

Sandy Lane Nursery and Forest School
"Nurturing curiosity and inspiring imagination"



2024-25

Educational Visits and Learning Outside the Classroom Policy

DOCUMENT STATUS

Produced By	Version	Date	Action
Warrington Borough Council	2011	13.11.14	Approved by school's Curriculum Committee
	2	03.12.24	Adopted by full governing body

Amendments

v2

- Updated method of communication to families
- Sample trip letter added

Educational Visits and Learning Outside the Classroom (LOTC) Policy

Introduction

Sandy Lane Nursery and Forest School believes that safely managed, well planned educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum for our pupils. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment. The teaching staff and governors are committed to providing educational visits and learning outside the classroom activities that supplement and enhance the curriculum, providing experiences that may otherwise be impossible.

Sandy Lane Nursery and Forest School has fully adopted the Warrington Borough Council Guidance for Learning Outside the Classroom, including the use of Evolve. This guidance can be found through the internet by logging onto www.warringtonvisits.org.uk.

This policy provides a clear and coherent structure for the planning and evaluation of our educational visits/learning outside the classroom activities, to ensure that any risks are managed and kept to a minimum, for the health, safety and welfare of all pupils at all times. We seek to make our visits available to all pupils and, wherever possible, to make them accessible to those with disabilities.

Aims

The aims of this policy are to:

- Ensure that every pupil has the opportunity to benefit from educational visits/learning outside the classroom activities
- Ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part
- Ensure assessments and procedures for managing risks are in place
- Identify appropriate functions, responsibilities, training, support and monitoring
- Ensure that, whenever appropriate, further advice is sought from the local authority and from other technically competent sources

Inclusion

Every effort will be made to ensure that educational visits and learning outside the classroom activities are available and accessible to all, as per the Warrington Borough Council Guidance for Learning Outside the Classroom.

Planning

Sandy Lane Nursery and Forest School follows a robust process for planning educational visits/learning outside the classroom activities.

Staff must always ensure that enough time has been given to planning and preparing the outing as this is crucial for safety and effectiveness.

Venues

- Staff must visit the venue before taking the children to ensure that it is appropriate, checking its safety, appropriateness of activity, identifying any risks, etc

Equipment

Staff must ensure that all necessary equipment is checked before any outing takes place, eg:

- Mobile phone battery is charged and ready for use and appropriate phone numbers have been entered
- Travel first aid kit is checked and has all necessary equipment
- Any relevant medication for children, eg, inhalers, etc
- Spare clothing

Staff will carry out risk assessments before each outing and endeavour to ensure a high level of safety by:

Ratios

- Children under three require one adult to two children, if children are not accompanied by a parent
- Children will require additional support from parents to enable them to undertake outings

Risk Assessment

- A risk assessment will be undertaken regarding the suitability of the location for the visit
- Parents will be requested to sign a consent form for their children to undertake the visit
- Health and Safety Executive guidelines will be taken into consideration when planning a visit

All transport must be obtained from a reputable company, and assurances gained that it is licensed, insured and properly maintained.

Approval

Educational visits/learning outside the classroom activities which are adventurous, residential or overseas must be approved by the headteacher and then approved by the local authority. The system for approval on these types of visits is via the electronic Evolve system www.warringtonvisits.org.uk.

The local authority requires 30 working days' notice for all visits which are stated above.

All other visits are approved by the headteacher.

School Approval

- Staff need to ensure that parents/carers have given their approval for the outing (see outing permission form Appendix 1) by posting the trip letter on School Spider and receiving the parent/carer response to indicate their consent
- Staff must fill in outing permission form with all relevant information, eg, place, time of leaving, expected time back to school, names of children, staff, students, parents who are going on outing
- Risk assessment form to be completed and given to senior member of staff prior to outing for approval

Parent/Carer Consent

Parents/carers are initially asked to sign a Microsoft form issued in the new starter welcome pack, giving their consent to their child being taken off school premises. In addition to this, parents/carers are notified by a direct School Spider message of individual school trips and asked to select a response which indicates their consent or otherwise.

Roles and Responsibilities

The following roles have specific responsibilities for educational visits/learning outside the classroom activities – visit leader, EVC (educational visits co-ordinator), headteacher, parent/carer, governors. Our school has adopted the Warrington Borough Council Learning Outside the Classroom Guidance relating to specific roles and responsibilities. As a school, we will ensure that all staff who have specific roles and responsibilities for educational visits are trained and have the experience that is required. Visits and activities will be monitored.

- It is essential that staff responsible take the same care as a reasonable, prudent and careful parent would take
- If something seems inappropriate or too risky then it probably is
- If something does not appear to have an obvious or absolutely clear purpose from the start then the activity should not be undertaken
- Staff must ensure that the staff/child ratio is appropriate for each individual outing
- At least two members of staff must be present per outing
- If transportation is to be used for outing, a member of staff is responsible to ensure all children get on and off safely
- One member of staff must make a final check of transport before leaving

Responsibilities While On Outing

- Before the outing, areas of responsibility should be agreed upon, eg, if a parent is present, they are to be responsible for their own child
- A member of staff must be present with the children at all times

- An allocated member of staff will be responsible to check that all children have vacated the transport and another member of staff will be responsible to count all children on and off the transport

Emergency Procedures

If an incident or an accident occurs when on an outing, staff need to:

- Ensure that staff/adults and children are safe
- Ensure that rescue, medical care is provided if necessary
- Contact the school and inform senior management of incident by telephone
- Contact the parents or emergency contact person and inform them of incident and any action taken

If the press or media are involved, staff should not issue any statements and the local authority should be contacted.

- If any form of equipment is involved in the incident, the equipment should be retained in unaltered condition
- On returning to school from the outing, staff must discuss incident and any actions taken with a senior member of staff
- An online incident report must be completed

Responsibilities On Return From Outing

- Staff to give verbal feedback to parents who did not attend the outing

Appendix 1 Outings Permission Form



Child's Name

Room

Date of Trip

Venue

We have arranged a trip to XXXX as part of our work on XXXX (give the reason for the trip). We will be traveling to the venue by – bus/coach/other (please add how children will get to and from the venue).

We will be leaving nursery at XXXXX and expect to return at XXXXX. Children will be supported by nursery staff throughout the visit. (If you are asking for parent volunteers, please add this information here.)

Please select 'consent' to indicate you give your permission for your child to attend this visit. If you need any further information, please speak with your child's key worker.

Thank you

XXXX (Signature of Trip Leader)

YOUR NAME

YOUR POSITION