



Courtlands Special School Academy

Learning Outside the Classroom (LOtC) Operating Procedures

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1. LOTC Operating Procedures (OPs) explained

1.1 The Learning Outside the Classroom (LOTC) operating procedures are step-by-step instructions to help staff carry out routine operations whilst leading and or assisting with Learning Outside the Classroom (LOTC) and or off-site educational visits.

2. Purpose

2.1 The Operating Procedures aims to achieve uniformity of performance, while reducing miscommunication and failure to comply with industry standards laid down in the Health and Safety at work act 1974 (Chapter 37) 'An Act to make further provision for securing the health, safety and welfare of persons at work, for protecting others against risks to health or safety in connection with the activities of persons at work'. The operating procedures aims to maintain health and safety standards, best working practice and efficiency.

3. Employee responsibilities

3.1 It is the responsibility of every employee taking pupils off school site to read, sign and comply with the guidelines laid out in the Operating Procedures. Failure to comply with these guidelines could result in the termination of employment under disciplinary processes.

4. Educational visits

4.1 Educational visits are included within this policy and examples of educational visits schools currently undertake could include; but are not limited to:

i **English:** Theatre and cinema. ii **Pastoral:** Waterparks, residentials, outdoor education centres and foreign trips.

iii **PE:** Use of local sporting facilities to deliver curriculum PE to include trampolining, swimming, platform-diving, gym, climbing and soft gym, snow and water sports, fishing, boxing, judo, donkey and horse-riding, golf and karting, caving, mountain biking and geocaching, along with a wide range of extra-curricular activities. iv **PSHE:** Careers fairs and ASPIRE events.

v **Science:** Escape Rooms, pond dipping, aquariums, museums, animal sanctuaries and zoos, blackberry picking, rock pooling, crabbing and visits to various beaches and National Trust areas.

5. Evolve

5.1 Evolve is a web based risk management and accountability system to ensure a clear trail of decision making and approval to be recorded. This system is used for all medium and high risk activities.

6. Clarification of Roles

6.1 Role of the Head Teacher.

6.1.1 Ultimate responsibility for Health and Safety lies with the Multi Academy Trust as the employer. The Head Teacher manages this responsibility on behalf of the MAT. Responsibility for approval is delegated to Educational Visits Coordinators (EVC's).

6.1.2 The Head Teacher will monitor the work of the EVC's through:

- i Annual review. ii Contact as needed.
- iii Content of Report to Governors to include:

- a) process health check;
- b) confirmation of purpose with examples of activity;
- c) RIDDOR outcomes;
- d) benefits and achievements.

6.2 Role of the Educational Visits Coordinator.

6.2.1 Courtlands will identify suitably competent and experienced member of staff to be designated as Courtlands' Educational Visits Coordinators.

6.2.2 The EVC will:

- i Help staff plan appropriate educational visits.
- ii Support them in the creation of an EVOLVE risk management plan.
- iii Ensure all staff leaders know the types of activity they are competent and experienced to lead. iv Maintain a competency matrix showing which activities staff are qualified or trained to deliver.
- v Liaises with the employer governors designated adviser via evolve and helps colleagues to manage risks in Ace.

6.3 Role of Visit Leaders.

6.3.1 The school requires that each activity must have a suitably competent and experienced visit leader (VL). The VL must have:

- i Signed off status for the activity they are due to lead.
- ii Plans to demonstrate that there are sufficient supervising adults with knowledge of the young people who will take part.
- iii Worked with the young people to prepare them for the experience.
- iv Suitable and sufficient risk management.

7. Levels of Activities

7.1 LOTC and educational visits are grouped into three categories; low, medium and high.

7.2 Low level activities.

7.2.1 These are relatively low level risk activities where staff will need some induction training and are able to demonstrate a sufficient level of understanding to show they can manage risk factors and dynamically assess the situation. They will know how to call for help in a situation and the limitations of what activity they can lead.

