



Theale C of E Primary School

Learning Outside the Classroom Policy

At Theale CE Primary School the children come first. They are central to every decision made in school. We will ensure that our children are happy and successful. They will grow to be ambitious and resilient and their talents will be nurtured so they become highly skilled. Our children will be courageous and always behave with integrity.

“And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.’ This *is* the first commandment. And the second, like *it, is* this: ‘You shall love your neighbour as yourself.’ There is no other commandment greater than these.” *Mark 12: v 30-31*

“I have come that they may have life and that they may have it more abundantly.”
John 10:10

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1. Philosophy

“A mind that is stretched by a new experience can never go back to its old dimensions.” *Oliver Wendell Holmes*

“Risk is essential. There is no growth or inspiration in staying within what is safe and comfortable. Once you find out what is best, why not try something else?” *Alex Noble*

“Look deep into nature, and then you will understand everything better.” *Albert Einstein*

“I have come that they may have life and they may have it more abundantly.” *John 10 vs 10*

2. Rationale

We strive to ensure our children are happy and successful; they grow, during their time with us, to be ambitious and resilient. We are committed to the development of our children in the fullest sense.

As an essential part of school life, every child needs frequent, continuous and progressive learning outside the classroom experiences. We tailor our teaching to the children's needs. The school curriculum includes classroom lessons, but also the events, routines, visits and activities that take place out of the classroom and beyond the school.

3. Aims

- To provide children with experiences that encourages an appreciation, awareness and knowledge of the natural environment.
- To learn to respect and care for their own local environment.
- To abide by rules and set standards of behaviour, to work cooperatively in groups and to respect each other.
- Develop children's self-esteem, knowledge and self-confidence through the experiences we give them.

4. Environmental Considerations and Conservation

Care for the environment is an essential part of learning. In order to encourage the children to look after the sites we use we will always leave it tidy and never damage anything growing in it. We will only collect things that are on the ground and leave the area as we found it when we leave. We will monitor the site so that it does not become overused and an alternative area will be found and risk assessed if necessary.

5. Policies and procedures

Staff taking children offsite should be familiar with the following school policies and procedures:

- Health and Safety Policy
- First Aid procedures
- Risk Assessment
- Safeguarding Procedures
- Equality & Inclusion Policy

➤ Positive Behaviour Policy

Particular attention is paid to the following areas:

Health and Safety

Our curriculum supports children to develop responsibility for themselves and others. It will encourage early risk management strategies that will ensure that young children start to consider the impact of their actions on themselves and on others.

Staff will carry out or refer to a site risk assessment prior to any outdoor or offsite activities.

It is also important that the school applies robust safety measures to effectively manage and minimise risks. It is equally important, however, that all involved, including parents acknowledge that a degree of residual risk remains.

Be Safe is a school expectation and children are reminded of the importance of keeping themselves and members of the school community safe.

A first aid kit is available for all sessions and visits. In the case of an accident requiring further assistance, an emergency contact form is kept with the trip leader and a mobile phone is carried.

Safeguarding

Everyone involved in an offsite of outdoor activity is fully briefed on health and safety, risk assessment of sites and activities. Staff and volunteers are made aware of the relevant school policies and procedures and ensure that they adhere to the guidance contained in them.

All Theale Primary staff and regular volunteers have current DBS checks.

Any concerns about a child's physical or mental well-being will be shared with our named Safeguarding Officers and a Cause for Concern sheet will be filled in as soon as possible, so that our school's Safeguarding Policy can then be followed. Confidentiality should be maintained at all times. Any concerns should only be shared with those who need to know such as the class teacher who can then ensure the correct channels are then informed.

Equality and Inclusion

During sessions all persons are treated equally. We aim to provide a secure environment in which children can flourish and in which all contributions are valued.

6. Children with Additional Needs

Outdoor learning can also overlap with the teaching of life skills. At Theale Primary we will be supporting our children by using life skills training as a motivational tool, encouraging our pupils to use a range of interdisciplinary skills to meet certain targets and objectives. Helping to meet their needs will be enhanced by the development of multi-functional, multi-faceted rooms within the school to support learning, to including a range of personal skills.

