

Oaklands School Excursions Policy.



Introduction

Excursions are a regular and important part of our curriculum at Oaklands. Pupils benefit hugely from visits to a wide range of places, spaces and events. Travel to excursions can include walking and wheeling, taking public transport, using council minibuses or by private hire vehicles such as taxis or private minibuses.

The safety and wellbeing of both pupils and staff on excursions is paramount. We adhere to the City of Edinburgh Council's Excursions Policy. CEC employees can access the most up to date version of this policy [here](#). More information about CEC excursions can be found at www.experienceoutdoors.org.uk or by emailing excursions@edinburgh.gov.uk.

Categories of excursions

All excursions are divided into four main categories. These are:

Category 1 - Generally, to local venues (within or close to the City), involve easily managed activities, happen on a regular basis, and be completed within normal session times.

Category 2 - Generally, excursions not regarded as part of the normal regular activities of that establishment, extend beyond normal hours but do not involve overnight accommodation, and/or extend beyond the City/close to the City.

Category 3 - Non-residential adventurous activities and/or excursions to potentially hazardous environments which are delivered by an organisation on the Council's approved provider list.

Category 4 - Adventurous activities and outdoor Learning delivered by Council employees or volunteers.

- Adventurous activities delivered by organisations not on the Council's approved provider list.
- Other hazardous activity not listed in Appendix 7 and approved by the Sports and Outdoor Learning Team.
- All overseas travel.
- All residential excursions.
- Large-scale sponsored walks (or small-scale sponsored walks in hazardous environments including environment which requires a qualified member of staff or instructor to be deployed); and
- Activities involving being deliberately in or on the water and delivered by Council staff or volunteers who are fully responsible for the safety of the participants. For example, pond dipping at deep or swift moving water venues, kayaking, sailing, rafting, paddling or swimming in non-lifeguarded rivers, the sea, or swimming pools.

*"Supporting our children to dream big, go far
and unlock their potential,
with a range of enriching experiences."*

- Trampoline parks and unaccompanied visits.
- Onsite Sleepovers.

Our Aims

- ✓ To provide all pupils with regular opportunities to take part in local excursions. This could include visits to local green spaces and beaches, trips to theatres, museums, galleries, events and activities such as ice skating or bowling or trips out to develop life skills at cafes, shops and other local amenities. This list offers examples but is not exhaustive. The majority of these will be Category 1 & 2, but some may be Category 3 or 4.
- ✓ To provide secondary pupils with the opportunity to take part in an adventurous excursion as part of their Senior Phase experience. This may involve travelling further afield for a whole day or series of whole days or as part of a residential experience.
- ✓ Keep parents and carers informed about excursions involving their child.
- ✓ Ensure that all excursions are of a high quality, safe, well planned and with a clearly defined purpose related to the needs of the curriculum and the personal/social development of the individual or group. All excursions should adhere to the CEC Excursions Policy guidance.
- ✓ Most excursions will incur no cost to parents. Where a cost is involved, e.g. for residential excursions, the school will aim to cover as much of this cost as possible through fundraising and the support of our affiliated charity 'Friends of Oaklands'.

What we do to meet these aims

- ✓ Have a designated Excursions Coordinator who oversees all Category 3 & 4 excursion plans and risk assessments and coordinates with the CEC Outdoor Learning Team in relation to these. The Excursions Coordinator provides guidance for staff on excursion planning and risk assessments. Training for this role is updated every two years.
- ✓ There are a sufficient number of Group Leaders across the school to meet excursion requirements. A Group Leader is required to be present for all Category 3 & 4 excursions. Training for this role is updated every three years.
- ✓ The Head Teacher or another member of the Senior Management Team checks and signs off all excursion risk assessments.
- ✓ Excursion risk assessments must identify any learning, behavioural, language, medical and dietary needs of participants and the steps that will be taken to support or accommodate these. A pre-populated example risk assessment is available for staff when planning excursions. Risk assessments should be written by SMT, teachers or the Sports Coach. Risk assessments should be shared in advance with all Supervisory adults participating in the excursion.
- ✓ Dynamic risk assessments may need to be carried out during excursions in response to unforeseen events. The supervisory adults need to be confident and competent in their abilities to respond to unforeseen situations.

*"Supporting our children to dream big, go far
and unlock their potential,
with a range of enriching experiences."*

and keep all participants as safe and well as possible. Risk assessments must include steps to be followed in emergency events such as a pupil becoming lost or unwell. Any incidents involving harm or distress to participants should be reported to Senior Management as soon as possible. Senior management will then follow the appropriate agreed strategies for informing parents and carers and recording and reporting.

- ✓ Parents and carers are asked to complete a KIC annual for the start of each academic school year. This covers all Category 1 & 2 excursions and removes the need to seek permission for individual excursions in these categories. However, good communication with parents and carers should always be maintained. Teachers should inform parents and carers of Category 1 excursions via the usual home/school communication methods, e.g. the home-school diaries. Although not required by the CEC Excursions Policy, it is considered best practice at Oaklands to inform parents and carers in advance of any planned Category 2 excursions. The Head Teacher and/or Excursions Coordinator will advise if a KIC single is required for these.
- ✓ Parents and carers of pupils who require medication to be taken with them on excursions will also be asked to complete a KIC med form.
- ✓ Individual KIC forms should be taken with the pupil each time the pupil leaves the school grounds.
- ✓ For every excursion, a contact number for the main supervisory adult must be left on the school board in the front office. All members of the excursion, both pupils and adults, must be signed out & back in at the front foyer in the staff sign out book. The sign out book records the names of all excursion participants, the date, time out and expected return time and the destination.
- ✓ All supervisory adults on excursions must be child protection trained and competent and confident at supporting the pupils they are accompanying.

*“Supporting our children to dream big, go far
and unlock their potential,
with a range of enriching experiences.”*