7.2.2 Compliance with the in-house training and complying with the Operating Procedures (OPs) will eliminate the need to submit LOW LEVEL Learning Outside the Classroom (LOTc) activities and or off-site educational trips on the Evolve system. Activities and venues are risk assessed either generically (G) or are site specific (SS).

7.3 Requirements.

7.3.1 All staff leading and or assisting with low level LOTc and or offsite educational trips will be required to have; completed a question paper on assessing risk for each of the generic areas detailed in the table below. They will also need to have read and signed the Operating Procedures (OPs) as well as the activity Risk Assessments signing sheet.

7.3.2 Low level activities will need to be recorded in the **Education Visits Attendance Log** (EVAL) located at each base and require a **minimum of 1 day's notice**.

Activities	Venue	Staff competencies
Urban Walking (G)	Cities, towns, villages, hamlets, parks and shopping centres.	<div><input type="checkbox"/> Watch the LOTc Training Video and sign to confirm</div> <div>or</div> <div><input type="checkbox"/> Demonstrate in writing a suitable understanding of the risks for each activity type to be assessed as competent by assessor</div> <div>Read and sign the LOTc Operation</div>
Transporting pupils (G)	Car, minibus, coach, train and ferry.	
National Heritage Sites (G)	National trust estates, museums, libraries, cinemas, historic buildings	
Leisure Parks (G)	Woodlands, Country Parks, Eden Project.	
Wild Life Centres (G)	Zoos, aquariums, animal rescue centres, farms.	
Gardening (G)	Domestic, allotments, conservation projects.	
Lone Working (G)	Public Place Tuition (PPT), home visits, vocational industry taster visits, public photography projects, public spaces.	
Tag / Wide Games (G)	Urban, rural, woodland.	

Non-technical PE Sports (G)	Parks, playing fields, sand pits, sports halls, common land.	□ Procedure Policy and Activity Risk assessment
Swimming (G)	Pools and lidos (where life guards are present).	

7.4 Information required for low level LOTC activities and or off-site trips:

- i Seek approval from the base manager for your intended activity or off-site trip.
- ii Read and sign the activity / transport risk assessments.
- iii Read and sign the Learning Outside the Classroom Operating Procedures.
- iv Read student Enhanced Risk Assessments (ERA).
- v Establish a Base Contact prior to departure.
- vi Complete the Education Visit Attendance Log (EVAL) located at your base.
- vii Confirm student and staff attendance on departure.
- viii Confirm student and staff return with base contact and sign the EVAL.

7.5 Medium level activities.

- 7.5.1 These are increased risk activities that require a greater level of training for staff before they can be assessed as competent. The staff leading the activity are likely to hold National Governing Body (NGB) awards if available for the specific activity or they will be trained under the ACE Outdoor Leadership Training Programme which covers each activity as a module and staff can work towards becoming trainers themselves or achieving NGB awards. Staff will be able to demonstrate a sufficient level of understanding to show they can manage risk factors and dynamically assess the situation. They will know how to call for help in a situation and the limitations of what activity they can lead.

7.6 Requirements.

- 7.6.1 All medium level activities must be submitted through the **Evolve system** and appropriately qualified and assessed staff members may lead the session. All activities will also need to be recorded in the **Education Visits Attendance Log (EVAL)** located at each base. **All Medium risk activities require 1 week's notice on Evolve.**

- 7.6.2 The requirements are stated in the grid below for each activity type. Activities and venues are risk assessed either generically or by site specific (G or SS).