7. Able Children

Outdoor learning offers opportunities to including personal research and develop a personal understanding of their place in the natural world, further developing an understanding of learning processes, enquiry and thinking skills; and that deepen and enrich subject learning. The above issues allow opportunities to access discussion on a moral code, ethics, humanity, sustainability, science in its

widest sense, problems pertaining to globalisation and philosophical enquiry, for example. Outdoor Learning acts as a bridge to higher order learning and opportunities to challenge misconceptions and ways of thinking. Visits to other places beyond the classroom should challenge and extend our more able pupils in specific subject areas and more broadly.

8. Behaviour

We praise and reward good behaviour using the established school systems. When a child's behaviour threatens the well-being of him/herself or others, and he/she does not respond to a verbal warning, he/she may be returned to school or prevented from attending.

9. Medical and Emergency Contact Details

All Medical Care Plans and Emergency contact details are held in the school office. All off-site emergency contact forms are taken to the FS session and carried in the Emergency bag by a member of staff.

10. Emergency Action Plan (EAP)

The EAP is kept in the top of the Emergency Bag at all times.

All staff, volunteers and participants will be briefed on what to do in case of an emergency. A whistle will be blown as a signal to stop what you are doing, gather with a member of staff, be silent and wait for instructions. The leading staff member will assess the situation, the nature and extent of the injury/accident. They will ensure that the rest of the group are safe from danger and are adequately supervised. They will attend to any casualties, giving First Aid as necessary. An Accident Form will be completed later at the school office. A CREST record will be created in line with local authority advice.

If a staff member is injured or becomes ill, other staff members including the teaching assistants will take charge of the situation as above. They will then follow the procedure below.

In the event of Injury

If anyone sustains an injury or illness which cannot be treated by First Aid on-site and requires medical assistance:

- In serious cases, the Emergency Services should be contacted (see below) using the Emergency Phone carried by staff, then the school will be notified. The school office will be responsible for contacting the injured party's emergency contact.
- The rest of the group will be supervised away from the incident and if in danger, will be moved to safety.
- One member of staff from school will meet the ambulance and direct the crew to the incident site. If required, an additional First Aider from school will be requested to assist at trip venue.
- If the injured party is taken to hospital, one member of staff will go with them and the injured party's emergency contact will be updated about the situation by a member of the school office staff.
- In minor cases, the staff will arrange to contact the injured party's emergency contact so that they can be collected and taken to the hospital, doctor or home, as appropriate school will be kept fully informed at all stages.

Emergency Contact Numbers

- Emergency Services 999
- School Office 0118 9302239
- Royal Berkshire Hospital 0118 3225111

Requesting attendance by Emergency Services (Ambulance)

Dial 999 and ask for an ambulance. Be ready with the following information:

- Emergency Mobile Number – staff member's phone who are present
- School Phone Number: 0118 9302239
- Location Post Code
- Ambulance Access
- Location Details (use 'three letters' if appropriate and known')

Missing Child Procedure

If it is discovered that a child or adult is missing from the group, the situation will be taken very seriously from the outset and the following emergency procedure will be implemented:

- The staff lead shall be informed immediately and school office.
- Activity for the rest of the group may be suspended in order that up to two members of staff, if appropriate dependent upon ratios, may be released to conduct a search, any staff on site at a trip venue will also be informed and all will search this shall last no more than five minutes before further action is taken.
- The remaining children will be given a low-risk activity to complete, within the trip area by the remaining adults, being mindful not to increase any anxiety in the group.
- If, after the five-minute search, the child has not been located, the staff will phone school and 999 and alert the police.
- The school office will contact the child's parents or adult's emergency contact and inform them of the situation.
- Staff should corroborate details of the situation, including last known position of the missing child or adult and any timings, a log will be kept at the time.

11. Dangerous Occurrence

A CREST record will be created, along with an Incident Report for any serious near-miss incident.

12. Risk Assessments and Risk Management

Risk assessments are in place to cover the following:

- offsite learning,
- sessions including sensory activities, mini-beasts and shelter building,
- tool use,

- campfire activities,
- all trips using evolve forms.

13. Safety Sweep and checklists

All offsite trips should be preceded by a visit to the site. On the day the activity leader will carry out a thorough sweep of the site for hazards and risks before the group enter the site and appropriate measures will be put in place, e.g. a warning the group of specific dangers related to the site.

