

St Joseph's Catholic Primary School, Malmesbury

Educational Visits Policy



“Walking in the footsteps of Jesus, loving and serving together”

Introduction

“Out-of-the-classroom learning gets students to think about a topic differently, while also encouraging social learning and building teamwork skills that have been cited as integral to students’ development.” Teaching Times - Key to a successful school trip

Trips, visits and learning off-site comprise an essential part of the school curriculum at St Joseph's Catholic Primary School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy has been produced to offer school staff advice and support in the planning and organising of all off- site activities in order to ensure the health and safety of pupils.

Aims & Intents

Through school visits and trips, St Joseph's Catholic Primary School wishes to provide a variety of diverse educational learning experiences and personal opportunities for children in order that they can begin to understand and appreciate the world in which they live and the people who live within it.

Most classes in the school will have one educational visit or 'immersion day' each half term. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorisation from the Headteacher, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship, music or library visits. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Residential visits
- Chaplaincy Team visits

Guidelines

Responsibilities

Under the statutory guidance which came into effect on 1st March 2004 (updated in November 2018) (Health and Safety on Educational Visits), all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfE's requirements and LA guidelines. This school's EVC is Nicola Kershaw. All policy recommendations have been made in reference to the National Guidance for the Management of outdoor learning, offsite visits and learning outside the classroom in line with Outdoor Education Advisers' Panel. (OEAP - www.oeapng.info).

1. Any proposed trip or visit must be approved by the Headteacher prior to any of the next steps taking place.
2. Trip Leader – to plan visits in line with procedures in this policy, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks; See Appendix 1 – Educational Visits Booking Form, attached.
3. If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

4. The EVC – to approve and book visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, liaise with LA and OEAP where necessary; together with the Trip Leader, complete Educational Visit Checklist – Appendix 2, attached.
5. Supervising teachers and other adults – to supervise children, continually assess risks, manage risks in line with risk assessment.
6. Pupils – to follow instructions and procedures in line with the risk assessment.
7. As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

Organisation of Trip

1. Full details of any trip or visit should be retained at school whilst the trip is in progress. This should include:
 - itinerary and contact numbers
 - list of group and members – consideration of sex and age, and ratio of adult support:
 - Reception to Year 2 - 1 adult to 6 pupils
 - Year 3 to Year 6 - 1 adult to 10 pupils
 - If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.
 - contact names, addresses and telephone numbers
 - copies of parental consent forms
2. The trip leader should ensure that adequate first aid supplies are taken on the trip and at least one adult should be a trained first aider.
3. The group leader should take the school mobile phone and should check prior to the trip, at least a week before, it is fully charged and has at least £5 top up.
4. Parents must be informed in writing of any off-site visits and consent must be obtained for such visits. The following information must be given to parents:
 - dates of the visit
 - objectives of the visit (how it links into the curriculum)
 - times of departure and return (parents or named person will collect the child, or written confirmation that the parent will be responsible for the child walking home on his / her own).
 - location of departure and return point
 - details of the activity
 - clothing and equipment to be taken
 - details regarding lunch arrangements (ie. take a packed lunch)

- any suggested amount of money to be taken by pupils for spending during visit
 - total cost per pupil
5. Parents must complete a consent form prior to the visit and this must provide the following information:
- any allergies
 - medication that may be necessary
 - name and address of the child's GP
 - travel sickness details
 - any other relevant information
 - parental and emergency phone numbers

Refusal to complete this form will necessitate withdrawal of the child from the trip (authorisation by phone call will not be accepted).

6. All supervisors are to carry a list at all times of all the pupils and adults involved in the visit. Individual group members should be clearly listed along with the person responsible for that group.
7. Trip leaders are responsible for collating all pupil information and all teachers on visits should be made aware of any pupils' medical needs and any emergency procedures that may be required. They should also be aware of any pupils who should not be involved in photographs. This information should be recorded on summary sheets.
8. Emergency procedures are an essential part of any visit. Should an accident occur the priorities are to:
- assess the situation
 - safeguard any uninjured members of the group
 - attend to any casualty
 - inform the emergency services
 - ensure that an adult accompanies a casualty to the hospital and ensure that the rest of the group is adequately supervised
 - inform the school through the school contact number speaking directly to the Headteacher
 - complete an accident report as soon as possible following the LA guidelines
 - in line with GDPR guidelines, any accident/incident that involves medical treatment should be recorded and retained.
9. All necessary transportation will meet legal requirements. This will include the wearing of seatbelts at all times.
10. Parents will be charged for all residential trips. Donations will be sought to cover the cost of day trips.