MEDIUM LEVEL Activities	Venue	Staff competencies
Letterboxing / Geocaching / Orienteering (G)	On well-defined footpaths, tracks and bridleways. (Less than 2.5km from your transport).	<ul style="list-style-type: none"> • Complete the ACE Outdoor Leadership Training module for each activity. • Demonstrate in writing a suitable understanding of the risks for each activity type to be assessed as competent by assessor. • Read and sign the LOTC Operation Procedure Policy and the Activity Risk Assessment sheet.
Beaches (G/SS)	Coastal walking and beach visits where access and retreat is determined by tidal and non-tidal range. (Less than 2.5 km from your transport).	
Land Fishing (G)	Piers, lakes, river banks, promenades and the shore line. Where access and retreat is via well-defined footpaths and tracks (Where access is permitted).	
Woodland Walking (G)	On well-defined footpaths, tracks and bridleways (with land owners permission and less than 2.5km from your transport).	
Camp Craft (G)	Tier 1 Shelter building (Tarps and group shelters) / camping stove use / camp cooking. Open access land where transport is less than 2.5km.	
Bush craft - Tier 1 (G)	Fire lighting, cooking, tier 1 shelter building (Tarps / Group shelters), woodland crafts and the use of tier 1 training tools. (Private access land with land owners permission / less than 2.5km from your transport).	
MEDIUM LEVEL Activities	Venue	Staff competencies
Hill and Moorland Walking (G)	On well-defined footpaths, tracks and bridleways. (Less than 2.5km from your transport).	
Cycling (G)	Roads / national cycling routes.	
Skateboarding and BMX (G)	Urban areas and skate parks.	
Overnight Residential (G)	Youth Hostels, Camping Barns and other suitable accommodation within a 60 mile radius from your usual operating base.	

7.7 Information required for medium level LOTC activities and or off-site trips:

- i Complete an Itinerary for your intended activity or trip.
- ii Read and sign the activity / transport risk assessments.
- iii Read and sign the Learning Outside the Classroom Operating Procedures.
- iv Complete the Education Visit Attendance Log (EVAL) located at your base.
- v Read student Enhanced Risk Assessments (ERA).
- vi Establish a Base Contact prior to departure.
- vii Confirmed student and staff attendance on departure.
- viii Confirm student and staff return with base contact and sign the EVAL.
- ix Submit 9.2 / 9.3 / 9.4 / 9.6 / on the Evolve system.

7.8 High level activities.

7.8.1 These are higher risk level activities – however ACE does not offer Adventure Activities Licensing Authority (AALA) scope activities other than those bought from licensed providers (with exception of those activities listed below).

7.9 Requirements

7.9.1 All high level activities must be submitted through the **Evolve system** and appropriately qualified and assessed staff members may lead the session. Higher level risk also includes overnight residential stays as well as trips to destinations **greater** than 60 miles from the main base. High level activities will also need to be recorded in the **Education Visits Attendance Log (EVAL)** located at each base. All high risk activities require a minimum of 4 weeks' notice on Evolve unless you are using an external provider. All long distance (over 60 miles) or overseas trips require the 4 weeks' notice as well.

7.9.2 Staff must hold National Governing Body qualifications, have a valid First Aid certificate and have technical experience to lead activities at these venues. In addition they must be assessed by the LOTC Co-Ordinator as being competent and up to date as well as familiar with the venues for a specific activity. The requirements are stated in the grid below for each activity type. Activities and venues are risk assessed either generically or by site specific (G or SS).

HIGH LEVEL Activities	Venue	Staff competencies
Indoor bouldering (G)	Indoor climbing centres and artificial structures.	External provider only
Indoor wall climbing (G)	Indoor climbing centres and artificial structures.	External provider only

