



International School

# **Outdoor Education and Educational Visits Policy**

January 2018

## **Introduction**

Outdoor Education is a central part of Park Lane's commitment to 'educating the pupils of today for the unknown occupations of tomorrow', promoting self-confidence and self-reliance, personal organisation, teamwork, responsibility, leadership and environmental awareness. This is achieved through an extensive programme of opportunities to allow all pupils to try out new activities and develop a wide range of skills.

## **Principles**

The following core principles inform the provision of Outdoor Education at Park Lane International School:

- High Quality – all activities are planned and conducted in line with the highest possible standards in outdoor education.
- High Status – the outdoor education programme is seen as central to the education provided in all parts of Park Lane International School as a key element of 'educating the pupils of today for the unknown occupations of tomorrow', is embedded in our routine programmes and achievements are prominently celebrated and recognised.
- Inclusion – all pupils are expected to be engaged in a core programme that introduces them to a wide variety of activities and develops the key objectives identified.
- Extension – there is a very wide-ranging extension programme of optional activities at all ages to encourage pupils to aim higher and allow some to develop a high level of proficiency in their chosen areas.
- Progression – there is a clear progression through different ages so that skills and experiences are developed from a sound base and pupils can see further steps ahead of them.
- Challenge – the programme challenges pupils at an appropriate level and instils a spirit of adventure and discovery.
- Safety – there is a very high regard for safety at all times and all activities must comply with all appropriate safety regulations.

### Objectives

Children of all ages attend excursions throughout the academic year and from Year 2 upwards begin to attend residential trips. The Outdoor Education programme seeks to promote the following skills and attributes:

### **Skills in the EYFS and Year 1:**

- Ability to participate in physical activity for extended periods of time.
- Gross and fine motor co-ordination.
- Safety: including road safety, safe behaviour in unfamiliar places, dressing appropriately for weather and different environments,

identifying dangers and recognising people who can help us in our community.

- Using various forms of transport.
- Regard and respect for living things and nature.
- Politeness, friendliness and respect for those in positions of authority.
- Care and concern for others.
- Familiarity with the community in which we live.

### **Skills in Year 2 upwards:**

- Walking in rough terrain.
- Vertical and subterranean skills: climbing and caving.
- Water-based skills: canoeing.
- Cycling skills.
- Winter activity skills.
- Survival in remote environments.
- Navigation.
- First Aid.
- Camping skills, including cooking and health & hygiene.
- Personal organisation.

### **Qualities**

- Environmental awareness and empathy.
- Self-confidence and independence.
- Teamwork and cooperation.
- Resourcefulness and initiative.
- Determination in the face of adversity.
- Leadership.
- Enjoyment of physical activity.
- Sense of responsibility for the community.

### **Activities**

At age-appropriate levels our outdoor education programme will seek to include:

Walking, Camping, Navigation, First Aid, Scrambling, Climbing, Abseiling, Caving, Canoeing, Survival Skills, Mountain Biking, Orienteering, Skiing, Outdoor play, Nature trail, Woodland projects, Environment Projects, Skiing, Residential trips ...

### **Detailed Programmes**

Field trips – both day trips and residential visits are an ideal way for children to experience their environment at first hand. Whilst text books and classroom resources provide excellent school based facilities there is no substitute for actually being 'on the spot'. To see a child's face when they handle genuine historical artefacts; trace a river valley; view and

understand portraits in National Galleries or succeed in challenging themselves physically to achieve a goal they never believed they were capable of, is invaluable and enriches education enormously.

At Park Lane International School we value all the experiences provided by parents for their children and we recognise that, as families, you will invest much time in visiting places of interest, both locally and nationally. Our programme of Residential visits builds on these experiences and enables the staff to directly focus visits to enrich our curriculum. Wherever possible and appropriate, experts will supplement the skills of our teaching staff to provide the detailed knowledge required to enable a child to gain the most from their visit.

