



St. Joseph's Catholic Primary School

Educational Visits Policy

Approved by:	Governing Body	Date: January 2019
Last reviewed on:	June 2014	
Next review due by:	January 2021	

St. Joseph's Catholic Primary School aims to be a vibrant, learning Catholic community. We value off site educational visits as a means to enhance our children's educational, social and spiritual well-being. Our location, within London, is a blessing and we value off-site experience as a means to achieve community cohesion as our children identify themselves as part of the school community, the London community and the world community through their faith.

Our policy for day visits is:

- The visit must have a clear educational, social or spiritual purpose.
- The visit must be agreed with the school Educational Visits Co-ordinator or headteacher.
- The visit must be fully risk assessed. The risk assessment should be shared with all supervising adults via a briefing by the head teacher before leaving the school site.
- The ratio of adults to children must meet or exceed the LA guidance.
- The visit must be led by a qualified teacher.
- The teacher should review any health care plans for children in their care and take adequate equipment for chronic illness (e.g. inhalers) or acute incident (first aid kit).
- Each child attending must have written permission from an adult with parental responsibility
- Each parent should be sent a letter outlining the purpose of the journey, times, travel arrangements and voluntary contribution sought.
- No child may be excluded from the visit should a voluntary contribution not be made but the entire visit may be cancelled if insufficient contributions are received. Children currently entitled to the pupil premium should always have their trip facilitated.
- Parent helpers should be briefed before the journey and the risk assessment reviewed with them. It is preferable that parents do not have direct care of their own child as this can lead to a conflict of interest. If children are allowed a set amount of spending money parents on the trip may not exceed that amount on behalf of their own child.
- Work experience students under 18 count as an additional child, not as an adult helper.

- Risk assessments for activities should be completed in advance but “dynamic” risk assessments should be constantly undertaken. The precautionary principle should apply: if conditions have changed such that a planned activity is more hazardous than previously expected (eg weather, children’s behaviour etc) control action, including withdrawal must be undertaken.
- Teachers should plan for one off site visit per term; additional visits should be agreed with the headteacher who will take into account the overall balance of the curriculum when considering approval.

Our policy for residential visits is:

As above, in addition

- Governing Body approval is required
- Local Authority H+S and insurance providers need to be consulted.
- Appropriate rest periods for staff accompanying must be planned for and the party leader must enforce these.
- The school will seek funding sources where practicable to support individual children in need.
- Our intimate care protocols as far as they pertain to residential visits must be followed at all times

Our policy for short visits is:

As for day visits however

- Small groups of children may be led by school staff without QTS; examples include a small group walking to the post box to send a letter, a small group undertaking a traffic survey in the local vicinity.
- In addition, regular school events such as walking to the Church for Mass do not require written parental consent, however notice should normally be given via the school newsletter or text service.

Our policy for sports visits is:

- For regular trips, eg swimming, a single risk assessment per year is required. This should be reviewed when classes change to account for individual children’s needs.
- Staff on site at the sporting event (eg sports leaders) count as adults in the risk assessment ratio, but adequate supervision when travelling to and from is required.

- The risk assessment must plan for the possibility of one child requiring hospital treatment and a member of staff accompanying the child with plans for the safe welfare of other children.
- Where staff or parents' cars are used the owner must present a valid MOT and insurance certificate to the school office before use. The use of parents' / staff cars must have been declared and specifically agreed to in the permission letter for parents. Staff should have "business use" on their policy. Single children may not be transported in a staff member's car without a second adult.

In the event of a near miss or critical incident:

- We operate an open policy which is about risk management not blame allocation. In the event of a near miss or critical incident all staff should write an account, independently, as soon after the event as possible.
- This should be reviewed by the headteacher and a record kept of actions to be taken in the future.

Reviewed and re-adopted January 2019