Rock Climbing / Rock Scrambling / Abseiling (SS)	Non-tidal crags and artificial structures.	External provider only
Canoeing / Kayaking / Surfing / SUP (SS)	Inland sheltered water, river and sea.	External provider only
Moorland / Mountain Walking (SS)	Where access to transport is more than 2.5km (Remote).	<ul style="list-style-type: none"> • Mountain Leader (ML) Summer or <ul style="list-style-type: none"> • Mountain Instructor Award (MIA). • Read and sign the LOTC Operation Procedure Policy and risk assessment.
Mountain biking (SS)	Cross country, trail centres and bike parks.	External provider only
Bush craft - Tier 2 (G)	Fire lighting, tier 2 shelter building (A-frames / Lean-to), working with tier two sharps, foraging, wild cooking and woodland crafts (Private woodland with landowners' permission / less than 2.5km from your transport).	<ul style="list-style-type: none"> • Level 2 Bush craft and Wilderness Living Skills NCFE or <ul style="list-style-type: none"> • Level 3 Forest School leader. • Read and sign the LOTC Operation Procedure Policy and risk assessment.
Trampoline Coaching (G)	Sports halls / gymnasiums.	<ul style="list-style-type: none"> • Trampoline Coach (Minimum Level 1). • Read and sign the LOTC Operation Procedure Policy and risk assessment.
Self-defence coaching (G)	Sports halls / gymnasiums.	<input type="checkbox"/> Qualified Teacher status
HIGH LEVEL Activities	Venue	Staff competencies
		<input type="checkbox"/> Read and sign the LOTC Operation Procedure Policy and risk assessment.
Dance coaching (G)	Dance studios, sports halls, gymnasiums.	<ul style="list-style-type: none"> • Qualified Teacher status. • Read and sign the LOTC Operation Procedure Policy and risk assessment.

Wild swimming (G)	Inland, sheltered, slow moving green water in rivers, lakes and streams. (Where permission is granted).	<ul style="list-style-type: none"> • National Beach Lifeguard – RLSS UK or <ul style="list-style-type: none"> • Foundation Safety and Rescue Training Certificate (British Canoe Union). • Read and sign the LOTC Operation Procedure Policy and risk assessment.
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7.10 Information required for high level LOTC activities and or off-site trips:

- i Complete an Itinerary for your intended activity or trip.
- ii Read and sign the activity / transport risk assessments.
- iii Read and sign the Learning Outside the Classroom Operating Procedures.
- iv Complete the Education Visit Attendance Log (EVAL) located at your base.
- v Read student Enhanced Risk Assessments (ERA).
- vi Establish a Base Contact prior to departure.
- vii Confirmed student and staff attendance on departure.
- viii Confirm student and staff return with base contact and sign the EVAL.
- ix Submit 11.2 / 11.3 / 11.4 / 11.6 on the Evolve system.

8. Parental Consent:

8.1 It is the policy of Courtlands to work closely with parents and carers to ensure that they understand and appreciate the curriculum content and the risk management arrangements. This is done at the time of admissions. Opportunities will be made available to anyone who wants more information. Information is sent with young people to remind them of the specific requirements for some sessions.

8.2 Written consent is only required for activities that extend school hours or those that could be considered relevant but exceptional. Courtlands have prepared a consent form which parents sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. Examples of these include but are not limited to adventurous activities such as mountaineering, caving, rock climbing and water sports, offsite sporting fixtures outside the school day, extra-curricular activities and residential visits.

9. Additional Procedures for Visits Overseas

9.1 ACE leaders going overseas will obtain initial consent from the Head Teacher and the governing body.

9.2 Staff will use the National Guidance as the basis of any planning.

9.3 Informed Parental Consent with parents meeting is essential.

9.4 Budget Plan needs to be submitted with request for initial approval at least 4 weeks prior to the visit.

9.5 Planning needs to consider different cultures and laws overseas.

10. Emergency Procedures (EPs)

10.1 Definition of an Emergency.

10.1.1 An incident where a group member: has suffered a life threatening injury or fatality; is at serious risk; or has gone missing for a significant and unacceptable period. Any incident that is beyond the normal coping mechanisms of the Leader.

10.2 Immediate Action:

10.2.1 Assess the situation, establishing the nature and extent of the problem but ensuring that the leaders do not put themselves self at further risk.

10.2.2 Make sure all other members of the party are: accounted for, safe, adequately supervised, briefed to ensure that they understand what to do to remain safe.

10.2.3 Leaders should assume their allocated roles - ensuring that where one or more of the Leader is incapacitated then these roles are reassigned on a priority basis.

10.2.4 If there are injuries, take action to establish their extent and administer appropriate first aid.

10.3 First Aid:

- i Preserve life. ii Prevent the condition worsening.
- iii Promote recovery (Treat for shock – Reassure and keep warm)

10.4 Communications:

10.4.1 Direct contact with a parent of a group member, from the scene of the incident should be avoided. This task should be carried out from the ACE home base by senior staff.

