

Mountfields Lodge Primary School



Outdoor Education Policy

Aim High, Reach for the Sky

Policy in Outdoor Education including Off Site Educational Visits

At Mountfields Lodge we understand the importance that learning takes place both in and out of the classroom. This allows children to gain a variety of experiences which will help them both socially and academically. Mountfields Lodge currently offers a variety of outdoor activities linked into the curriculum and off site local, day and residential trips. The participation of any outdoor activity can involve some element of risk. Total elimination of risk is not possible but appropriate and sensible arrangements following the below guidelines should be made prior to any outdoor activity.

Our expectations are that:

- That each Foundation Stage class has an outdoor area for outdoor play.
- Year groups/ Class teachers regularly plan in outdoor activities linked to the curriculum and these are identified in the planning by using OD.
- Off site educational visits are built in to each year group's curriculum.
- Years 2, 4 and 6 take part in a Residential Trip/Experience.
- That all health and safety criteria is followed, including appropriate risk assessments (See Appendix 1, 2 and 3 for advice on completing these).
- Each year a selection of Risk Assessments will be collated to check trip suitability and effectiveness.
- That the schools Health and Safety policy and Code of practice No.11 is consulted when any trip is being organised.
- The school EVC (Iona Mock) is consulted before any trip is organised.
- That generic permission is given for all local trips taking place wholly within the school day without transport and parents are given the opportunity to withdraw children from these trips.

Outdoor Education in school

As we have excellent school grounds Mountfields Lodge is lucky to have the opportunity to offer a variety of activities which enrich and extend the curriculum in all subject areas. Outdoor activities can be provided by staff in school or outside agencies visiting the school. And children should have the opportunity to participate in a variety of outdoor activities half termly, which must be identified on the curriculum's planning.

• Health and Safety

- All activities should be supervised by an adult and any activities with possible risk should be appropriately risk assessed e.g. gardening, visit to wildlife area. These can be adapted from the schools generic risk assessments.

Off-Site Educational Visits

Important Information

All off site Educational Visits should be led by a teacher and there should be a minimum of two adults with any party engaged in an off site visit or activity no matter what the size of the group. Depending on the activity weather conditions should be taken into consideration. Children with special needs must also be considered when risk assessing an off site educational visit.

During the visit head counts should be carried out regularly especially when children are moving from place to another. Head counts should always take place at the beginning and end of activities. A list of names, contact details and appropriate medical history should always be carried by at least the party leader as well as a copy left at the office. Appropriate insurance forms should be completed before any trip/ visit. In the event of an emergency the school is to be contacted first. If a child requires medical treatment parents/ carers must be informed, any records of accidents or incidents which require medical treatment must be kept within school until the child is 21.

Regular Local Visits

Local Visits are those which are within walking distance of the school, and are done regularly within the year e.g. swimming. These are important for children to gain road safety experience and awareness of their local area.

• **Health and Safety**

- Agreed School Risk assessment must be completed then read and signed by the head teacher and all staff and helpers on the trip.
- Completed risk assessment (See Appendix 3 for School format) to be give to head teacher before trip commences.
- All regular parent helpers must be DBS checked before accompanying the trip.
- No parent should be left alone with a child and only staff should accompany children to the toilet.
- The child to adult ratio should be risk assessed; guidance from the day trip should be used.
- At least one adult should hold a current First Aid Certificate and a first aid kit should be taken on the trip.
- All children should bring their inhalers/ epi-pens/ medication with them, in KS1 these should be carried by the child's supervising adult. (N.B please make sure epi-pens are carried by an epi-pen trained member of staff.)
- Group leader to carry a charged school mobile phone in case of an emergency and to leave contact number at school.

Day Trips

These are all local trips which are not regularly carried out within the year and include all trips which require a bus or other transport to reach the destination.

• **Health and Safety**

- Risk assessment must be completed then read and signed by the head teacher and all staff and helpers on the trip (N.B transport companies and public services usually have generic risk assessments which can be adapted.)
- Completed risk assessment to be given to the head teacher before the trip commences.
- No parent should be left alone with a child and only staff should accompany children to the toilet.
- Our School guidance on adult to child ratios are as follows:
 - Reception 1:5
 - Year 1 to 3 a ratio of 1:6
 - Year 4 to 6 a ratio of 1:10 – 15
 - All ratios should be risk assessed further, based on the children participating and the type of trip, and additional adults used if necessary.
- At least one adult should hold a current First Aid Certificate and a first aid kit should be taken on the trip.
- All staff to carry a charged mobile phone in case of an emergency and to leave contact number at school.
- All children should bring their inhalers/ epi-pens/ medication with them, in KS1 these should be carried by the child's supervising adult. (N.B please make sure epi-pens are carried by an epi-pen trained member of staff.)

Residential Trips

Residential gives children the ability to access physical challenges and adventure and can have a particular part to play in the development of personal and social qualities of all young people.

• **Health and Safety**

- Please consult the school's EVC Coordinator for current guidelines when organising a residential trip.
- All paper work must be approved by the school EVC coordinator in accordance with any external statutory guidelines.