INTO PRACTICE

Possibilities for learning outside the classroom will be considered throughout our planning, using it as a context and a natural resource for learning.

We will:

- Ensure that the outdoor space harnesses the special nature of the outdoors, to offer children outdoor experiences which complement and extend the learning provision indoors.
- Ensure that our outdoor area and resources within it are flexible and versatile, where children can choose, create, change and oversee their play environment.
- Support inclusion and meet the needs of individuals, offering a diverse range of play-based experiences.

- Enable children to access the organic garden and pond area on a regular basis. Children to be involved in maintaining these areas.
- In the Early Years, children will have daily access to the outside area.
- Ensure that children enjoy energetic activity outdoors and the feeling of well-being that it brings, including opportunities to develop their large motor skills.
- Observe, assess and record outdoor learning, ensuring that there is adequate provision for children to extend their learning.
- Plan for outdoor learning and off-site visits which offer meaningful experiences and which are sometimes led by the child.
- Enable children to work both individually and co-operatively outside.
- Enable children to appreciate the beauty of nature, encouraging children to use a variety of natural resources.
- Give children the opportunity to find a quiet space to relax.
- Encourage children to enjoy and have fun outdoors in many contexts within school and off-site.
- Work together (children, staff, parents, community) to create a better environment for all, supported by the schools Eco School Committee agenda.
- Organise and provide necessary resources (e.g. Wellington boots, raincoats) to enable outdoor learning to take place throughout the school year.
- Develop a set of rules through discussion with children for use during outdoor learning.
- Enable children to use resources safely and to manage and use the space and freedom responsibly.
- Encourage children to respect their environment and to care for living things.
- EYFS and KS1 pupils have regular access to the schools onsite Forest School provision.
- Whole school Outdoor Learning Days organised termly.

OUTDOOR LEARNING AND EDUCATIONAL VISITS PLANNED FOR AND USED

At Hawley Primary School we endeavour to organise a wide range of outdoor learning opportunities both within the school environment and through off site visits. The following is a sample of the range of opportunities provided from Year R to Year 6:

- Visits to the local shops
- Visits to local schools for specific learning opportunities e.g. sporting and musical events, project work with KS3 and KS4 children – Sports teams, School Choir and musical groups,
- Visits to places of historic and cultural interest
- Drama and Dance workshop experiences
- Visit to the Pantomime
- Bug hunts in the school grounds
- Use of the school organic garden area and pond zone
- Visit to local environmental areas e.g. Hawley Lake, Hawley meadows, Blackwater river, Hawley Woods
- Residential visits

ORGANISATION AND MANAGEMENT

At Hawley Primary School we have adopted the principles and guidelines as set out by Hampshire County Council on *Off-site activity and Educational Visits* and *Safety in Adventurous Activity*. We also make use of the guidelines and support provided via the Outdoor Learning websites and support services, in particular approval, risk or benefit management, supervision, working with providers and ensuring inclusive provision for our children. These generic policies are used and translated into our specific context. Copies are kept for reference in the School Office.

Our Educational Visits Coordinator keeps up to date with the Outdoor Education, PE and DfE Service. The current holder is Jane Lody – Admin and Finance Manager. Governors are kept informed of the overall policy and programme, as well as being given feedback on specific events and successful ventures.

Off-site visits and educational visits are fully integrated into the ethos and culture of the school and all key policies are considered for their relevance and adaptations or agreements made as required, in particular:

- Teaching and Learning Policy – outlining challenge and expectations.
- Individual curriculum subject policies
- Behaviour Management policy
- PSHE Policy including rights, respect and responsibility issues, the core of agreed codes of conduct and management strategies.
- PE and Sports Policy

Important note: Many straightforward visits are managed entirely in accordance with these policies and, apart from simple additional considerations, the site and transportation of children and young people are managed as they would be in school contexts. We aim to take the ethos, culture and challenge to learning in school into all our outdoor learning and off-site contexts.

COMMUNICATING WITH PARENTS

Parents, or adults with parental responsibility, are informed at the start of the term of the programme of activities, especially the use of the grounds or local areas for Learning Outside the Classroom. We assume that in paying a contribution for your child to attend the visit you have provided your consent. We will use the contact numbers and medical details that we already have on file but would ask that parents let us know should any of this information need updating prior to the visit taking place. For visits that do not require a contribution, parents will be asked to complete a return slip/ consent form to confirm that they have seen and agreed the details of any educational visit taking place.

The recommended medical form is collected at the time of starting at Hawley Primary School with a request to parents to keep us updated with any changes. Residential or long-distance ventures require visit-specific forms to be completed at the time of the visit. For ventures away from school, detailed information will be sent to parents on transport, residential and related issues and their specific consent requested. Approval for all residential trips and adventurous activities is sought from Hampshire Outdoor Education Service prior to attending.

CHARGING POLICY

The school's Charging Policy is agreed and includes all aspects of off-site activity or educational visits:

- requests for voluntary contributions and their rationale
- collecting and recording contributions and money
- how the funding collected represents costs and how the money is to be spent

Off-site insurance details are available from the School Office and may be sent out in synopsis form for day, residential and similar ventures as appropriate.