Risk assessments

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the Centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC.

Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the children on residential visits.

All children in Key Stage 2 have the opportunity to take part in a residential visit during Years 3 and 6 and these take place during the school term.

Residential visits enable children to take part in outdoor and adventure activities as part of their PE, History, Science and Geography work, as well as covering other curriculum areas. We undertake these visits only with the agreement of the LA and governors. All specialist activities are undertaken with qualified instructors.

Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off-site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid
- For EYFS trips, at least one first aider must accompany children
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken

Emergency procedures

The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- If a child has been left on the tube/train, they are to get off at the next station and wait
- Speak only to adults in uniform, e.g., staff, police etc. but under no circumstances go with them

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

This document should be read and understood in conjunction with the following documents:

- Guidance for Safer Working Practice for Adults Working with Young Children (Sec 26);
- Keeping Children Safe in Education Policy (September 2019);
- Charging Policy;
- Equality Policy;
- Equality Act 2010;
- Supporting pupils at school with medical conditions (September 2014);
- Supporting Pupils at School with Medical Conditions Policy;
- Safety in Offsite Activities Manual (February 2012 Wiltshire Council) (Appendix 1);
- Health & Safety at Work Act (1974);
- Health and Safety Policy;
- Appendices 1 & 2 – Booking Form & Check List;
- Management of Health & Safety at Work Regulations (1999);
DfE: Departmental Advice on Health & Safety for Schools (February 2012);

Arrangements for monitoring, evaluation and review

Responsible committee for monitoring & evaluation:	Learning Standards Committee
Policy reviewed by:	Learning Standards Committee
Policy review & approval date:	June 2020
Next review date:	June 2021

Appendices (1 & 2) on next page

Appendix 1

EDUCATIONAL VISITS BOOKING FORM	TO BE COMPLETED BY THE TRIP LEADER AND RETURNED TO THE EVC AT LEAST 4 WEEKS PRIOR TO DATE OF TRIP
Year group & class:	
Age range of pupils:	
Date of visit:	
Venue:	
Category of trip: (refer to school policy for definitions)	
Timings:	Departure from school / church courtyard: Approx time of arrival at venue: Departure from venue to come home: Approx time of return to school / church courtyard:
Purpose and learning objective of visit:	
Brief details of visit: activities and arrangements for the day/s:	
Has the Trip Leader been on a pre visit to the venue to carry out a risk assessment?	Date of visit:- Name of person:-
Address of venue:	
Telephone number of venue:	
Contact person at venue:	
Email address of venue:	
Website of venue:	
Trip Leader & emergency mobile phone no:	Name: _____ Mobile no: _____

Assistant Trip Leader & emergency mobile phone no:	Name:	Mobile no:
Name of named First Aider:		Qualification expiry date:
Method of transport: <i>(If coach company, please give name of company)</i>		
Number of children:	Boys:	Girls:
Other members of staff: Requests to other staff members should be checked with HT/DHT before they are approached.		
Names of staff for 1:1 support and name of child. (Adults who are responsible for 1:1 supervision must not be used to supervise a group of children)		
Parent volunteers: All adults need to have a current DBS. Confirm with office and indicate on form.	Name of adult:	DBS confirmed:
Ratio of adult to child in each group for this trip (excluding children who are supervised by 1:1):		
Total number of male/female supervisors:	Male	Female

Please check the following questions. If the answer to any is yes please complete and attach the risk assessments.	Yes	No
Does the venue pose any special risk?		
Does the route pose any special risk?		
Are there any children with specific medical problems?		
Are there any children with specific behaviour problems?		
Are there any other specific needs of the children in your group?		
Do the weather conditions have any impact on this trip?		