10.4.2 Contact the appropriate emergency service(s). They will guide you through the information they need but this will include:

1. Alert the Emergency Base Contact. You may be in shock and need support. Also news travels fast and your Establishment/Employer will need accurate information.
2. Consider other people who may need contacting: Police, Embassy/Consulate if abroad, Local accommodation/contact, Tour operator/provider, Insurer.
3. **DO NOT** speak to the media. Refer all media interest/enquiries to the ACE Senior Leadership Team (SLT).
4. Control any communications by the rest of the group. Rumours spread very quickly and can cause serious and unnecessary upset.

11. Post-Incident action

11.1 Consider the emotional needs of any leaders or pupils.

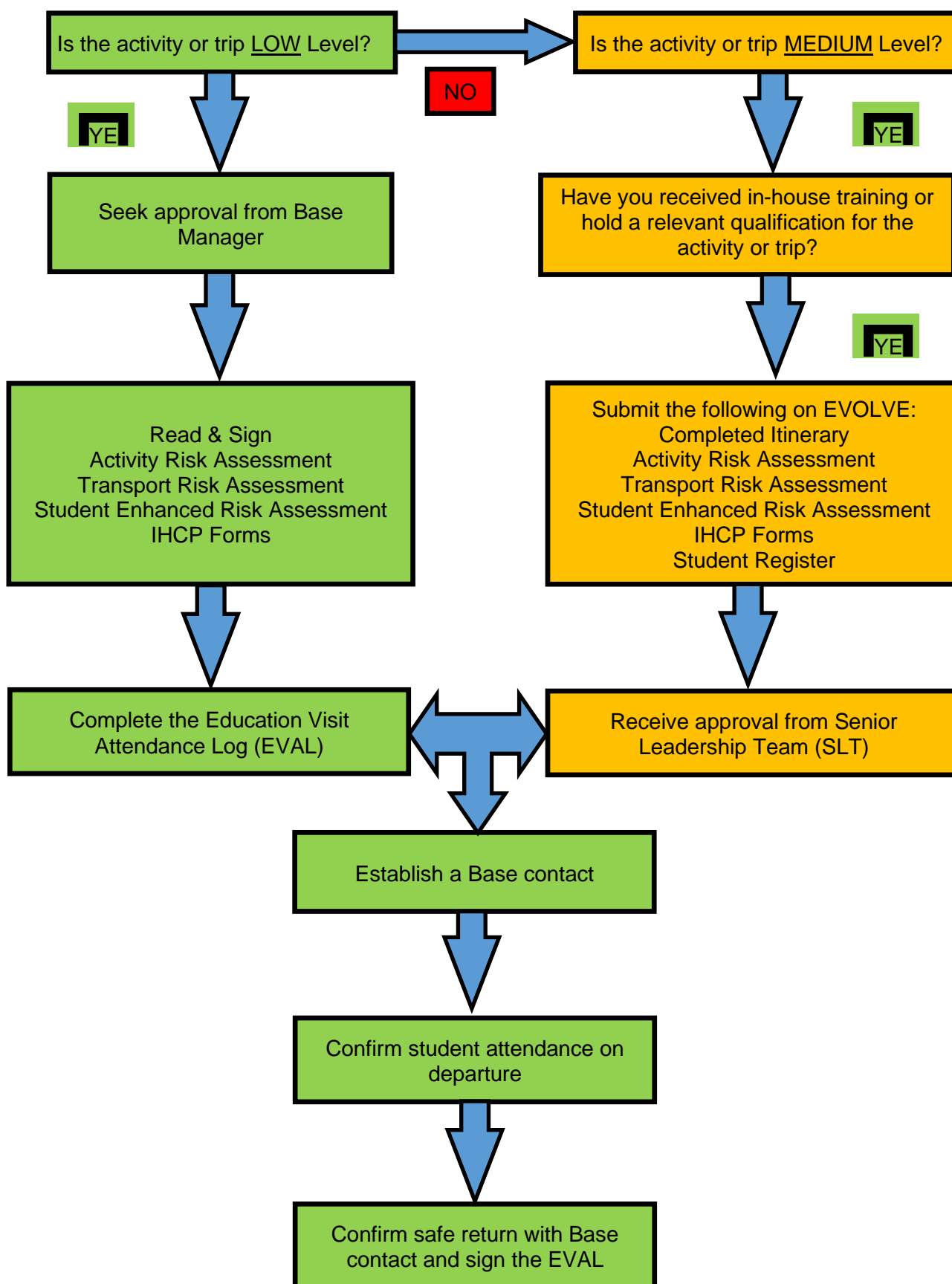
11.2 Follow ACE Multi Academy Trust reporting requirements, including completing any accident and incident forms and complying with RIDDOR regulations.

