

Sept  
2017

# Learning Outside the Classroom Policy Document

Curriculum

2018



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Chapter



## **Learning Outside the Classroom (LOTC) at Stanley School**

### **Introduction**

Access to opportunities for LOTC allows all children at Stanley School to enhance their educational experiences and personal development regardless of their Special Educational Needs.

Stanley School recognises the important role that educational visits, off site activities, adventurous activities and activities provided by external agencies play in providing a rich and rewarding education irrespective of age, ability or circumstances.

Where external providers are used for activities either on or off site the PE coordinator or SBM will check the provider to ensure they are competent to carry out the activity.

### **Assessing risks and Supervision**

In line with Wirral Council Policy and Guidance a rigorous risk assessment process is implemented by all staff undertaking visits and trips away from school. (see attached copy) A signed parental consent form is contained within each pupils file giving consent for pupils to attend local visits and trips. For all full day visits and trips separate parental consent must be contained and a Stanley School Risk Assessment produced. Approval to attend the trip must then be sought and the form signed by the EVC currently Ceely Maxwell or another senior member of staff.

All staff members must be allocated specific pupils to supervise throughout the trip and a good staff/pupil ratio is essential. Leaders who are not comfortable with the staffing levels they have must not continue with the visit.

### **Pupil and Staff Safety during LOTC Visits**

All pupils must wear yellow high visibility jackets (provided by school). Where appropriate reins or buggies can be used to transport pupils and keep them safe. Parents must be informed if this is necessary. Pupils must wear appropriate clothing and staff should ensure they are suitably dressed for the activities they will participate in. This includes wet weather clothing, appropriate foot wear, warm clothing and the application of sun cream and use of sun hats in warm weather. Trip leaders should check weather forecasts prior to embarking on any LOTC and must not continue with a planned visit if weather conditions could make this dangerous to do so. New environments must be visited and assessed by the trip leader prior to the visit or trip taking place. Risk Assessments for specific environments will be kept in a file by the EVC and can be collected prior to the trip.

### **Use of School Minibus**

Staff driving the school minibus must have taken and passes the Local Authority Assessment test and must take this test every three years. Drivers should read and make themselves aware of the School minibus risk assessment. Copies of this can be obtained from the EVC. Whilst driving other staff should ensure that pupils are calm and unable to distract the driver. Drivers should not be responsible for pupils whilst driving. Drivers should use the minibus check list before embarking upon a journey to ensure the vehicle is safe to travel in.

### **Trip Leaders and Training for LOTC**

Under the Guidance of the Health and Safety at Work Act (1974) Stanley School ensures that its employees are provided with the appropriate guidance, training and competent advice in relation to LOTC.

A designated Visit/Trip leader must be identified for each outing. This is usually the Class Teacher, however. Support staff who are happy to be designated trip leaders will also lead LOTC.

Trip leaders are assessed as being competent to deliver LOTC after they have received training and guidance from the EVC and have had experience of participating in visits and trips under the guidance of a more experienced leader. The EVC will keep all staff updated with current local and national guidance to ensure training is current and up to date and will advise on specific aspects of LOTC as necessary.

Newly qualified teachers and staff who have recently taken up post will be trained to assess risks by considering the following variables. The staff, the activity, the group, the environment and the distance away from the base.

Each class will be provided with a Visit Leader Emergency card detailing contact numbers to be used in case of an incident or emergency.

### **Training for parents and carers**

Parents and carers must be fully informed about the LOTC experiences their children are to be involved in and permission must be sought for all trips not taken in the local environment. The EVC will provide parent work shops detailing the values and benefits of LOTC in supporting their children's learning and development in relation to the National Curriculum. Additional work shops will be provided for year 6 pupils prior to the annual residential visit.

### **LOTC Planning and Delivery**

#### **Early Years Foundation Stage**

Pupils in EYFS have termly timetable opportunities for LOTC beyond the school base. Staff embarking on these trips are experienced and plan for LOTC within their medium term planning systems. EYFS pupils also have regular daily opportunities to explore the outdoor environment within the school grounds. This environment has been developed to be a challenging and exciting learning environment which stimulates pupils and encourages learning opportunities through

exploration and play.

### **Key Stage One and Key Stage Two**

From September 2016 it is a requirement that every pupil has daily timetabled LOTC sessions in areas beyond the class base. These can be in other areas of school, in the school grounds, in the local community or further afield.

All classes in each key stage are provided with regular opportunities to make use of timetabled mini-bus sessions so that they can visit a variety of environments to support the pupils learning and development.

Opportunities for inclusion and integration are incorporated into these time tabled sessions. All visits and trips must have learning objectives and be linked to topics being studied in school.

Due to the complex needs of the pupils in LOTC 1 7 2 daily visits to parks and play areas are implemented to meet the physical needs of the pupils and support their planned personalised learning outcomes.

Planning for LOTC can be seen within medium and short term plans with cross curricular links identified and personalised learning outcomes identified for all pupils.

Pupils in the LOTC department will also have LOTC identified within the pupils Individual Education Plans.

Teachers also provide opportunities for the pupils personal and social development skills during LOTC.

### **Annual Year 6 Activity Week**

When LOTC takes place and includes more adventurous activities permission is sought from the Local Authority and a detailed application is submitted via the Wirral LA Evolve system seeking permission and approval to attend the activity.

Parent work shops are offered to ensure that parents are fully involved in the residential process and are able to contribute to their children experience.

### **Accident/Incident Reporting**

All accidents or incidents which take place in environments beyond the school base must be reported in accordance within local and school policy and practice. Staff must use School



incident/accident forms to report an incident or accident. Parents must be informed verbally or via chat books and a copy of the form given to the head teacher.

Following an incident or accident staff should establish what strategies can be implemented to prevent a future incident taking place.

Trip Leaders must be competent and able to assess the incident inform relevant parties immediately if necessary referring to the trip leaders emergency contact card.

At least one staff member must have current up to date first aid training and a first aid kit must be available at all times during the trip.

Pupils individual care plans and behavior plans must be taken on all visits and trips.

### **Monitoring and Evaluation of LOTC**

The EVC and SMT monitor all visits to ensure they have been conducted safely and in line with Local, National and School policy and practice.

The Trip Leader evaluates the trip on the Risk Assessment to ensure the visit has been successful and the learning objectives have been met.

Planning sheets with LOTC objectives are monitored on a termly basis and the Deputy Head Teacher gives individual feedback to trip leaders.

Class Teachers in class 7 and 8 complete detailed evaluation sheets for the core subjects of Math's, English and Science. These can be found in the out door curriculum file kept by the EVC.



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# Appendix 3





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