Detailed programmes for each year group are indicated below:-

### **Our programme of Residential visits:**

| <b>Year group</b> | <b>Scheduled Programme</b>   | <b>Dates for 2017/18</b> |
|-------------------|--|--------------------------|
| Year 1            | Full day excursion and one night at Prague zoo safari.   | 4.6.18 - 5.6.18          |
| Year 2            | Residential to Březová<br>Teambuilding exercises   | 14.6.18 – 16.6.18        |
| Year 3            | Residential to Klíny- Teambuilding/Forest Games/High rope walking/Mini-golf/Scooter riding/Visit to a farm/Horse riding/Access to a Climbing wall.     | 30.5.18 - 1.6.18         |
| Year 4            | Residential to Březová (Stone Age Programme)<br>Hunting/Javelin/Archery/Teambuilding exercises/Building and sustaining fire/Games/Arts and Crafts etc. | 20.9.17- 22.9.17         |
| Year 5            | Residential to Klíny- Skiing for beginner and advanced levels  | 15.1.18 - 19.1.18        |
| Year 6            | Residential to England- cultural awareness/link with UK school.  | 16.4.18 - 21.4.18        |

### **Risk Evaluation**

Student and staff safety and wellbeing remains a main priority for the school. Whilst we understand that it is impossible to reduce risk to zero in any aspect of life we are committed to doing our best to ensure that students and staff engaged in educational visits and related activities remain as safe as possible in all circumstances. The aim of the risk

assessment process is to identify the real risks, assess them and record the significant findings. There is no need to assess every aspect of every school trip. Proportionate systems should be in place, so that trips that present lower risk are quick and easy to organise. Higher-risk activities should be properly planned and assessed.

As a result, only a certain type of external trips and activities require a risk assessment to be completed. All school trips are initially approved by the Head/Deputy Head of Primary and checked by the Trips Coordinator.

External school trips and activities are classified in six categories:

|  |
|--|
| 1. Simple local visit during school time 08.00 – 18.00h.                         |
| 2. Simple local visit after school hours or at a weekend.                        |
| 3. Residential visit during school time or school holidays in the Czech Republic |
| 4. Residential visit outside of the Czech Republic.                              |
| 5. Visits involving 'Billeting' or 'homestay' arrangements with other families.  |
| 6. Adventure Activities with an outdoor pursuits element.                        |

### **Approval Process**

All off-site activities should firstly have approval from the Head/Deputy Head of Primary and the Trips Coordinator, who must be satisfied that the educational visit is planned effectively, staffed appropriately (see teacher-student ratios below) and purposeful in terms of enhancing learning and teaching. (School Trip Form to be completed see Appendix 1)

### **Insurance**

All local trips and activities are covered under the School's insurance policy and this includes any employee, pupil or volunteer travelling on behalf of the school. Full details can be obtained from the office. International trips may require additional insurance provision. Staff should consult with the School Office to ascertain the level of insurance required.

### **General**

#### **Trip Leader and Trip/Activity Staff**

The group leader must ensure that members of the group and members of SLT have been thoroughly briefed on the visit and are fully informed regarding the responsibilities of staff involved in the trip. This may include a risk assessment of the proposed activity.

#### **Risk Assessment & Risk Management**

The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to

counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. The school will take a common sense and proportionate approach to risk ensuring that the approach to risk assessment and risk management enables children to undertake activities safely, and not prevent activities from taking place.

Whilst the school requires risk to be assessed for every external educational visit, staff is not required to continue to produce risk assessments for trips that regularly occur as part of the school week, such as swimming. An initial risk assessment for such activities will be kept on file, and a regular check to make sure the precautions remain suitable.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out.

Risk Assessment (see Appendix 2) should be prepared by the organising teacher and must include the following information:

- Identified hazards
- Risks before control measures
- Risk reduction actions
- Comments and actions

### **Staffing Ratio Guidelines**

Staffing ratios must reflect the needs of the group of children/young people and not simply the visit or activity. It is important to evaluate the composition of any group and give careful consideration to the needs of the individuals within that group. Only then can a realistic estimate be made of the requirements for staffing, staff expertise and resources to enable the objectives to be achieved.