11.3 RIDDOR 2013 state that specified injuries comprise of:

- i Fractures, other than to fingers, thumbs and toes.
- ii Amputations.
- iii Any injury likely to lead to permanent loss of sight or reduction in sight.
- iv Any crush injury to the head or torso causing damage to the brain or internal organs.

- v Serious burns (including scalding) which:
 - a) Covers more than 10% of the body.
 - b) Causes significant damage to the eyes, respiratory system or other vital organs.
 - vi Any scalding requiring hospital treatment.
 - vii Any loss of consciousness caused by head injury or asphyxia.
 - viii Any other injury arising from working in an enclosed space which:
 - a) Leads to hypothermia or heat-induced illness.
 - b) Requires resuscitation or admittance to hospital for more than 24 hours
- 11.4 Review the lessons learned and ensure that these feed into future visit plans.
- 11.5 Share the experience and learning with colleagues.

12. Flow chart



13. Education Visit Attendance Log (EVAL)

13.1 A completed Education Visit Attendance Log (EVAL) is required for **ALL** LOTC and off-site educational visits or trips and should be left with the allocated base contact.

Off-site visit information			
LEVEL OF ACTIVITY: LOW/MEDIUM/HIGH		IF MEDIUM OR HIGH HAS EVOLVE BEEN COMPLETED AND AGREED?	Y / N
Trip leader :			Date:
Support staff:			
Leader's mobile number:		Support staff mobile numbers:	
Activity:		Purpose of visit:	
Venue/location/address:		Six figure Grid Reference (If applicable):	
Vehicle registration		Vehicle type:	
Estimated time of departure (ETD):		Estimated time of return (ETR):	
Late Response Time (LRT):	30 minutes		
Full name of base contact (BC):		Base Manager signature to agree activity to take place:	
Returned (Yes / No)			

Student information				
Student register	1.	6.	11.	16.
	2.	7.	12.	17.
	3.	8.	13.	18.
	4.	9.	14.	19.
	5.	10.	15.	20.
Year group/s:				

Has the Student Enhanced Risk Assessments (ERA) and medical conditions been shared with support staff? Yes / No	Details:
Medication required? Yes / No	Details:

14. Things to consider when taking students on Learning Outside the Classroom (LOtC) and or off-site trips:

Check list	Yes	No	Tick
Does the activity or trip fall within the LOW, MEDIUM or HIGH LEVEL category?			
Does the activity and or trip need to be submitted on the Evolve system? (MEDIUM and HIGH level activities only).			
Is the activity or venue suitable for the student/s and staff?			
Has approval been given from base managers / SLT for the intended trip or visit?			
Does the activity or venue need to be booked?			
Is transportation required?			
If using External Providers to deliver the activity; are they licenced and insured? (Liaise with EVC staff).			
Are waivers or disclaimers required from the provider or venue prior to your visit?			
Has the activity / transport Risk Assessments been read and signed?			
Has the Education Visit Attendance Log (EVAL) been completed at your base?			
Is there a Base Contact (BC) established?			
Have you checked the weather forecast for your intended location?			
Have you confirmed student and staff attendance with your base? (Once departed)			
Have you read the student Enhanced Risk Assessment (ERA)?			

