



Learning Outside the Classroom Policy

**Draft Version 9
(review & amendments January 2019)**

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SECTION 1

1. CONTEXT

- 1.1 Safely managed Learning Outside The Classroom with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant aspect of the programme at Macmillan Academy. It is an opportunity to extend the learning of young people including an enrichment of their understanding of themselves, others and the world around them. It can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment.

2. STATEMENT

- 2.1 Macmillan Academy recognises its 'Duty of Care' and statutory responsibilities for the Health, Safety and Welfare of participants, staff, voluntary assistants, providers and members of the public in connection with all Learning Outside The Classroom for which it is accountable.
- 2.2 In order to achieve and maintain the highest possible standards in this regard the academy has adopted the guidelines issued by the DFE, Health & Safety on educational visits, November 2018 and the HSE published guidance in "School trips and outdoor learning activities" June 2011. These two documents will form the basis of good practice in the management and conduct of Learning Outside The Classroom.

The academy also draws advice and guidance from the outdoor education advisors panel, National Guidance, available through EVOLVE.

Key message from HSE: 'Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they are wrapped in cotton wool.'

HSE fully recognises that Learning Outside The Classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools, but getting this balance right is essential for realising all these benefits in practice.

3. KEY PRINCIPLES

- 3.1 To ensure that every student has the opportunity to benefit from learning outside the classroom.
- 3.2 To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of students taking part;
- 3.3 To enable the academy to identify appropriate functions, responsibilities, training, support and monitoring for; governors, Directors, staff, volunteer assistants, students and providers involved in learning outside the classroom.
- 3.4 To ensure compliance with this policy which incorporate guidelines published by the DFE & HSE.
- 3.5 To ensure that whenever appropriate, further advice is sought from the Deputy Principal (Operations) and from other technically competent sources.
- 3.6 All Learning Outside The Classroom will be linked to the objectives of the Academy and effectively planned sufficiently well in advance in accordance with good practice.
- 3.7 The Governing Body will support and challenge academy policy and procedures for Learning Outside The Classroom;
- 3.8 Deputy Principal (Operations) and the EVC will be responsible for the approval of all offsite activity through the EVOLVE process for authorisation. The Deputy Principal (Operations) will approve all high risk visits including adventure activities, residential experience and foreign travel.
- 3.9 Deputy Principal (Operations) manages the academy Learning Outside The Classroom Co-ordinator (EVC);
- 3.10 The EVC will liaise with all appropriate sources to ensure that policy and procedures for Learning Outside The Classroom comply with all necessary requirements;
- 3.11 There will be a named and approved Group Leader (and where appropriate, deputy) on all Learning Outside The Classroom experiences;
- 3.12 Ratios of staff to students on all visits are to be agreed in advance with the Deputy Principal (Operations). The maximum staffing ratio is 1:20 for off-site events.
- 3.13 Working with the EVC, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including on-going dynamic risk assessment.

- 3.14 The academy will work with third party providers that hold the Learning Outside the Classroom Quality Badge and where required ABTA & ATOL Licences.
- 3.15 Off-site events within 20 miles of the academy are considered local and could be staffed by 1 member of staff if all other factors such as group size permit this. Events over 50 miles from the academy must be accompanied by at least two members staff. Staffing for events between 20 and 50 miles will be considered on a case by case basis.
- 3.16 Residential trips with both male and female students should be staffed with a mix of male and female staff. In the rare situation where this is not possible parents must be made aware in the trip letter.

4. Approval

- 4.1 Any event which goes off site or involves the removal of students from timetabled lessons must be approved before it can take place. This approval must be sought through Evolve.
- 4.2 In the first instance outline approval should be sought. No bookings or arrangements should be made until outline approval has been granted. When outline approval is granted planning can then continue for the event, for example the notification to parents and booking of transport.
- 4.3 No trip or visit can proceed without final approval from the Deputy Principal (Operations) or EVC. It is the responsibility of the Visit Leader to ensure the event has been granted final approval before departure.