The following adult:pupil ratios are recommended guidelines:

| <b>School Year Groups</b> | <b>Pupil numbers</b> | <b>Adults recommended</b> |
|---------------------------|----------------------|---------------------------|
| Years 1 – 3               | 6 - 8 pupils         | 1 adult                   |
| Years 4 - 6               | 10-15 pupils         | 1 adult                   |
| Years 7 and above         | 15-20 pupils         | 1 adult                   |

|                          |           |          |
|--------------------------|-----------|----------|
| Adventure activity trips | 20 pupils | 2 adults |
|--------------------------|-----------|----------|

- the guidelines indicate minimum required staffing ratios.
- the guidelines do not take account of additional staff that may be required for students with special needs
- ideally all educational visits should include a mix of male and female staff.
- at least one member of staff should be a qualified first aider.

## The Early Years

The EYFS statutory framework sets out specific legal requirements for minimum ratios in this age group which apply in and outside the school. The requirements are for a minimum of 2 adults with each group including at least one person who has a current paediatric first aid certificate with minimum ratios as follows:

- Age under 2; 1:3
- Age 2; 1:4
- Age 3+; 1:8 or 1:13 depending on setting, time of day and staff qualifications

## Procedures for School Trips

The following procedures need to be followed for all educational visits:

- A School Trip Form (see Appendix 1) be submitted to the Trips Coordinator and Deputy Head of School **at least 3 weeks prior** to a day trip/ activity taking place. Proposals for residential trips should be submitted at least one term in advance of the trip taking place.

Once the planned trip/activity is approved, the trip leader must check the requirements for each trip category using this [guide](#) as well as the [Risk Assessment](#) (see Appendix 2) requirements.

- Parent permission slips must be completed for all students involved in a Category 3-6 educational visit.
- If applicable, a risk assessment form must be completed for all aspects of an activity (from transport to individual activities) and signed by the Trips Coordinator at least 2 weeks prior to the trip date. Please see Appendix 1 for a list of main hazards.

- For extended educational visits (involving residential with overnight stays) a parent information afternoon/evening should be held at least 7 days prior to the trip.
- All arrangements for transport and accommodation etc. must be made through the school office and the Trip Coordinator must be kept informed of all bookings.
- It is the trip leader's responsibility to ensure that all information has been provided and sufficient notice given regarding the educational visit.
- An adequately and suitably supplied First Aid Box should be collected from the school nurse on the day of the trip.
- Each member of staff should have a mobile phone with all the necessary telephone numbers.
- When on the trip students should be supervised at all times. If there are any problems the School needs to be informed immediately. On residential trips the group organiser should keep regular contact with the school.

## Parents

If the planned trip/activity is not covered by the **Annual Consent Form for School Trips and Other Off-Site Activities Form** (see Appendix 3) signed by every parent at the beginning of each academic year, it is important that parents sign a document affirming that they have read and understood what the visit may involve, the activities which will be undertaken and the authority which the supervising teachers will have to deal with problems and emergencies.

The forms should cover such matters as emergency medical treatment, medical conditions, dietary requirements, home telephone number/address and other details. It is particularly important that the teachers supervising the trip know whether the child will need medication or other special attention whilst on the trip.

Parents should also be given full written details regarding the organisation of the visit, including those involving short trips during the day. Such details should specify the purpose, destination and location of the visit; the programme; relevant dates and times; travel and accommodation; standards of behaviour expected of children; staffing; special clothing required; insurance cover; telephone numbers; and emergency procedures for contacting parents. A meeting might be planned to cover relevant issues and to give parents the opportunity to raise any issue of concern to them.

### **Preliminary Visits**

Preliminary visits should be made where the site/destination is not known to accompanying staff. Such visits are strongly recommended but where this is not possible the group leader must obtain information of the places to be visited with particular regard to potential hazards. If there are identified hazards a risk assessment should be considered before hand.

### **Pupil Behaviour**

The school's Behaviour policy applies, in full, on all school trips.

