

# External Lessons and Outings Policy

We aim for all lessons to take place at the students home, but we are aware sometimes this may not be possible, particularly if a student learns better outside of the home environment or a day trip is being planned. The following procedures should take place:

## External Lessons

### Location

Evermore Education would always encourage the student to complete lessons in the home environment to ensure Safeguarding measures are met. However, if a student is unable to work at home, it may occur in an external premises, such as a village hall. This building must be manned by professionals at the premises. If the premises is not manned, a parent/carer must be present at all times. This location must be cleared by the Designated Safeguarding Leads and deemed appropriate to work in prior to any lessons taking place. If the location is not deemed suitable for learning, the Directors may choose to find an alternative location or discuss the option of home learning.

### Travel

The student must not travel anywhere with the tutor, especially in personal vehicles. Parents/carers are responsible for transporting the student to and from their lesson. This includes travelling on public transport - the parent/carer must physically meet the tutor and take the student to the external location agreed. Parents/carers must not leave the student alone on public transport, especially if the tutor is onboard also.

### Age

Only students, who are the age of 12 or above, are allowed to be left independently with the tutor in the manned setting. If the child is between the age of 12 and 18, parent consent must be given prior to lessons taking place externally. The parent/carer must initiate a handover prior to and after the lesson to ensure the student has arrived safely. If a student is below the age of 12 and would like to work in an external location, a parent/carer must be present for the entire lesson. If a child is over the age of 18, parent consent is not required, but is recommended.

### Consent and Safety

Learning in an external setting must require consent from parents/carers prior to the lesson taking place. This consent must happen termly and the student must be signed into each lesson by the parent/carer to the tutor to ensure Safeguarding measures are met. The tutor will be given a register to ensure students are signed into lessons.

External lessons may only take place if the directors, tutor, student and parents/carers are all in agreement of the safety of the lessons.

## Outings

As part of our homeschooling or extended tuition, educational outings and day trips may be something our tutors choose to do, if it is relevant to their students' education. We also understand that a student may need sensory breaks away from learning and going for a quick walk may help their motivation in the lesson.

## Trips

We understand that day trips can be a vital part of learning, particularly for our hands on and visual learners. Trips must be paid for by the parent, unless funded elsewhere. The parent/carer must be present at all times during the trip. Location of the trip must obtain consent from the Directors prior to booking and confirming with the student and parent/carer. Risk assessments must be in place for the entire trip which is to be completed by tutor and Directors.

## Travel

The student must not travel to the location with the tutor, especially in personal vehicles. Parents/carers are responsible for transporting the student to, from and throughout the trip. This includes travelling on public transport - the parent/carer and student must physically meet the tutor at the external location agreed. Parents/carers must not leave the student alone on public transport, especially if the tutor is onboard also. Parents/carers must stay with the student and tutor for the entire trip to ensure maximum safety.

## Sensory breaks

We understand that sensory breaks are a key part of learning and sometimes the student may need to go for a walk or run around the park, to gain motivation to continue with the lesson. Sensory breaks are encouraged to stay within the students household, but if an external location is required, for example walking to the nearest park or walking around the estate, consent must be given prior to this break.

## Age

Only students, who are the age of 12 or above, are allowed to be left independently with the tutor to have external sensory breaks - this is prior to consent and confirmation from parent/carer and tutor. If a student is below the age of 12 and would like to work in an external sensory break, a parent/carer must be present for the entire break.

Students who are up to the age of 18 must have a parent/carer present at all times during educational day trips. Students who are over the age of 18 do not require a parent/carer to be present, but is recommended. This is also dependent on how comfortable the tutor, parent/carer and student are on the trip.

## Consent and Safety

Any external trips, whether a day trip with parents/carers or a sensory break, must have written consent from the parent/carer prior to commencing. A consent form must be signed by the parent/carer and the tutor prior to every external sensory break. If the tutor, student or parent is not comfortable with external sensory breaks, these must not take place. Upon signing the consent form, the parent/carer confirms they are fully liable for their child during the entire lesson, day trips and sensory breaks.

External sensory breaks may only take place if the directors, tutor, student and parents/carers are all in agreement of the safety. Tutors must upload the signed, completed consent form to the WhatsApp group, which involves the Directors, tutors and parents, and must call one of the Directors prior to leaving to ensure maximum safety is met. Dates, times, location of sensory break and contact details must be given and written on the consent form prior to commencing the break.

A risk assessment will need to be in place for day trips; it may be considered for external sensory breaks depending on location. Please attach to the consent form if a risk assessment is necessary.

This policy was last reviewed in July 2024.

Appendix attached - consent form and register

# Consent form

Student name:

Parent/carer name:

Tutor name:

Date:

Time:

<input type="text"/>	<input type="text"/>
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Length of sensory break:

To:	<input type="text"/>	From:	<input type="text"/>
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Location of sensory break (please give address)

Known medical conditions:

Medication:

Amount agreed if tutor must administer if required:

## Contact details

Parent/carer phone number (please save to phone)

Tutor phone number (please save to phone)

I, the parent/carer, give consent for the tutor above to take my child on an external sensory break to the location above. I confirm that the sole responsibility of my child lies with myself, the parent/carer, whilst out on an external sensory break with their tutor. I allow the tutor to take my child on a sensory break outside of the household to the location above. I confirm that the correct contact information given above is correct. If my child needs emergency medication, for example an inhaler or EpiPen, I give the tutor permission to administer the amount above.

Parent signed: ..... Date: .....

I, the tutor, consent to take the student above on an external sensory break to the location above. I confirm that we will be away from the household for the length of time above and will return promptly. I confirm that I am happy to administer medication in an emergency to the student to the specifications above. If there is an emergency, I will make contact immediately with the parent/carer and inform the directors of any incidents, completing the relevant forms. If there is a medical emergency, I will also contact 999.

Tutor signed: ..... Date: .....

*Please remember to photograph this consent form and place it on the WhatsApp group for the family. This is to ensure the Directors have a copy of the form. Please call one of the Directors prior to your outing to ensure maximum safeguarding is met.*

# External Lesson Register and Consent

Tutor name:

Student name:

Parent/carer:

Parent/carer contact number:

Location of lesson:

Term:

Date:	Location above correct (Y/N)	Tutor present (Y/N)	Student present (Y/N)	Parent present during lesson (Y/N) if applicable	Parent sign student in:	Parent sign student out:

