

Zone 1

Local regular visits

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures which are attached to this document. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted. Activities that this school includes in Zone 1 are: visits to local (within Fletton, Woodston and Stanground) places of worship, local schools for sports fixtures, swimming lessons, sports festivals, visits to Peterborough Cathedral and museum.

5. Specific Advice

Risk Management

This aspect is described in the guidance (www.oeapng.info/downloads/download-info/4-3c-risk-management/) and the forms for recording Risk Benefit Assessments are located in the resource section on Evolve.

Parental Consent

This school follows the advice on consent and does not require consent for visits that take place entirely during the school day. Full information must be given to parents/ carers about the visit. Visits that last beyond the school day require specific consent, the level of detail of that consent will vary according to the visit. Guidance on level and detail of consent required can be found at <http://oeapng.info/downloads/download-info/4-3d-consent/>

Group Management

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website <https://oeapng.info/visit-leader/> (Good Practice Section 4.2a)

Behaviour and Inclusion

The Schools behaviour policy will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document found in the National Guidance <http://oeapng.info/downloads/download-info/3-2e-inclusion/> and the adviser can assist as required.

Pre Checking Venues and Providers

Staff research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met. Further information can be found in the National Guidance <http://oeapng.info/downloads/download-info/4-4h-preliminary-visits-and-provider-assurances/>

External Providers

Cambridgeshire endorses and supports the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the form found at <http://oeapng.info/downloads/download-info/8p-provider-questionnaire/>

Adventure Providers Assurances

An adventure provider, who does not hold an LOTC QB, please check with the OE adviser before proceeding. There are other checks that the adviser will undertake and advise the school. Bookings with such companies should not be undertaken before checks are completed.

Emergency Procedures

This policy integrates into the School Critical Incidents Policy which addresses all critical incidents.