### **Medical**

Parents complete a **Trip Health Form** (see Appendix 4) at the start of the academic year.

### **First Aid**

The group leader must ensure that adequate first aid arrangements are made and that the location and the nature of the activity are taken into account. A first aid box must be taken on all trips and activities and this should be made up and distributed by the school nurse. At least one member of staff should be first aid trained.

### **Medicines and Medication**

On school trips the trip leader will assume responsibility of prescribed medication and first aid. A medical risk assessment of all pupils will always be undertaken prior to any trip and all consent sought. (see Drugs and substance abuse policy).

Parents must inform the school of medicines, medication and any health issue relating to their son/daughter before going on the trip/activity. Medication should be clearly labelled for each student. This should be handed to the group leader and kept in a separate bag.

### **Alcohol, tobacco and drugs**

Students and staff are not allowed to consume alcohol on school trips. For further details on tobacco and drugs use please see Drugs & Substance Abuse Policy.

### **Emergency Procedures**

Students should be given appropriate information and guidance prior to the visit taking place so that they understand the standard of behaviour that is expected of them and why rules must be followed. Lack of control and discipline can be a major cause of accidents. A clearly defined safety code for the journey, including rules of conduct and behaviour standards and routine and emergency safety procedures, should therefore be laid down in advance and made known to all pupils, staff, helpers and

parents. Insurance matters, medical insurance as well as liability cover for out-of-school activities, should be appropriately covered.

### **Guidance notes for immediate action after an incident**

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures or other serious injuries
- Circumstances whereby a group member might be at serious risk or taken ill
- Any situation in which the press or media may become involved

Staff should ensure they:

- a) Have emergency numbers stored in at least one staff mobile phone (see Appendix 2)
- b) Have the Head/Deputy Head of Primary and Trip Coordinator mobile phone number stored
- c) Make sure all staff members know the emergency procedures

### **Communication Protocol**

If an incident occurs the trip leader or another designated member of staff should contact the Head/Deputy Head of Primary or Trips Coordinator and provide full information including name of students/ staff, details of the incident, action taken plus any contact telephone numbers.

### **General Advice**

- a) Do not let anybody (staff/students) telephone home until the facts are established and it has been cleared by the Trips Coordinator/Principal/Head of Primary/Deputy Head of Primary
- b) Do not speak to the press or the media (enquiries should be referred to the local emergency services). The School will release an official statement as soon as possible
- c) Do not admit liability to anybody
- d) Do not allow anyone, apart from emergency services, to see any group member without an independent witness being present
- e) Make a written account of events as soon as possible.

**International School**

**School Trip Form**

Completed by (trip organiser):

**Trip Title:**

**Date:**

**Length of visit:**

**Address:**

**Contact:**

**Cost:**

**Total cost:**

**Paid:**

**Reservation:**

**Guided Tour:**

**English speaking:**

Staff

Tour

**Adult/Child ratio:**

**Staff**

male

female

**Children**

male

female

**Adults**

male

female

**Transportation confirmed by:**

**Form of transportation:**

**Drop off point:**

**Distance from DOP to location:**

**Depart school:**

**Projected arrival time at location:**

**Departure from location at:**

**Projected arrival time at school:**

**Map attached:**

**Toilet Facilities:    Number of toilets:**

**Change to food schedule:    YES or NO**

**If yes, the following arrangements have been made:**

**Does this trip affect Czech lessons? If yes, the teacher has been informed:**

**The following things must accompany teachers on school trips:**

A copy of medical/parent contact information

A mobile phone (the School Office must be aware of the number)

A first aid kit

Water bottles

Camera and spare batteries

**Approved by:**

**Date:**

|                          |                               |
|--------------------------|-------------------------------|
| Name of lead Teacher(s): | Ages/year group(s) of pupils: |
|--------------------------|-------------------------------|