TRANSPORT

A variety of transport is used following LA guidance. Transport used is as follows:

- Parents' cars (see attached pro forma)
- Buses (local, non-motorway travel)
- Coaches (through recognised suppliers)
- Trains (where appropriate or as part of the learning within the venture)

SUPERVISION

Supervision strategies are taken from the LA *Off-site activities and educational visits document* and includes agreements on ratios, which are never exceeded and frequently improved. Strategies include:

- Guidance on direct supervision
- Guidance on indirect supervision relevant to context
- Remote supervision – not applicable to Primary level

The strategies to be used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present (including ratios) and other factors such as transport or weather etc. These are agreed as part of the planning process and can be adapted to changing circumstances, for example 'Plan B', where we always plan clear alternatives when it is necessary or prudent to do so.

INCLUSION

Hawley Primary School is an inclusive school and as such we aim to ensure all pupils engage in all the activities on offer in relation to the school's curriculum and provision. The *Off-site activity educational visits document's* chapter *Equal opportunities and inclusion strategies in practice* is used as guidance on how to include all children.

The difference between the scope of different styles of venture is acknowledged by the school and taken into consideration when having to make decisions about including individual pupils with particular needs in educational visits and trips. The following are taken into account in this process:

- The activity provided is part of the National Curriculum and is a statutory requirement
- The activity is a formal course and is a statutory requirement. This is rare and would normally be funded by the school or course fee - inclusion of all would be required
- Ventures where comprehensive coverage, for example a whole class or group, is desirable but suitable alternatives are available at school. National Curriculum and similar entitlement is not lost as this is an enhancement or enrichment activity - inclusion of all is desired but not required. Choice or other factors may mean that not all attend. Enhancement or enrichment activity that is a clear choice or extra and inclusion is optional - choice and other factors will mean that not all children attend. Clearly when discussing inclusion issues, this starting point could be significant.

The school considers it important to distinguish between curriculum-focused discussions and those related to the health and safety of the child or young person concerned and their effect on other children or young people, as well as staff. Any decision on inclusion when such factors are included will, as always, take 'every reasonable step' to include the young person. However, if those reasonable steps cannot ensure their safety and/or that of others, then that may be the reason they cannot attend that particular venture.

The section *Equal opportunities and inclusion strategies in practice* in *Off-site activities and educational visits* discusses this further, or clarification can be requested from the Outdoor Education, PE and DfE Service as needed.

SAFEGUARDING

The school's Child Protection Policy follows and includes Safeguarding and Child Protection awareness and the following of procedures during off-site visits and activities and residential trips. In particular:

- Guidance on acceptable behaviour and avoiding unnecessary contact is included and taken from *Off-site activity and educational visits*
- Suitable 'employment' checks are made on volunteers and other responsible adults who support these ventures in line with guidance, e.g. the degree of monitoring, frequency and intensity of contact, including DBS requirements
- External providers or outdoor centres are taken from the Outdoor Education, PE and DfE Service's vetted database, which confirms that safety management checks are in place.

Note: Should any other instructor or provider be recommended or found, reference would first be made to the Outdoor Education, PE and DfE Service to ensure that suitable steps are taken.

HEALTH AND SAFETY

At Hawley Primary School we aim to support children in taking risks within a safe and secure environment. In providing outdoor learning experiences for our children, we aim to offer challenges and teach the children how to be safe and aware of others. All of this can be achieved in an environment that provides additional experiences to those we can offer in school. Outdoor learning opportunities will be grasped when possible and teachers will assess risk according to each situation. In all cases the school's Health and Safety Policy will be followed accordingly.

RISK AND BENEFIT ASSESSMENT

As part of planning off-site activity, the following recommended process is followed:

- An analysis of the benefits of the activity translated into clear objectives and expectations
- An assessment of the risk of harm and its likelihood is made, followed by putting clear control measures in place so that they can be satisfactorily managed
- A pre-visit by key staff is considered an essential part of reviewing the location and its ability to realise the benefits and be managed. Very well-known and used sites may be checked by contacting key personnel prior to re-visiting and web-based information is increasingly available and useful
- All our regular off-site locations are managed by a site-specific agreement with the Outdoor Education, PE and DfE Service detailing our management procedures.

INCIDENTS AND EMERGENCIES

Guidance from the Outdoor Education, PE and DfE Service is used to prepare leader and base-contact checklists and contact details. The incident management checklist is also available for use.

The Children's Services Incident and Emergency 'Establishment Plan' has been used as the basis for all incident and emergency response

Any concerns or 'near-misses' are discussed with the Headteacher, Governors and Health and Safety Coordinator to consider changing strategies and reported to the Outdoor Education, PE and DfE Service where necessary or if the information is useful.

MONITORING AND REVIEW

Assessment of the children's learning will be valued equally indoors and outdoors and is part of the same process. Subject leaders will be responsible for monitoring their subject area and how this can be applied in the outdoor environment. This is monitored as part of our ongoing self evaluation programme.