5. INFORMATION FOR PARENTS / GUARDIANS AND STUDENTS

- 5.1 Written consent together with medical and emergency contact details are collected at the start of Year 7 at Macmillan Academy to cover all Learning Outside the Classroom Activities and updated annually.
- 5.2 In addition parents, guardians and students will be given sufficient information about Learning Outside the Classroom to enable them to make informed decisions about their involvement.
- 5.3 Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents, guardians and students will be arranged. Expectations with regard to behaviour and codes of conduct will be explained to parents, guardians and students.
- 5.4 Terms & Conditions for Learning Outside the Classroom are published on the Academy web site, and made available in writing at time of booking.

- 5.5 Students should be adequately briefed about aims, expectations and codes of conduct for all Learning Outside the Classroom. On-going briefings are an important element of learning and safety.
- 5.6 Students should be involved in the evaluation of all Learning Outside the Classroom experiences.

6 FINANCE

- 6.1 The Visit Leader is responsible and accountable for the finance of the visit, including the budget and any petty cash taken on the visit.
- 6.2 The Visit Leader will ensure best value principles are used when purchasing goods and services, that appropriate checks are made, that insurance and financial procedures have been followed;
- 6.3 No bookings may be made with third parties without approval of the Deputy Principal (Operations).
- 6.4 When Academy monies are taken on a visit receipts must be presented back to the Academy for any amounts spent. All planned spending on a Learning Outside the Classroom experience must be approved in advance. Consideration will be given in exceptional circumstances.

7 RISK ASSESSMENTS

- 7.1 Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- 7.2 Visit Leaders are responsible for understanding the risks and are familiar with the activity that is planned. However, a specific risk assessment is not needed for routine visits. The Academy holds written generic risk assessments to cover these type of events.
- 7.3 When a risk assessment is carried out by the Visit Leader the written document will note the significant findings of the assessment. This should be attached to the event form in Evolve.
- 7.4 The visit leader and visit staff must read and be familiar with any risk assessments attached to the Evolve form relating to the event they are accompanying.
- 7.4 With all adventurous activities run by Macmillan Academy Outdoor Learning, an assessment of significant risks will be carried out. This is backed up by an Outdoor Learning Policy and Standard Operating Procedures. The Academy works to the standards set by the LOTC Quality Badge, Adventure Mark and Adventure Learning School Status.

- 7.5 Macmillan Academy takes a common sense and proportionate approach, remembering that in the Academy the purpose of risk assessment and management is to help children to undertake activities safely, not to prevent activities from taking place.

8 STANDARDS

- 8.1 The Visit Leader and staff are responsible and accountable for the standards on any Learning Outside the Classroom experience.
- 8.2 All visits staff must adhere to the Academy code of conduct while on trips and visits.
- 8.3 The purchase and/or consumption of alcohol is strictly forbidden for staff or students. This includes staff who are have down time and are not actively supervising students.
- 8.4 Smoking is strictly forbidden for staff or students.

98. VISIT LEADER

- 9.1 The Visit Leader and staff are 'in loco parentis' and responsible for all students at all times.

10. DEPUTY VISIT LEADER

- 10.1 The Deputy is to support the Visit Leader and provide contingency for the visit and fulfil the duties of the Visit Leader as and when required.

11. STAFF BRIEFINGS

- 11.1 In all cases of residential & international visits, the Visit Leader must hold a staff briefing before departure outlining roles and responsibilities. Particular care should be taken with new teams and with new staff joining a Learning Outside the Classroom experience for the first time. All staff on the visit must attend this briefing.
- 11.2 In line with this guidance for more complex visits a formal morning staff meeting will be held each day (normally before or after breakfast) and will include as a minimum the weather forecast, group whereabouts, staff allocations, group issues, timings for the day, students' medical needs and evening programme. All visit staff, including representatives and drivers should be involved.

12. DOWN TIME

- 12.1 All staff should expect some down time during an extended educational visit. It is the responsibility of the Visit Leader to manage this process. Critically, there must always be enough staff on duty to cover the

minimum ratios for the activity with contingency to cover emergency situations. Staff must always remain contactable with the Visit Leader and be available to provide support in the event of an emergency. As mentioned in section 8, staff may not consume alcohol whilst on an academy event irrespective of whether they are on duty or have some down time.

