Outdoor Education Policy

Sussex Road Primary School

Approved by:	HT	**Date:**	September 2026
Next review due:	September 2027		

Aim

The School is committed to establishing and implementing arrangements that will ensure all pupils access Safe and Successful outdoor education throughout the academic year to support curriculum enquiries.

Outdoor Activities - General

All 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.

All activities and Outdoor lessons are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes. They are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.

Role of the EVC

The management of overall visit, activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; an **Educational Visits Coordinator (EVC)** will be nominated by the school to carry out this role and they will attend an **EVC training course**, and updated every 3 years. At Sussex Road School this is delegated to an appropriate trained staff member.

All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems are clearly evidenced on the Local Authority Evolve Platform and the completed School's Educational Visits Check list.

The EVC will monitor visit leaders' feedback and evaluation of visits and activities, to ensure safety, quality, Educational value and Value for Money for Families

Role of Visit Leader

The Visit Leader will research educational visits and activities with clear links to the planned curriculum. They will complete the School's Educational Check List Appendix B – ensuring each stage is completed within indicated time scales – and the appropriate risk assessments.
Take responsibility for ensuring all accompanying adults (school staff and volunteers) are fully briefed.

Ensure pupils with specific needs are fully briefed about the activity.

Ensure all pupils are aware of behaviour expectations.

Role of Volunteers

Volunteers are vital for the success of any off site activity. They will:-

- Where possible be taken from our pool of Fully DBS cleared volunteers or be chaperoned at all times
- Attend a pre-visit briefing
- Provide emergency contact and Medical details in a sealed envelope to be accessed in the event of an emergency
- Be advised of their obligations to Confidentiality and Mobile phone use
- Not bring younger – preschool children on educational visits
- Be allocated a group of pupils which will not include their own child, unless agreed for exceptional circumstances.

Role of Families

Make reasonable effort to support the school by:

- Meeting payment requests or speak with the school where they need support with this. The school is unable to fully fund curriculum enrichment and reserves the right to cancel underfunded activities. Please seek Charging and Remissions Policy.
- Ensuring their child is appropriately dressed for the activity and follow instructions from the activity leader within the information letter from the school.
- Arrives in school at the requested time to ensure a prompt start.

Third Party Providers

Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of third party activity leader's qualifications, safe activity management, appropriate ratios, etc. External providers, are 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); hold an appropriate level of Public Liability Insurance for the activities or services provided and have enhance DBS clearance.

Emergency procedure

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). Please see Residential SEMBCP and Critical Incidents Policy. 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.

Staff are appropriately trained for their roles in leading and accompanying educational visits and activities.

Informed activity and medical consent have 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 all 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 will be shared with provider staff where appropriate.

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

Forest School

Staff are appropriately trained for their roles in leading Forest School activities.

The Forest School curriculum is values-led enabling the demonstration of Ready, Respectful and Responsible and focuses on building our 4 learning behaviours - Resilience, Reciprocity, Reflectiveness and Resourcefulness through regular outdoor sessions.

The Forest School curriculum supports the development of metacognitive strategies to embed and extend learning through independent choice.

Forest School is led by an appropriately trained Forest School Leader and supported by additional School staff where at least one member is a qualified first aider.

The relevant policies and risk assessments will be updated and accessible and a Forest School handbook containing appropriate information for all stakeholders will be created, maintained and shared by the Forest School Leader in liaison with SLT.

The Forest School Leader will seek to maintain and further their own professional development to ensure practice is up to-date and share expertise with other School staff.

The Forest School Leader, in liaison with SLT will maintain and develop the Forest School site to ensure it is fit for purpose and any impact on the ecology is minimal.

Appendix A - Useful Information and Resources

• **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning** –

Forest School Association
www.forestschoolassociation.org/
Outdoor Education Advisors Panel (OEAP) National Guidance for Educational Visits and Activities – http://oeapng.info/

DfE Guidance on the Health and Safety of Pupils on Educational Visits -
http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics

Emergency Planning Guidelines for Kent Schools -
http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning

Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings -
http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment

KCC Incident/Accident Reporting -
http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting

KCC Health and Safety Inspection Proforma -
http://www.kelsi.org.uk/policies-and-guidance/health-and-safetyguidance/management-of-health-safety

Useful Contacts

KCC Health and Safety Unit
Health and Safety Advice Line: **Tel:** 03000 418456 / **Email:** HealthandSafety@kent.gov.uk **Location:** Room 3.32 Sessions House, Maidstone, ME14 1XQ

The Outdoor Education Advisory Service Tel: 03000 416539 / Email: outdoor.education@kent.gov.uk
Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

KCC Insurance and Risk Management
Tel: 03000 416440 / **Email:** insurance@kent.gov.uk
Location: Room 2.53 Sessions House, Maidstone, ME14 1XQ

Health and Safety Executive (HSE)
Enforcement of Health and Safety Legislation. - https://extranet.hse.gov.uk/lfserver/external/F2508IE **Tel:** 0845 345 0055 online reporting.

