



Learning Outside the Classroom (LOtC) Policy

Date of last review:	February 2019	Review period:	3 Years
Date of next review:	February 2022	Written by:	Richard Liggitt (EVC)
Type of policy:	Non-statutory	Committee:	Curriculum & Standards
Signature:			

Rationale

Wyre Forest School (WFS) believes that Learning Outside the Classroom (LOtC) is fundamental in supporting the learning of all pupils and serves to enrich and extend learning opportunities for our school community. Staff are committed to ensuring that LOtC activities are planned and structured.

Scope and Purpose

LOtC is a fundamental part of our offer to ALL pupils at WFS. We passionately believe that active learning is essential for our pupils to progress at an optimum rate. In addition to this we also believe that access to a range of environments beyond the confines of the classroom can provide our pupils with the most stimulating, productive and memorable learning opportunities. LOtC encompasses activities that take place 'outside the classroom' and we believe every pupil has a right to access a range of learning opportunities in this way. All LOtC activities should be planned and contribute to the curriculum of pupils but we also recognise that LOtC also provides wonderful opportunities for spontaneity and reinforcement of previous learning.

Organisation

We recognise that some LOtC activities can result in an increased level of risk that traditional classroom activities may present and as a result of this we are rigorous in ensuring that our planning is supported by the following guidelines:

- LOtC activities are planned according to WCC guidelines.
- WFS must have at least one designated EVC but will aim to have two at any point.
- WFS endeavour to ensure that all teachers and teaching assistants receive Visit Leader training in line with statutory timescales.
- All participants will receive a generic consent letter for LOtC giving permission for pupils to attend.
- WFS has a Social Educational Visit (SEV) protocol for offsite LOtC and staff are expected to adhere to this protocol for any visit.
- WFS Senior Leadership Team (SLT) and Educational Visits Coordinator (EVC) will be trained in "Emergency Contact" and staff designated by the Headteacher will receive "Media Training".
- Where activities may be of a hazardous nature, residential or involve a particularly long journey, additional consent forms are required.

Risk Benefit Assessment

A Risk Benefit Assessment (RBA) is a continuous and dynamic process that must be undertaken during all LOtC activities. Any activity that is offsite or of a significantly hazardous nature must not take place without a written RBA that is shared and agreed with all staff involved as well as being signed off by a member of the Senior Leadership Team and the school EVC.

IT IS ESSENTIAL WITH ANY LOtC ACTIVITY THAT THE RBA IS SHARED AND DISCUSSED WITH ALL STAFF INVOLVED.

Transport

WFS recognise that transport can be a limiting factor of LOtC and where possible we have time to remove the barrier to learning by working within the following guidance:

- Where possible school vehicles are to be used, but on occasions it may be necessary to use alternative transport.
- When using a coach, seat belts must be provided on all seats and all pupils must wear a seatbelt whilst travelling. The Visit Leader (VL) is responsible for the conduct and behaviour of the pupils whilst they are travelling.
- Private staff cars will only be used as a last resort, and only when sufficient insurance can be assured by the driver. It is imperative that there are at least two members of staff present.
- Where appropriate and safe we will access means of public transport to get into a LOtC environment.

Volunteers

At WFS we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will be people well known to the school as either parents or governors.

Volunteers will be told that they have the responsibility to follow the instructions of the VL and that the VL retains overall responsibility.

WFS Volunteer Protocols must always be followed (see Students and Volunteers Policy).

Persons who have not been DBS checked will always wear a red lanyard (indicating they are not a WFS employee); they must always have a member of staff with them who wear a purple one which indicates they are a WFS employee; a green one indicates they are DBS pre-checked but not a WFS employee, i.e. supply staff, student or a volunteer. Green or red lanyards must always follow instructions from the VL.

Monitoring

VLs will monitor the effectiveness of LOtC and this will be reflected in their future planning.

The EVC and SLT will monitor through a range of means: SEV Forms, RBA Forms, MAD Weeks, Planning, and verbal discussions.

The Governing Body will take into serious consideration any complaints regarding LOfC from parents, staff or pupils and will review this policy every 3 years.