13. STUDENT MANAGEMENT

- 13.1 All students should receive a pre-visit briefing before departure including information on academy educational visit rules, the staff team and travel arrangements.
- 13.2 Ratios will be agreed in advance with the Deputy Principal (Operations).
- 13.3 The academy does not operate any “free time for students” or unsupervised time policy. All Learning Outside the Classroom experiences are supervised.

14. TRAVEL

- 14.1 The Visit Leader and accompanying Macmillan Academy staff are responsible for the supervision of their group en-route.
- 14.2 The Visit leader and staff must make sure students understand the emergency procedures and explain the dangers of unruly behaviour.

COACH

- 14.4 Coaches travelling in winter conditions in the EU are required by law to have winter tyres fitted and carry snow chains. All coach companies must be approved by the Deputy Principal (operations) or EVC.
- 14.5 Students should only board the coach when authorised to do so by a member of staff and should only do so through the entrance indicated by the driver. When on board a coach students and staff should remain seated at all times except in the event of an emergency or on the instruction of the driver or Visit Leader.
- 14.6 Students and staff must at all times keep their seat belts fastened. It is the Visit Leader’s responsibility, not the driver’s, to ensure that students have their seat belts fastened where fitted. Seat belts should be checked on every journey and after every rest break.
- 14.7 In France passengers must be aware of the operation and location of emergency exits, the first aid kit and fire extinguisher. Drivers will brief all passengers on these items. French law requires an adult to sit adjacent to coach exit points including emergency doors, with on the spot fines for non-compliance.

- 14.8 When disembarking Visit Leaders are responsible for ensuring that it is safe for students to do so by checking the disembarkation area and controlling students' movements after disembarkation.
- 14.9 On international visits it is recommended that teachers always carry emergency funds with them on the journey. The majority of service stations in Europe require payment for the use of toilet facilities, a float of change can be useful in these situations.

FERRY

- 14.10 It is good practice to identify the Visit Leader and your group to the Purser at the Information Desk immediately upon embarkation.
- 14.11 It is essential that you complete any necessary forms from the Ferry Company and hand them to the Purser at the Information Desk immediately on embarkation.
- 14.12 Students are not allowed outside on the ferry unless accompanied by a member of staff. Staff should consider the ratios carefully, i.e. 1:10 would be considered normal.
- 14.13 Students should be in small groups (min of three) at all times and not congregate in groups larger than this, other than when with a member of staff.
- 14.14 Visit Leaders and staff should create a clear location on-board for students to meet.

AIR TRAVEL

- 14.15 Due consideration must be made to the management of young people in any airport, including considerations of passport control, security screening, access to retail facilities, meeting points, embarkation, baggage collection and customs. Visit Leaders should be aware of the considerable vigilance needed when in an airport environment. Consideration must be given to the management of large groups.

RAIL

- 14.16 Due consideration must be made to the management of young people on trains, trams and the underground. Special consideration must be given to start and end points of the journey with all students being briefed regarding safety, embarkation, disembarkation and procedures in case of emergency.

PERSONAL VEHICLES

- 14.17 Use of personal vehicles is permitted providing that the member of staff is an approved driver and a number of specific documents have been submitted to the Academy in advance. Staff must provide the Academy with copies of DVLA car registration & MOT if applicable, driving licence

and business insurance. Students will not travel alone with a member of staff.

15. ACCOMMODATION

- 15.1 The Visit Leader is responsible for requesting that the hotel/accommodation carries out a fire drill/safety induction as required. All fire exits should be checked and defects or obstructions reported to the tour company and hotel owner. Students must be made aware of useable fire exits in their accommodation.
- 15.2 The Visit Leader needs to be aware of the security arrangements in the accommodation, taking steps to ensure students are provided with a means of locking their rooms. The Visit Leader should have access to a master key.
- 15.3 Students need to know where group meeting points are, including fire assembly points, and how to contact staff in an emergency.
- 15.4 Students may not enter accommodation occupied by other groups or areas designated as private. Students are not allowed in other students rooms after lights out.
- 15.5 Students are not allowed to leave accommodation without permission.
- 15.6 General conduct should be considerate to other guests. Excessive noise and unruly behaviour should be avoided. Noise is generally not permitted after 22:00 hrs and before 07:00.
- 15.7 Hotels, coaches and any equipment provided should be treated with due care and attention. The group may be liable for any damage.
- 15.8 Visit staff should hold regular inspections of student facilities to ensure rooms are tidy and free from hazards or damage.