RIDDOR Incident Contact Centre - The reporting service for work-related health and safety, RIDDOR incidents to the HSE. Website www.riddor.gov.uk. E-mail: riddor@connaught.plc.uk

Safe Practice in Physical Education and School Sport
Association for Physical Education (AfPE) - www.afpa.org.uk
Tel: 0118 378 6240,**Email:** enquiries@afpe.org.uk

Appendix B

Educational Visits Check List

	Timeline	Initial
6 Weeks before the visit	Verbal agreement in principal to be sought from EVC during MTP meetings. Carry out preliminary visit if needed; if visiting a new venue or returning after a period of absence, a preliminary visit **must** take place.	
	Start a new visit on Evolve, giving as much detail as possible but completing **type**, **purpose** and **venue** sections as a minimum; Evolve to be kept updated throughout the planning process. Ensure EVC is aware of the proposed visit. **Starting a new visit on Evolve will not necessarily alert EVC: always check.**	
	Check in the school diary and with provider for available dates.	
	Ascertain the net costing of the trip; check the venue/provider's cancellation policy and make provisional booking (no money to be committed at this point). **Add details to Evolve, including any agreed subsidies.**	
5 Weeks before	Details for coach quote to be given to office (Date, time, number of passengers); office will update Evolve with details in the Finance/Costings tab.	
	Complete booking form for venue/provider and submit to school office.	
4 Weeks before	Once all costing has been ascertained and agreed, coach to be booked by office and venue booking to be confirmed by lead member of staff.	
	Submit letter to be sent to parents to office; letter should share the details of the visit, including purpose, and ask for payment. **Update Evolve with final costings, including any agreed subsidies**.	
	Office to set up payment system and raise relevant purchase orders.	
	Identify individuals whose needs are above the majority of the class/year group and arrange support; this may involve a conversation with SENCo about additional adults.	
	Request parent helpers, if needed, ideally those with DBS.	
3 Weeks before	Read risk assessments, adapting as necessary for this visit/cohort. Be clear about what 'Plan B' may need to look like. **Upload to Evolve**, including any supplied by the venue.	
2 Weeks before	Office to check payments have been received and chase outstanding.	
1 Week before	Provide children with social story if needed.	
	Ensure all 'on the day' payments have been organised, e.g. train tickets, parking, entry.	
	Ensure permission has been recorded for every child - NO CHILD CAN TAKE PART WITHOUT.	
	Submit Evolve with all necessary information.	
1 day before	Brief children on expected behaviour.	
	Run though emergency procedures with all teaching staff.	
On the day	All mobile contact numbers MUST be left with the school office and phones switched on all day.	
	Collect from the office emergency contact details of all adults attending.	
	Fully brief all escorting adults, sharing copies of the risk assessment and itinerary for the day; consider what personal information about children needs to be shared.	
	Take Contact Details Report from the office.	
	Take medication	

Appendix C - Risk Assessment Templates:

Blank Venue Risk Assessment.docx These should be checked to ensure they reflect the nature of the visit and adapted where necessary.

Blank Year Group Risk Assessment.docx These should reflect the specific needs of the cohort and may need to be adapted for each visit.

Staff Public - Documents - Transport - All Documents Transport risk assessments can be adapted to suit the cohort and nature of the visit, e.g. walking through central London with Year 2 will likely necessitate different mitigations to walking along a country road with no pavement with Year 6.

Appendix D - Payment Letter

Dear Parents

Year * – Visit to ***

Paragraph to explain the purpose of the visit.

The children will be leaving school after registration and will return by the end of the school day. They will be travelling by coach and will be wearing a seat belt in accordance with current legalisation.

Please could we ask that children are not sent in with any pocket money as there will be no opportunities to spend it on the day.

On the day:
In order to be more environmentally friendly and reduce plastic waste we encourage you to provide your child with a packed lunch and a drink (no nuts, kiwi fruit, or fizzy drinks) in a small backpack. Children should wear school uniform and black shoes (no trainers) and take either a warm waterproof coat or sunhat/sun cream depending on the weather.

Payment:
The cost of the trip is £**** and payments can be made via the Arbor App from ******** If you experience any difficulty please contact the school office who will assist you on 01732 352367 or schooloffice@sussex-road.kent.sch.uk All payments should be made by ***** at the latest.

Thank you for your continued support,

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