14. Policy and Procedures for Use of Tools and Equipment

Equipment, tools and safe use of tools are an important part of offsite learning. Their use will be carefully managed by the trip leader.

- Good practice will be demonstrated by the trip leader at all times.
- Equipment will be introduced to the children as appropriate
- Risk assessments of tool use are carried out in addition to other activities and reviewed on a regular basis.
- All tools and equipment will be returned to the appropriate safe place and if necessary locked away at the end of each session. This is the trip leader's responsibility.
- All resources and equipment are checked before the activity.
- Any unsafe, worn out, dirty or damaged equipment is repaired and cleaned, or replaced.

All adults are aware of the following when cooking and eating offsite:

- Everyone should wipe their hands before handling food and drink.
- All foods are stored in air tight containers.
- Only clean equipment is used.
- Everyone is aware of any special dietary needs of the children who have food allergies and any medication and copies of Care Plans will be in the Emergency Bag.
- Food will be cooked correctly.
- All equipment and waste is cleared away.

15. The role of the Trip Leader

- All trips require headteacher's approval and Evolve forms must be completed.
- Parent permissions must be sought in a timely fashion.
- The trip Leader is appropriately qualified to lead a trip and a first aider should be in attendance or available. They are responsible for organising the planning and running the trip.
- The trip leader has the safety of the children uppermost at all times. The leader will carry out a detailed safety check before each session and comply with health and safety risk assessments.
- The leader will ensure that all documentation is relevant and up to date.

- The leader will ensure an emergency pack/children's medication and documentation is appropriately available at all times.
- The leader is responsible for all equipment and will ensure that it is checked before use and returned to the resource area after use.
- The trip leader will keep a member of SLT, class teacher and parents fully informed of any incidents that may occur during a session, e.g., trips, falls, stings, etc.

16. Transport Arrangements

Theale C of E Primary School aims to keep all children safe. If a coach is required this must be booked in a timely fashion through the school office who are responsible for making all the relevant checks. When children are to be transported using public transport or to and from activities on foot or when walking on public roads, the following procedures will be followed:

- The group will be given a reminder about safe walking before leaving the school site (outward) and before leaving the destination (return).
- The Trip leader will assume a position at the front of the line and all children will be asked to stay behind them.
- The additional staff will assume positions along and at the rear of the line.
- All accompanying staff will follow the correct procedures for safe road crossing and at railway stations or bus stops to ensure the safety of all children.

The **minibus** must be pre-booked with the school office for use. The caretaker is responsible for maintaining and checking the school minibus. Staff must be appropriately qualified to drive the bus and must carry out all safety and procedural checks on the day as listed in the bus. There should always be more than one adult on the bus when children are being carried and all seat belts must be worn. For more information, please speak to the school business manager.

When **driving children** in private cars it is the responsibility of staff and parents to ensure that they hold an appropriate license and that the vehicle is road worthy – this will be checked by SBM. The school must be notified of impending disqualification or conviction. Drivers must complete the "Agreement to Drive Form" and a copy will be kept on file. Drivers must hold business cover insurance and evidence should be provided. Drivers should be 21 year of age and have one year's experience. No child should be driven on their own with an adult unless by their own parent. Booster seat and correct restraint usage must be enforced.

17. Cancelling Trips

Outdoor learning sessions or other visits may need to be cancelled in extreme circumstances or weather conditions, e.g. a terror attack, high winds, or blizzards, this decision must be made by a member of SLT. Adapted classroom/school activities will take place instead.

The session may also be cancelled if enough staff are unable to attend.

18. Essential Equipment Needed at offsite school sessions

- Lesson Plan or trip outline
- Mobile phone

- Emergency Contacts
- Medical Care Plans
- Wet wipes
- Protective gloves
- First Aid Kit
- Inhalers/Medicines

19. Clothing Requirements

Staff leader will ensure clothing is appropriate to the activity

20. Toileting Procedure

All children will visit the toilet before leaving the school site. Care will be taken if children are to use a coach toilet and only used in an emergency. Where public toilets are to be used, staff will supervise appropriately. If a child has a toileting accident, a member of staff can assist and supply the child with spare clothes.

21. Use of Photographs and Videos

Photographs and videos will be taken in accordance with Theale C of E Primary GDPR, safeguarding and media procedures.