16. SESSIONS

- 16.1 The trip leader must liaise with the tour-operators representative, Learning Outside the Classroom staff and other organisations to provide a full programme of evening provision. Special care should be exercised with swimming sessions. A qualified lifeguard must always be present.

17. BANKING

- 17.1 The trip leader should provide a banking service to students in line with the best practice model of “envelope management” not cash management. The bank should be open at least once per day. Student money must be stored in a secure location, preferably a safe. One member of staff must be responsible and accountable for student banking.

18. RETURN TO THE ACADEMY

- 18.1 For Learning Outside the Classroom experiences, including all PE activity, the Visit Leader is responsible for ensuring a safe passage home for students.

19. EMERGENCY PROCEDURES

- 19.1 Visit Leaders must always carry a mobile phone.
- 19.2 In the event of an incident or emergency the Visit Leader should follow the agreed Macmillan Academy Emergency Procedure.
- Assess the situation, incident or accident
 - First Aid, Life Support, Group Management
 - Emergency Services 999 (Police, Ambulance, Mountain Rescue as needed)
 - Contact Academy Emergency Contact
 - Academy Emergency Contact takes responsibility for contacting parents or next of kin
- 19.3 All accidents and incidents should be reported using the standard Macmillan Academy incident reporting system upon return.
- 19.4 Staff and students should be encouraged to report “near-misses” (using the Macmillan incident reporting system) and these should be recorded and investigated to aid the “risk assessment” process.

20. ACADEMY EMERGENCY CONTACT

- 20.1 The default Macmillan Academy 24 Hour Emergency Contact for all Learning Outside The Classroom is normally the Deputy Principal (Operations). If this is changed, due to availability, Visit Leaders will have been informed in advance. Full contact details are provided in the EVOLVE briefing pack provided by Macmillan Academy before departure.
- 20.2 For all residential and international visits daily contact will be made with the emergency contact. Text messaging is appropriate for routine check in.

21. OVERDUE GROUP PROCEDURE

- 21.1 This guidance is applicable to all who are involved in supporting the management of Learning Outside The Classroom, including, staff on Reception & Security.
- 21.2 All learning outside the classroom experiences that take place away from the Academy site must have a due back time recorded in the daily log (normally located at Reception).
- 21.3 It is the responsibility of Reception then Security (out of hours) to check that groups return.

If a group is not back within 30 minutes of the expected time, immediately try to contact the Visit Leader using the contact numbers in the Daily Log.

If contact is made, adjust the Daily Log as appropriate.

If contact is not made follow the Emergency Procedure.

- 21.4 It is the responsibility of the Visit Leader to contact the Academy if they know they are going to be late. Also, when estimating the return time staff should be generous with the time needed to allow for bad traffic.

22. OTHER POLICES

- 22.1 A number of other policies are linked to this Learning Outside the Classroom Policy and must be read in conjunction if authorised to lead adventurous activity.

- 1. Outdoor Learning Risk Management Policy
- 2. Climbing Wall Management Plan
- 3. Rock Climbing Offsite Management Plan
- 4. Ropes Course Management Plan
- 5. Mountain Bike Management Plan
- 6. Expedition Management Plan
- 7. Ski Visit Guidance
- 8. Gorge Walking Management Plan
- 9. Outdoor Learning Incident Procedure
- 10. DofE Management Plan
- 11. Archery Management Plan

The following policies are also linked

- 12. Staff code of conduct
- 13. Academy Health & Safety Policy
- 14. Minibus Driving Policy
- 15. Major Incident Plan (Controlled Document)