Other site specific risk assessments followed for this visit (please attach):  
 e.g. Sites own risk assessment

|   |   |
|---|---|
| <b>Specific individuals at risk</b><br>i.e. anyone who may be at particular risk of harm, or might present a hazard to others<br>e.g. Bob Jones - occasional epileptic seizures – risk of injury when falls or during seizure | <b>Precautions and control measures</b><br>i.e. steps that will be taken to reduce the risk of harm to an acceptable level<br>e.g. Bob Jones – ensure medication taken – staff/pupils all aware and trained to provide gentle support and padding |
|---|---|

| Time / place / activity<br><small>i.e. when/where/how at risk of harm</small> | Significant hazards<br><small>i.e. how might people foreseeably be harmed?</small> | Precautions and control measures<br><small>i.e. what steps will be taken to reduce the risk of harm to an acceptable level?</small> | Risk level<br><small>(Scale Low risk 1-5 high risk?)</small> | Is the risk acceptable?<br><small>(Yes or No)</small> |
|---|--|---|--|---|
|   |  |   |  |   |
|   |  |   |  |   |
|   |  |   |  |   |
|   |  |   |  |   |

**SPECIFIC OFF SITE VISIT RISK ASSESSMENT**

The risk assessment should be shared and discussed with all the staff on the visit, and should only be approved once all significant hazards have been identified, the control measures are agreed, AND the overall level of risk has been reduced so far as is reasonably practicable and acceptable, taking also into account the likely benefits. If the overall risk level is considered unacceptable, additional precautions/control measures will need to be introduced.

**Risk assessment carried out by:** Name:

Position:

Date:

**Staff agreement:** "I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above, but will remain alert and ready to implement additional measures if circumstances change unexpectedly".

|                        | Name | Signature | Agreement date |
|------------------------|------|-----------|----------------|
| Lead Teacher           |      |           |                |
| Class Teaching Assist. |      |           |                |
| Volunteer/parent       |      |           |                |

**Risk assessment approved by School Trip Leader** Name:

Signature:

Date:

Dear Parent/Carer

**IMPORTANT: CONSENT FORM FOR SCHOOL TRIPS AND OTHER  
OFF-SITE ACTIVITIES**

Consent of parents is required whenever children are taken out of school.

With immediate effect, we will now ask parents to sign a blanket consent form whereby parents sign to consent for their child to attend all fixtures and local visits taking place whilst their child is on roll at Park Lane International School.

Please be assured that parents will still be sent full information about each trip or activity before it takes place.

Residential trips will require specific informed consent from parents. Forms will be sent to parents as appropriate with respect to such visits.

This simple procedure will save time for the school and for parents.

Please read, sign and return the attached consent form to the school office.

Kind regards

Yours sincerely

Mr Joe Eyles

Head of Primary

## CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign, date and return the form below to the school office if you consent to your child:

- Taking part in school trips and other activities that take place off school premises.
- To be given first aid or urgent medical treatment during any school trip or activity.
- To being transported by coach or minibus

Please note the following important information before signing this form: All school trips and activities are covered by this consent and will include:

- Weekly swimming lessons
- Local off-site sports fixtures both during school hours and at set after school times

The school will provide you with information about each trip or activity before it takes place. You can, if you wish, inform school in writing that you do not want your child to take part in any particular school trip or activity.

You must keep school informed if any medical information you have provided becomes out-of-date. This must be provided in writing to the school office prior to any visit taking place.

**Written parental consent will not be requested from you again for off-site activities offered by school, for example, year-group visits to local amenities. These activities are part of the school's curriculum and usually take place during the normal school day. The consent will remain in place unless you inform us otherwise.**

Please complete **ALL** the information section below and sign and date this form if you agree to the above.

| Name of child  | Class | Date of birth |
|--|-------|---------------|
| Details of any medical condition that my child suffers from and any medication my child should take during off-site visits. In the event of any illness or medical treatment occurring after the return of this form and prior to any planned activities, I undertake to inform the group leader/school office (attach additional sheet if necessary): |       |               |
| <p><b>Parent/Carers name (Please Print)</b><br/>           .....</p> <p><b>Signed</b>.....<br/> <b>Date</b>.....</p>   |       |               |

**TRIP & HEALTH FORM**

Dear Parents and Carers

This form must be completed and returned to the school office.

