



# School Journey Policy

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<b>Frequency of Review</b>	<b>3 years</b>	
<b>Date reviewed and approved by Governing Body</b>	<b>September 2018</b>	
<b>Date of next review</b>	<b>September 2021</b>	
<b>Display on Website</b>	✓	
<b>Purpose</b>	The policy closely follows the Royal Borough of Kingston upon Thames “Guidelines for Educational Visits and Outdoor Education Activities 2006”, issued by the Learning and Children’s Services.	
<b>Consultation</b>	<b>Governors</b>	✓
	<b>Parents</b>	×
	<b>Pupils</b>	×
	<b>Staff</b>	✓
<b>Links with other policies</b>	<b>Health and Safety</b>	

**BURLINGTON JUNIOR SCHOOL**  
**OUTDOOR EDUCATION VISITS AND OFFSITE ACTIVITIES**  
**POLICY AND GUIDANCE    September 2018**

**RATIONALE**

At Burlington Junior School our vision is to enable every young person to experience the world beyond the classroom as an essential part of their learning. We want the children in our care to be healthy, to stay safe, enjoy outdoor educational visits and to make a positive contribution to their own development.

**ROLE OF THIS POLICY**

This information sets out how staff plan and manage learning out of the classroom and off the School site and explains the procedures which provide guidance as to what is required at each stage.

For the purpose of this policy a *school journey* occurs whenever a group of children is taken off the immediate School site. The policy closely follows the Royal Borough of Kingston upon Thames “**Guidelines for Educational Visits and Outdoor Education Activities 2016**”, issued by the Learning and Children’s Services and also OEAP National Guidance (2016).

**1. Introduction**

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work, the application of problem solving skills and the development of independence and self-confidence. Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk. It is a priority of this School that all visits and off-site activities are safe, well managed and educationally beneficial.

**2. Responsibilities of the Headteacher and/or EVC (Educational Visits Co-ordinator).** The Headteacher and/or EVC will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- approve all visits and activities, based on compliance with the School health and safety policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- check that the staffing ratio is suitable for each visit
- ensure party leaders have planned thoroughly to meet the particular needs of the School and have checked that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.

### **3. Approval of off-site activities**

- The Governors, Headteacher and/or the EVC will be responsible for approving all off-site activities. This includes approving the party leader for each visit or off-site activity.
- Approval of visits is the responsibility of the Headteacher.
- An Evolve visit form and risk assessment will be completed and will automatically be sent to the Borough Adviser for Outdoor Education for endorsement.
- The Headteacher will monitor off-site visits and activities and will provide a regular report to the Governing Body about the off-site activities.
- Any adults in charge of pupils during a visit are considered to be 'in loco parentis' and thus they have both a duty of care towards those pupils, as well as a common law duty to act as a reasonable parent would. But a higher duty is expected of teachers as a result of their specialised knowledge. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation. Parent helpers should not have too much responsibility.
- The age of the pupils and the nature and location of the activity help to determine the degree of supervision required.

### **4. Responsibilities of the Party Leader:**

He/she must:

- have overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare
- must be approved to carry out the visit, suitably competent and knowledgeable about the School and Local Authority (LA) policies and procedures
- must plan and prepare for the visit and assess the risk and amend as appropriate any previously recorded risk assessment
- use the School planning checklist to ensure all procedures have been followed
- must define the roles and responsibilities of other staff and pupils and ensure supervision of what they do
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather, etc.

### **5. Responsibilities of pupils.**

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group.

Pupils may be required to complete a behaviour contract.

Children should:

- avoid unnecessary risks
- follow instructions of the party leader and other members of staff
- behave sensibly, keeping to any agreed code of conduct
- inform a member of staff of significant hazards.

## 6. Responsibilities of parents.

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity, parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical conditions relevant to the visit
- provide an emergency contact number
- sign the consent form.

## 7. Procedural Requirements

The school journeys undertaken by Burlington Junior School fall into two categories:

### Category 1

Curriculum work in the local vicinity; journeys to other educational establishments; visits to museums, theatres, galleries etc. ; extracurricular activities and specialist facilities; whole or part day visits/journeys within the U.K. not involving hazardous activities.

The structure, purpose and timing of these visits are the responsibility of each Year group or individual teachers within the Year group.

### Category 2

Journeys involving one or more overnight stays and/or involving hazardous activities.

*(Hazardous as defined by R.B.K. includes activities on or in open water including swimming pools, camping, climbing, caving, flying, hill/mountain walking, riding and snow based activities.)*

Journeys in Category 2 are the responsibility of the EVC, who is directly responsible to the Head Teacher. The table below summarises the responsibility for approving school journeys.

Category	Head	School Governors	Parent/guardian	LA
1	Informed		Signed consent	
2	Signed consent	Signed consent	Signed consent	Signed consent

Burlington Junior School at present undertakes two journeys falling into Category 2. These are residential courses for:

**Year 4** - with a focus on environmental studies.

**Year 6** - with a focus on outdoor and adventurous activities.

### **Aims of Category 1 Journeys (Part /Whole day)**

The aims are:

- to reinforce classroom activities
- to 'bring to life' all classroom activities
- to engage the help of specialist bodies at museums, galleries, theatres and sporting events

- to learn in a friendly, safe and enjoyable manner outside the immediate environment of the School.