Do you require any learning resources or additional equipment / clothing?			
Are support staff briefed and clear of the learning objectives?			
Are the Emergency Procedure (EPs) clear to all support staff / students?			
Have you read and signed the LOTC Operating Procedures (OPs)?			

15. Things to consider on your return from Learning Outside the Classroom (LOtC) and or off-site trips:

Check list	Yes	No	Tick
Have you informed the base contact of your safe return?			
Do any incidents or accidents need recording or reporting?			
Have you carried out a session review?			
Is there any information about the activity or venue that would benefit future visit plans?			
Were there any “near miss” incidents and do any additional risks need reporting to EVC staff or Pastoral Managers?			

16. Off-site Itinerary

16.1 A completed itinerary form is only required for MEDIUM/HIGH LEVEL offsite educational visit or trips and must be included on the Evolve system.

LEARNING OUTSIDE the CLASSROOM (LOTC) ITINERARY

Activity		Location	
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Leader		Mobile	
Date		SS	
ETD		ETR	
LRT		BC	
Intended route (Description)		Number of students	
School site		Transport	

ETD = Estimated Time of Departure **ETR** = Estimated Time of Return **LRT** = Late Response Time **SS** = Support Staff **BC** = Base Contact.

17. Late Back Procedure (LBP)

17.1 The Late Back Procedure (LBP) is a systematic approach for base contacts to follow in the event of a group or individual failing to return or check back into their base at the estimated time of return (ETR). A copy of the procedure is required to be displayed on staff notice boards across all bases.

If the overdue group **have not** returned by the Estimated Time of Return (ETR) Contact the main office staff to check if contact has been received by the group

0 – 5 mins

If no contact has not been received by the overdue group Call the leader's mobile number by the

