



**Sussex Road School**  
**Outdoor learning and Educational Visits Policy Statement**

**Statement of Intent:**

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits, activities and Forest School lessons 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.
- The management of overall visit, activity planning, risk assessment and the visit approval process is carried out by a competent staff member/Forest School Leader with appropriate experience and training; an **Educational Visits Coordinator (EVC)** will be nominated in each school or establishment to carry out this role and they will attend an **EVC training course**, and an EVC update course every 3 years. This role can be retained by the Headteacher or delegated to an appropriate staff member.
- All year groups take part in a weekly Forest School lesson on site in three terms across the year.
- Visits, activities and Forest School lessons are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits, activities and Forest School lessons are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately 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), have appropriate financial protections in place (e.g. ATOL), etc. as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.
- 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). 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.
- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.

Written	Ratified	Review
December 2020	SLT	3 Years



- Informed activity and medical consent has 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 should be shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.
- 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.

Written	Ratified	Review
December 2020	SLT	3 Years



## Useful Information and Resources

- **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning** – <http://www.kelsi.org.uk/Curriculum/outdoor-education>
- **Forest School Association**  
[www.forestschoollassociation.org/](http://www.forestschoollassociation.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-safety-guidance/management-of-health-safety>

## Useful Contacts

- **KCC Health and Safety Unit**  
Health and Safety Advice Line: **Tel:** 03000 418456 / **Email:** [HealthandSafety@kent.gov.uk](mailto: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](mailto: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](mailto: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](http://www.riddor.gov.uk). **E-mail:** [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk)
- **Safe Practice in Physical Education and School Sport**  
Association for Physical Education (AfPE) - [www.afpa.org.uk](http://www.afpa.org.uk)  
**Tel:** 0118 378 6240, **Email:** [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk)

Written	Ratified	Review
December 2020	SLT	3 Years