### **General Organisation for Category 1 Journeys (Part /Whole day)**

- All Year Groups carry out journeys in this category throughout the year. They are planned by the Year Groups and organised so as to be consistent with the planned learning objectives within the relevant curriculum topics. The School aims to provide a Category 1 school journey for every pupil each term. Year 3 will undertake a short train journey to a local park in the first half term of each year to prepare pupils for further excursions and assess future risks.
- The structure, purpose and timing of these visits are the responsibility of each Year Group, with the knowledge and consent of the Head Teacher.
- A thorough risk assessment must be completed prior to the journey and this must be checked and approved by the Head Teacher or Deputy Head in the week before the date of the journey. Risk assessments must be class specific, taking into account the needs and abilities of pupils. Pupils who require support or special consideration must be named on the assessment. Electronic copies of completed and approved risk assessments must be stored on the School's network and a hard copy must be kept in the School Office. Details of the risk assessment must be discussed with all adults accompanying the pupils on the journey and each class teacher / responsible member of staff must take a copy of the assessment with them on the journey.

### **Aims of Category 2 Journeys (One or more overnight stays)**

The aims are:

- to reinforce classroom outcomes/aims
- to create a sense of relevance to all classroom activities
- to 'bring to life' classroom activities
- to engage the help of specialist bodies
- to undertake activities which the School cannot normally and/or regularly provide, using specialist sites, appropriately qualified staff and relevant resource.
- to give the children the opportunities to explore environments different from their own
- to develop increased responsibility for themselves and others around them, particularly in relation to safety
- to develop their independence, away from home
- to learn in a friendly, safe and enjoyable manner outside the immediate environment of the School.

## **General Organisation for Category 2 Journeys (One/more overnight stays)**

### **Preliminaries to Booking**

- (a) The Party Leader should initially approach the EVC with a draft of the proposed journey, to include:
- a clear statement of the educational objectives of the visit
  - the use of a AA/LA approved site
  - preliminary dates/costing and target group. Bursar to keep a detailed record of accounts
  - staffing requirements (to be agreed with EVC and Head Teacher).
- b) For all residential trips the EVC must ensure that the travel arrangements are sound and that accommodation provides a safe and healthy environment.
- c) Having received LA approval and permission, a letter should be sent to parents/carers that contains information concerning:  
details of the visit/journey  
educational aims/objectives  
costings and details of non-returnable deposits to travel companies, together with a payment schedule.
- d) When the above has been completed the Party Leader must complete a thorough risk assessment using the online Evolve software. This risk assessment must then be approved by the LA and Head Teacher.

### **Post Booking Arrangements**

Before the Residential School Journey (i.e. between the initial booking and the departure date) the EVC/organiser must:

- obtain the written consent of the parents/carers to their child taking part on the trip
- obtain the next of kin telephone numbers for all children and accompanying staff in case of emergency
- obtain information concerning any medical conditions, allergies and emotional/psychological issues which affect the child and make arrangements for the collection and administration of medicines, should this be necessary
- obtain a programme of events and activities for the duration of the visit
- make sure insurance arrangements adequately covers all participants for liability claims and/or medical expenses
- hold a parents meeting(s) to discuss all aspects of the visit/journey and make clear the responsibilities of the pupils in terms of behaviour and safety.
- agree a system of contacts in case of emergency and give copies of all arrangements, names, addresses and telephone numbers of all participants to the School Office in case of queries from parents.

## **Staffing**

The Party Leader must be a qualified teacher with previous training, knowledge or experience appropriate to the planned visit/journey.

Accompanying staff should have reasonable experience and skills related to the activity to be undertaken and are expected to fulfil a specific role in relation to the objectives of the visit/journey. On extended/residential visits it is essential that the Party Leader has some say in forming the team of staff with which they will have to work. This should be in consultation with the EVC and Head Teacher.

The following criteria may be a useful guide when considering the make-up of the team:

- previous or relevant knowledge/experience/skills
- the need for professional development
- any relevant First-Aid training
- the appropriate vehicle insurance. (If staff cars are used the limitations of such insurance must be clearly understood).

## **Supervision**

Throughout any visit/journey all accompanying staff assume the duty of care enshrined in the principal of 'in loco-parentis'. The DfE emphasise the duty of 'in loco-parentis' and this should not be undertaken lightly, for once assumed, it cannot be set aside until the pupils are returned to the care of their parents. In reality this means that the standard of care expected of staff is higher than that expected of careful parents. A briefing of all pupils/parents should take place before any journey, where pupils must be made fully aware of their responsibilities and of what is expected of them in terms of safety rules and socially acceptable standards of appropriate behaviour agreed.

The general level of supervision throughout any visit/journey, including evenings, must be appropriate to the particular circumstances. However, there must always be at least one responsible adult on duty and pupils must know where he/she can be contacted.

## **Emergencies**

The Party Leader should keep in contact with the School on a regular basis during the journey and should always have access to a mobile phone. The Party Leader's mobile number must be given to every other adult supervisor on the journey.

In the event of an emergency the Party Leader will follow the School's emergency procedures. The School has a comprehensive list of emergency procedures for on and off site activities. This information must be carried by all teaching staff during the visit.

## **Special Considerations**

### **Hazardous Activities**

Potentially dangerous activities such as water sports, quad biking, climbing, etc., must only be undertaken under the supervision of qualified instructors.

All instructors must be qualified to the level recognised by the National Governing Body for the particular activity being undertaken.

### **In-school arrangements**

Children remaining at School during the period of the Residential School Journey will be offered relevant activities linked to the National Curriculum and taught by the remaining teacher from the Year Group. When support staff are used on a journey it may be necessary to alter timetables. These considerations will be made when recruiting the adults to go on the journey.

### **Monitoring and review policy and practice**

The Governors will review this policy:

- every four years or earlier if required
- at such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities
- should significant issues be brought to the attention of the Governors through the report of the Headteacher.

Burlington Junior School encourages children to be involved in school journeys and strives to include all pupils. Burlington Junior School is committed to the aims of school journey and believes in the benefits to be gained from the wide variety of experiences on offer.

(EVC) October 2018