Individual staff reviews contribute to the feedback on the quality of ventures and recommendations for the future. The Headteacher reports to governors on an annual basis as to the effectiveness of the overall programme. Good practice is celebrated by sharing with individual staff members and reporting at Staff Meetings and complaints reviewed through the Senior Leadership Team and Governing Body meeting forums.

RELATED POLICIES AND DOCUMENTATION

When planning an educational visit, teachers should refer to documents found on the school's network which include:

- Planning checklists or examples
- Template letters to parents (information, example voluntary contributions ...)
- Previous planning, risk and benefit assessments and feedback
- Pro-formas and forms, e.g. risk assessments
- Regularly used site approved operational procedures.
- Outdoor Education Service Green Book

Information on any of the above can be obtained from the Outdoor Learning Leader or the Admin Assistant.

Related Policies – PE and Sports Policy

EYFS Policy

PSHE Policy

Behaviour Management Policy

SEN Policy

Health and Safety Policy

Forest School Handbook, policies and procedures

HAWLEY PRIMARY SCHOOL
PROPOSED VISIT FORM



Proposed visit to _____

Date _____

Purpose of visit _____

Number of pupils _____ Classes _____

Hazardous pursuit? Yes/No

If during school time, any pupils left behind? _____

Names of staff accompanying pupils:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Mode of Transport _____

Time of departure _____ Arrival _____

Time of Collection _____ Return _____

Recommended dress _____

FSM _____ Worksheet Yes/No First Aid/Throw bag Yes/No

CHECKLIST: PPA MUSICCOURSES KITCHEN

Coach Company: _____

COSTS

FUNDING

Coach £ _____ Pupils at £
Entry Charge £

Pre Visit £

TOTAL: £ TOTAL: £

Approved by Headteacher

Date

Educational visit information and consent form (please complete both sides)

Name of establishment HAWLEY PRIMARY SCHOOL

Personal details

First name of participant Surname

Date of birth Age Tick if aged 18 or over ☐ male / female

Address

..... Post code

Name of next of kin

Next of kin address during the activity (if different from above)

..... Post code

Contact no: Home Work Mobile

Name and address of participant's doctor

Telephone no NHS no (if known)

Consent for the visit or venture

The visit or venture to LONGRIDGE ACTIVITY CENTRE Date of visit 26TH – 28TH APRIL 2017

I confirm that I have parental responsibility for

He/she is in good health and I consider him/her to be capable of taking part in the activities set out in the meeting of 13th September 2016. I acknowledge receipt of information regarding how to access and view the insurance synopsis and how to obtain a hard copy if required. I consent to him/her taking part in the programme detailed in your letter.

In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anaesthetics.

Signed

Please print name here

Address

..... Post code

Where water sports are part of the intended programme, please tick **one** of the boxes below to confirm the water capability of your child as appropriate:

☐ My child is water competent (I confirm my child can swim 50 metres in a pool or sea)

☐ My child is water comfortable (I confirm my child has been in a pool or the sea and confirm he/she can submerge their head under the water without becoming distressed)

☐ My child is water confident (I confirm my child can swim 25 metres in a pool or sea)

☐ My child is not water comfortable and **I do not** consent to their involvement in water sports

Educational visit information and medical form (please complete both sides)

Has the participant had any of the following?

Asthma or bronchitis	Yes	No	Allergies to any known medication	Yes	No
Heart condition	Yes	No	Any other allergies, eg material, food, plasters	Yes	No
Fits, fainting or blackouts	Yes	No	Other illness or disability	Yes	No
Severe headaches	Yes	No	Travel sickness	Yes	No
Diabetes	Yes	No	Regular medication	Yes	No

If the answer to any of these questions is Yes, please give details:

If it is considered necessary, do you agree to mild painkillers (eg: Paracetamol) being administered Yes No

If it is considered necessary, do you consent to hypo-allergenic sun screen being provided to prevent sun burn? Yes No

Has the participant received vaccination against Tetanus in the last 10 years? Yes No

Is the participant receiving medical or surgical treatment of any kind from either their family doctor or hospital? Yes No

Has the participant been given specific medical advice to follow in emergencies? Yes No

If the answer to either of the last two questions is Yes, please give details here (including name and dosage of any medicines/tablets):

In the event of any illness or medical treatment occurring after the return of this form and prior to the activity, I undertake to inform the group leader.

Signed (for participants under 18 years of age)
Person with parental responsibility

Please print name here

Signed (for participants aged 18 years or over)
Participant

Date

Consent for taking images

During our visit or venture we are likely to take pictures and videos. We would like to use these in presentations, displays or in our own booklets, newsletters or publicity.

In the event of any images of my child/me being taken, I consent to them being used for educational purposes. Yes No

I understand that if my child is/I am easily identifiable (e.g. a close facial shot) I will be informed first.

I consent to the images being used on the website Yes No

Signed (for participants under 18 years of age)
Person with parental responsibility

Signed (for participants aged 18 years or over)
Participant

Date