PLEASE ENSURE THAT THE EVC HAS DONE THE FOLLOWING BEFORE SUBMITTING THE FORM:	Yes	No
Inform the kitchen of the date of the visit		
Checked music tuition timetable and if possible, book the trip on a day that would cause minimum disruption through missed lessons.		
Checked with the School Business Manager and the Headteacher that there is no clash of dates and trip date is put on school calendar		
Prepared parental consent form and letter and attached them to this form		
Booked coach and give name of coach company		
Check with SENCO that there are no outside agencies booked to visit any pupils on that day		
Informed the PPA teachers if it is a PPA day (try to avoid booking trip on a PPA day)		
<p>Please make sure that you have attached the following:</p> <ul style="list-style-type: none"> • Cost breakdown of trip • Map of venue location • Walking route • Parental consent form and letter • Any risk assessments 		



Appendix 2

Educational Visit Checklist in preparation for Educational Visit To be completed by the Trip Leader in liaison with the EVC		
Timing	Task	Complete (date)
At least 4 weeks before the visit is due to take place.	Complete key details on Educational Visits Booking Form. Attach EVC's cost breakdown of trip, map of venue location, walking route where appropriate and any risk assessments. Hand forms to the EVC.	
	Type letter to parents informing them of the trip – to be signed by Trip Leader (use and adapt school standard trip letter).	
	This letter must also be accompanied by the standard visit form which should be used for all trips away from school. There are also standard forms to be used for sports fixtures – both home and away matches	
	Check that transport arrangements are in place	
At least 2 weeks prior to the visit	Complete any missing elements of the Educational Visits Booking form and submit to the EVC.	
At least 1 week prior to visit	Prepare timetable for the visit	
	The EVC will check that all children have returned their permission slip and note any medical requirements. The EVC will produce another copy of the permission slip and letter for any pupil who has not yet returned them. The teacher will hand these out and also copy and send by class Dojo.	
	Confirm with Parent Volunteers that they are needed for the trip. Inform them if they are not. Send them a copy of the Volunteers' Code of Conduct	
	By the deadline for receiving the forms, the EVC will check medical requirements and let Trip Leader know what they are so that they can check that the child has it on the day of the visit. The EVC will also check parental payments and chase where necessary. Any parent who has difficulty with payments should talk to the Trip Leader - this will have been advised in the trip letter to parents.	
Day before the visit	<p>Trip Leader to fully brief the children on expectations for the visit. This briefing must include the following:</p> <ul style="list-style-type: none"> • Learning intention of the visit; • Rules and expectations for behaviour; • "Social Story" of the day so that all children know what to expect – timetable for events for the visit, details of any unusual experiences that they may face; • Safety details – how to behave on the coach (seatbelts), how to respond to adult supervisors, how to behave if there is an emergency, what their walking order will be and the importance of maintaining this; 	



	<ul style="list-style-type: none"> • What to do if they become separated from the group; • Risk assessments; • Reminders about arrangements for the visit (suitable clothing, resources, starting times etc); • Know who the emergency contact point will be in the school. 	
	Collect copies of contact/medical details forms of the pupils and contact phone numbers of parent helpers from the EVC/office.	
	EVC to phone coach company and venue to re-confirm details.	
Day of the visit	Collect any medication and First Aid kits from the classroom/office.	
	'Signing Out & Back In of Class/School Trip File' form to be signed by Lead Teacher (to leave in the office and sign again on return from trip). This ensures medical forms and consent forms are back at school safely and GDPR compliant.	
	<p>Fully brief all supervising adults on their roles and expectations. This briefing must include the following:</p> <ul style="list-style-type: none"> • A register of children in each group on the trip and an allocated group leader; • Information on medical issues as appropriate; • Clear instructions on how the group will walk throughout the visit with direction about named children to supervise; • Clear instructions about contact points and methods including giving them the phone number of the group leader; • Rules and expectations for behaviour (eg. no eating or drinking on the coach, good manners); • A timetable for the visit; • Agreed signals to indicate how you want the children to behave (e.g. raising hand to stop and listen); • Briefly refer to each point in the Volunteers' Code of Conduct document and respond to any questions raised. 	