



# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke  
**Head of School** Mrs Nadia Underwood  
Main Street, Elmley Castle, WR10 3HS  
Telephone: 01386 710279  
Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

## **Policy for Educational Visits Learning Outside the Classroom (LOTCL)**

**ELMLEY CASTLE CE FIRST SCHOOL**

**Approved by:** The Full Governing Body

**Date:** April 2022

**Last reviewed on:** April 2022

**Next review on:** April 2023

Produced by Nadia Underwood

***A Little Piece of Heaven on Earth***

**‘As a community we grow and flourish together. Through our core values, we seek a lifelong love of learning, pursuing wisdom and excellence so everyone achieves their best. We create opportunities to explore our own sense of spirituality and encourage all to live with thankful, forgiving hearts, respecting the preciousness of our world.’**



# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke  
**Head of School** Mrs Nadia Underwood  
Main Street, Elmley Castle, WR10 3HS  
Telephone: 01386 710279  
Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

## Introduction

At Elmley Castle C of E First School, children, staff, parents and Governors are working together to make our school a friendly and caring place where each child may feel happy and secure and work hard to achieve their full potential. We have high expectations and standards in both work and behaviour within school and for Educational Visits and Learning Outside the Classroom (LOTc)

## Aims

Our aims are to give pupils a broad, balanced and an enriched curriculum with a wide variety of experiences, which engage children beyond the classroom. We aim to develop a desire for learning and stimulate their learning through a range of activities outside the classroom and through meeting other people.

Elmley Castle CE First School adopts the Worcestershire County Council Policy document:

### **'The Management of Visits and Learning Outside the Classroom Activities Policy'**

This policy applies to all visits and LOTc activities whether or not they occur during:

- Normal working hours
- Weekends
- During holidays

### **Guidance also being adopted:**

Elmley Castle C of E First School has chosen to adopt the OEAP National Guidance as sited within the WCC Corporate Policy document. All staff involved in Offsite visits and LOTc activities must follow this guidance unless WCC has provided alternative guidance either as a whole or in parts of the OEAP National Guidance. WCC has facilitated visits and LOTc activities by the provision of an Off-site Visits Advisor (a panel member of the OEAP), the electronic management system EVOLVE and OEAP is an accredited training provision.

### **Clarification of the roles.**

The normal responsibilities and duties of the following, relating to offsite visits:

- Governors
- Head of School – Approval including staff approval
- Executive Headteacher - Approval including staff approval
- Education Visits coordinator (EVC)
- Visit Leaders



# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke  
**Head of School** Mrs Nadia Underwood  
Main Street, Elmley Castle, WR10 3HS  
Telephone: 01386 710279  
Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

## **LOtC – Day Visits or Overnight Residential Trips**

To ensure competency and safety the EVC must training every 3 years using Employer approved providers.

Teachers will be expected to plan LOtC when they are completing their medium term plans and add it to the LOtC long term plan. At this stage, members of staff may visit the proposed venue to ensure that it is suitable for the age, ability and experience of the pupils in their class. The Leadership team will be consulted with the approval for the visit sought (if it is off-site) at this stage with all the below considered;

- Date is appropriate
- Costings are acceptable/appropriate
- DBS helpers and ratios have been considered for the visit risks to be deemed 'acceptable'
- And the distance from school is below 50 miles

## **Planning**

- Every trip must be carefully planned and consent received from the Headteacher
- Written parental consent must be obtained for every child attending an offsite visit.
- A detailed risk assessment must be completed by the visit leader.
- For visits beyond a 50 mile radius a OS5 must be filled in and sent to the LA at least 6 weeks before the trip takes place.
- Overnight Residential trips require additional planning by using the WCC Evolve System, which includes risk assessments, transport, provider checks and safeguarding children.
- A detailed medical form and contact sheet must be filled in by parents and submitted to school - before a child attends an overnight residential trip.
- Where possible, members of staff should have visited a location prior to the trip in order to assess the risks a trip there may present.
- Where the children bring their own packed lunch staff should monitor and ensure that all pupils eat their lunch, especially for children with allergies.
- The staff should monitor and ensure that children have the opportunity to access toilets and with younger pupils ensure they use the toilets at appropriate intervals.
- Staff should monitor and ensure that the children an appropriate amount drink water for the nature of the trip and weather.

## **Transport**

Teachers should ask office staff for a coach to be booked if this is necessary. Only reputable companies are used. Pupils will always wear seatbelts on the coaches and minibuses. Pupils will be supervised at all times when they are on any visit. The staff do not transport any children in their own vehicles.



# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke  
**Head of School** Mrs Nadia Underwood  
Main Street, Elmley Castle, WR10 3HS  
Telephone: 01386 710279  
Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

On the day of the visit, a list of the pupils participating will be sent to the school office. The group leader will need to;

- Take a list of participants and a list of emergency contact telephone numbers.
- Have the necessary medication, equipment and documentation; e.g. inhalers, sick buckets, accident forms and head bump letters.
- Have a clear contingency plan if the coach is later back at school than planned.

Evaluation will be filled out as part of the 'Risk Assessment' to inform staff on the next visit

## LOtC - Local Visits

At the beginning of each year, consent will be obtained from parents to allow their child to participate in local visits. e.g. to church, to survey the village, to go to the village hall, sports field or one of the local schools to participate in cluster activities. Parents will always be notified in advance of how their child is to travel by coach, taxi or mini-bus to any venue.

## Volunteers

- The vetting procedure for volunteers including when an enhanced DBS check is required.
- Induction and training Assessment of competency to carry out any specified roles.

## Emergency Procedure and Incident Reporting

Establishment, selection and training of an emergency 24/7 contact during a planned visit, checking if that person is still available and competent to carry out this role before a visit. Written procedure on how to escalate and deal with a critical incident Provision of WCC Emergency cards to all staff members while on a visit Contact details, itinerary, staff, volunteers and pupils next of kin details on the visit. Provision of mobile phones Details of medical, special needs and or behavioural needs of participants Details of transport arrangements including emergency contact First aid provision during the visit.

## Behaviour Staff, volunteers and pupils.

Behavioural conduct of Staff, Volunteers falls within the Staff Code of Conduct Policy and all volunteers behaviour is are expected to be the same as staff e.g. no alcohol or smoking. The expectation of staff to ensure a suitable ratio of supervision is in place at all times; what is an 'Acceptable Risk' within the risk assessment.

## Payment



# Elmley Castle C.E. First School

*A Little Piece of Heaven on Earth*

**Executive Headteacher** Mr Phil Croke

**Head of School** Mrs Nadia Underwood

Main Street, Elmley Castle, WR10 3HS

Telephone: 01386 710279

Email: [office@elmleycastle.worcs.sch.uk](mailto:office@elmleycastle.worcs.sch.uk)

All trips are costed and charged at the rate it costs for an individual pupil. The school reserves the right to cancel trips if there is not enough support forthcoming from parents. More information on charging are in the school's 'Charging Policy'. Parents who are experiencing financial hardship may be invited to discuss the matter with the Head of School or Executive Headteacher and arrangements to pay a proportion of the cost may be made, if this is appropriate.