



Off site and outdoor education policy

Approved		Responsibility	Resources Committee
Review	Every 3 years		

This policy is linked to the following:

Health and Safety, SMSC, Inclusion/SEN, Restrictive Restraint, PSHE, over arching Safeguarding policy, Child Protection, Behaviour,

Policy prepared	January 2011
Policy approved	March 2011
Reviewed	March 2014
Reviewed	March 2017
Next Review (3 yearly)	March 2020

Greenfields Junior School

Off-site and Outdoor Education Policy

Introduction

As part of the broad balance of curriculum and learning arrangements at Greenfields Junior School, opportunity is frequently taken to enrich and enhance the curriculum through outdoor learning, outdoor education and educational visits and ventures.

The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by the Hampshire County Council Outdoor Education, PE and Sport Service and their documentation and guidance.

Aims

Our aims are for children to:

- 1 Be **inspired** by new experiences
- 2 Rise to **Challenges** and feel success in achievements
- 3 Feel **nurtured** to take on new experiences and challenges and build resilience
- 4 **gain in personal confidence and self-esteem** through taking on challenges and achieving success
- 5 **develop their self-awareness and social skills**, and their appreciation of the contributions and achievements of themselves and of others
- 6 become **alive to the natural environment** and understand the importance of conservation and sustainable development
- 7 **acquire and develop a range of skills** in outdoor activities, expeditions and exploration
- 8 demonstrate **increased initiative, self-reliance, responsibility, perseverance and commitment**
- 9 **develop and extending their key skills** of communication, problem solving, leadership and teamwork
- 10 **learn to appreciate the benefits of physical fitness** and the lifelong value of participation in healthy leisure activities
- 11 **broaden their horizons** and become open to a wider range of employment opportunities and life chances.

Types of visits and ventures planned and used:

Activities which are planned are suitable and relevant to the unit of work, children concerned, having regard to their ages, abilities and aptitudes and have a significant educational value.

- on-site, out-of-classroom activity, local ventures
- local village study
- away from base, day or part-day ventures (regular or occasional)
- Sports fixtures and swimming
- residential ventures: Ufton Court (year 4), Hayling Island (year 6)

Organisation and management

- the school follows the guidelines set by Hampshire County Council (Portsmouth and Southampton City Councils) principally through the documents *Off-site activity and educational visits* and *Safety in adventurous activity*
- an Educational Visits Coordinator (EVC) is in post and keeps up to date with the Outdoor Education, PE and Sport Service. (currently HT but to be transferred to DHT)
- governors are kept informed of the overall policy and programme, as well as being given feedback on specific events and successful ventures
- All trips must be agreed by the HT prior to booking any trip. Synopsis of the trip and approximate costs should be provided with a rationale for the trip/visit.
- A recci visit must always be undertaken by the activity leader and other teacher, where possible. This is to be carried out during staff PPA time.
- Risk Assessment must be completed and given to HT at least 2 weeks prior to the trip
- Briefing for volunteers must take place in advance of the trip to share key information, possible risks, risk assessment, medical procedures and expectations
- a variety of transport is used following Council guidance. Transport used (information to be found in *Offsite activities and educational visits* or the website):
 - parents' cars
 - coaches through recognised suppliers
- offsite 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:
 1. Health and Safety
 2. teaching and learning – outlining challenge and expectations
 3. behaviour policy – rights, respect and responsibility issues, the core of agreed codes of conduct and management strategies
 4. Safeguarding and Child Protection
- All contact details of children are held by activity leader for reference in an emergency and the school mobile will be carried by the leader to maintain contact with school.

Communicating with parents

- parents (or persons with parental responsibility) are informed by letter in advance of local and away from base activities. Parents will be asked to complete a consent slip to confirm that they have seen and agreed the details.
- For residential visits, parents specific consent will be requested. Detailed information will be sent to parents regarding selection of activities, accommodation, sleeping arrangements, transport, off-site insurance details (which are sent out in synopsis form), and
- Where necessary, a medical form is collected for local and away from base day visits. Residential visits require visit-specific forms to be completed and parents will receive these in advance of the visit.
- Charging policy: the school charging policy is agreed and includes all aspects of off-site activity or educational visits
- Any photographs taken on the trip may be posted on the school website, at the discretion of the activity leader and only if they don't contain children whose parents have requested that photographs of their child are not allowed on the website.

- Children are not to contact parents during any trip or visit. Should parents need to contact their child, in an emergency, all contact is to be made through the school office.

Supervision –

Supervision strategies are taken from *Off-site activities and educational visits* and includes agreements on ratios, which are never exceeded and frequently improved. These are strictly adhered to.

- **Monitoring and review –**

This policy is reviewed every three years or as required if regulations, guidance or circumstances change.

- individual staff reviews contribute to the feedback on the quality of ventures and recommendations for the future
- the head reports to governors on an annual basis as to the effectiveness of the overall programme