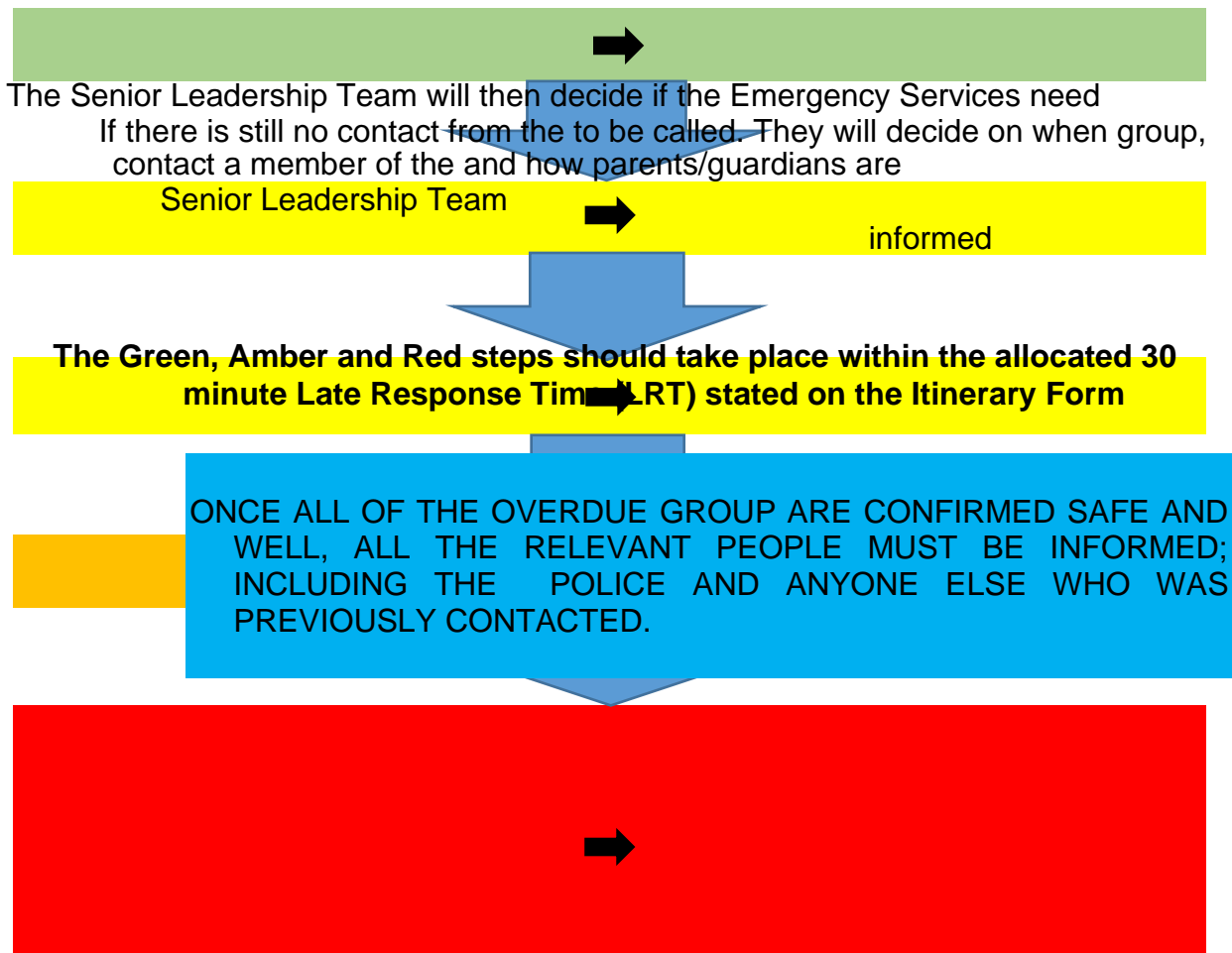
5 – 10 mins

If you cannot reach the mobile number Call the support staff group leader

10 – 20 mins

If you cannot reach the known location or venue Contact the groups last support staff

20 – 30 mins



18. LOW LEVEL Activity Operating Procedures Risk Assessment - Signing Sheet

I have read and understood the Learning Outside the Classroom Operating Procedures (OPs). I have been assessed as being competent to lead specific activities and I have read the relevant LOW LEVEL Generic Risk Assessment for the activity I am leading and or assisting and understand the associated risks involved.

LOW LEVEL Activity Operating Procedures Risk Assessment - Signing Sheet

Name:

Activity	Signature	Assessor signature to evidence competency	Date
Urban Walking			
National Heritage Sites			
Wildlife Centres			
Leisure Parks			
Cooking			

Gardening			
Lone Working			
Tag / wide games			
Non-technical sports			
Transport			

19. MEDIUM LEVEL Operating Procedures Activity Risk

Assessment - Signing Sheet

I have read and understood the Learning Outside the Classroom Operating Procedures (OPs). I have been assessed as being competent to lead specific activities and I have read the relevant MEDIUM LEVEL Generic Risk Assessment for the activity I am leading and or assisting and understand the associated risks involved.

MEDIUM LEVEL Operating Procedures Activity Risk Assessment - Signing Sheet			
Name:			
Activity	Signature	Assessor signature to evidence competency	Date
Letterboxing / Geocaching / Orienteering			
Beaches			
Land Fishing			
Woodland Walking			

Camp Craft			
Bush craft - Tier 1			
Hill and Moorland Walking			
Cycling			
Skateboarding and BMX			
Beaches			
Swimming			

20. HIGH LEVEL Activity Operating Procedures Risk

Assessment - Signing Sheet

I have read the HIGH LEVEL Risk Assessment for the activity I am leading and or assisting and understand the associated risks involved.

I have been assessed as being competent to lead specific activities and I have read the relevant HIGH LEVEL Generic Risk Assessment for the activity I am leading and or assisting and understand the associated risks involved.

HIGH LEVEL Operating Procedures Activity Risk Assessment - Signing Sheet			
Name:			
Activity	Signature	Assessor signature to evidence competency	Date
Bush craft - Tier 2			
Trampoline Coaching			

Self-defence coaching			
Dance coaching			
Wild swimming			
Moorland Walking			
Mountain Walking			