This Trip & Health form is valid for the whole academic year \_\_\_\_\_ / \_\_\_\_\_ and will cover all school trips throughout the academic year.

**Child's details**

|  |                           |              |  |
|--|---------------------------|--------------|--|
| First name:  |                           | Family name: |  |
| Date of Birth:   |                           | Year/ class: |  |
| Home address   |                           |              |  |
| Contact telephone numbers (for the duration of the visit / trip) |                           |              |  |
| Name   |                           | Home         |  |
| Mobile   |                           | Work         |  |
| Alternative contact  | Relationship to student : |              |  |
| Address  |                           |              |  |
| Name   |                           | Home         |  |
| Mobile   |                           | Work         |  |

**Medical Information**

|   |                           |             |                  |
|---|---------------------------|-------------|------------------|
| My child does <b>not</b> suffer from any medical condition requiring regular treatment.                     |                           |             |                  |
| My child suffers from   |                           |             |                  |
| and has been prescribed the following medication  | <b>Name of medication</b> | <b>Dose</b> | <b>Frequency</b> |
|   |                           |             |                  |
|   |                           |             |                  |
|   |                           |             |                  |
| If your child is on a residential visit, please ensure you include information relevant to night-time needs |                           |             |                  |
| My child also uses the following over-the-counter medication  | <b>Name of medication</b> | <b>Dose</b> | <b>Frequency</b> |
|   |                           |             |                  |
|   |                           |             |                  |
|   |                           |             |                  |

# PARKLANE

## International School

|  |             |                  |
|--|-------------|------------------|
| My child has an <b>allergy</b> to the following: | Allergic to | Type of reaction |
|  |             |                  |
|  |             |                  |

|   |        |
|---|--------|
| I am willing for my child to be given “over-the-counter medication” by staff e.g. Paracetamol, Ibalgin, throat lozenges, plasters, antihistamine tablets/ syrup during school time & trips. | YES NO |
|---|--------|

**Any medication required should be given to the School Nurse, clearly marked (in its prescription container if applicable) with name and full instructions for use.**

**Inhalers and “EpiPens” may be kept by the pupil with spares given to the School Nurse.**

|   |        |
|---|--------|
| I grant that in the case of life threatening situations only qualified personnel may use the AED (Automated External Defibrillator) | YES NO |
|---|--------|

### **Dietary Information**

|  |                       |        |
|--|-----------------------|--------|
| Does your child have any special dietary requirements e.g. vegetarian, kosher, allergies | (please give details) | YES NO |
|  |                       |        |

### **Additional Information**

|   |
|---|
| Please include any additional information as required |
|   |

**Please provide a copy of your child’s health insurance card & vaccination record.**

**Declaration by Parent/Guardian**

1. I have read and completed this form to the best of my knowledge the details given are true and accurate.
2. I agree to my child receiving medication as instructed or as required and any emergency treatment as considered necessary by the medical authorities.
3. I will inform my child's class teacher or the School Nurse as soon as possible of any changes in their medical details between now and the commencement of the visit/trip.

|                   |  |             |  |
|-------------------|--|-------------|--|
| <b>Signature</b>  |  | <b>Date</b> |  |
| <b>Print Name</b> |  |             |  |

For School Nurse use ONLY!

|   |               |
|---|---------------|
| My child has an up to date tetanus injection. | <b>YES NO</b> |
|---|---------------|

**Compulsory Medical Clearance from a Physician**

To be completed and signed by your child's Physician.

**Physical Activities:**

May the child participate in normal school activities?

- Yes
- No

May the child participate in Sports?

- Yes
- No

If you answered no, please explain:

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**Doctor's confirmation** that the above mentioned child is vaccinated **in accordance with the Czech Vaccination Calendar**.

- Yes
- No

Date: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

signature:

Stamp & Doctor's