Tunstall CofE Primary School

Outdoor Learning and Educational Visits Policy

Tunstall CEP Vision

‘Thinking deeply, loving abundantly, serving graciously, for the Glory of God’

‘We believe that God’s abundance is for everyone, nurturing a servant heart for the local community of Tunstall and beyond. Learning opportunities are broad, inclusive and inspiring where creativity is nurtured and harnessed at every opportunity through our unique, Discovery Curriculum. Children and staff are safe, secure and empowered to be risk takers. We are a culturally diverse school who value each other's uniqueness with dignity and respect. We think deeply, love abundantly and serve graciously for the Glory of God and thus uphold our biblical underpinning of John10:10 being: ‘A place where everyone can flourish’.

Signed: P Gregory

Date: September 2025

Review Date: September 2026

FRIENDSHIP, KINDNESS, SERVICE, FORGIVENESS, PERSEVERANCE, TRUTHFULNESS

Statement of Intent:

As a deeply Christian school we view God's world with awe and wonder, longing to explore, protect and sustain it. Our Vision for education requires children to learn beyond the classroom walls in the vast and magnificent school grounds, the stunning local area and wider afield on trips, visits and excursions. Here learning opportunities can be broader and our Tunstall skills of 'being responsible', 'being a team player', 'learning effectively' and 'developing confidence' flourish and rapidly grow.

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate by the venue and attendees alike.

- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; the **Educational Visits Coordinator (EVC)** is Anne Watson who will carry out this role and will attend an **EVC training course**, and an EVC update course every 3 years.

- Tunstall School has purchased an Outdoor Education Advisory Service SLA (School Level Agreement). KCC will monitor, on an annual basis, compliance with the scheme of delegation and adherence to the Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities. Compliance will be monitored through the EVOLVE online educational visits system and advisory support included with the SLA.

- The Governing Body has designated the Health and Safety Governor with direct responsibility for oversight and monitoring of Outdoor Learning and Educational Visits

- Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.

- Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.

- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.

- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.

- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday

periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.

- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.

- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.

- All volunteer helpers will be briefed before the educational visit/activity.

- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. At Tunstall we use the EVOLVE system. Evolve is an online educational visit management and approval system which allows staff to upload details of all educational visits requiring approval. Additionally the school has access to:

    - KCC advice, guidance, policy and procedures including all appendices and associated documents
    - The KCC database of vetted Providers
    - The KCC Educational Visit on-line advice, information and news, including downloadable resources
    - Current DfE guidance
    - Information on all educational visits undertaken by the school or establishment (that have been entered on to the system) and their approval status, associated documents, etc.

- Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about <u>all</u> educational visit activity plans if specific written consent has not been gained.

- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These are shared with provider staff where appropriate.

- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.