

# St. Peter's Catholic Primary School Educational Visits Policy



Policy	Educational Visits Policy
Date	October 2021
Date of review	October 2023
Signed Chair of Governors	<i>Eugene McCarthy</i>
Signed Headteacher	<i>Clare Scott</i>

*We, the family of St Peter's, united in faith by God strive to learn and grow together to be the best we possibly can every day.*

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school. Our school adopts the LA guidance and uses their proforma when planning Educational Visits.

### **Aims**

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

### **Residential activities**

Children in Year 6 have the opportunity to take part in a residential visit. The residential visit enables children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We undertake this visit only with the written agreement of the LA. Qualified instructors or teachers are used for all specialist activities that we undertake.

### **How visits may be authorised**

The EVC (educational visits coordinator) will appoint a party leader to be responsible for running the activity/trip. This will normally be a teacher employed at the school.

The planning and management of off-site visits includes:

- ensuring that risk assessments are completed;
- ensuring the headteacher and governing body in their decisions on approval;
- assigning competent staff to lead and help with trips;
- verify that all accompanying adults have had satisfactory police checks (List 99)
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the EVC before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made. The EV pack is available from the school office. Paperwork is also available on the School Server.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk assessment guidelines**

1. Each visit must have clear objectives.
2. Risk assessments must be carried out and a preliminary visit made if the site has not been visited in the last 12 months. If the site has been visited recently, then a telephone call will suffice to ascertain whether there have been any changes that may affect the risk assessment.  
**Seeking Approval of the Local Authority** - refer to Off Site Visits Approval Flow Chart (appendix 1). Please ensure all risk assessments include consideration of those children with care plans, extreme weather conditions and breakdown of transport (see appendix).
- 3a Day visits inside the borough or within a radius of 7 mile radius of St. Peter's e.g. farm visit, library visit, theatre visit, park, swimming, sporting event do **not** require Local Authority approval **unless they involve hazardous activities**, but the group leader should complete a risk assessment or follow a school generic risk assessment form for routine visits. If it is not a routine visit an **EVA1 form** (appendix 2) form should be submitted to the Educational Visits Co-ordinator (EVC). This should be done at least **two** weeks prior to the visit.
- 3b When the day visit is further than 7 miles away from St. Peter's and not involving adventure/hazardous activities the group leader should complete a risk assessment and the **EVA1 form**. This should be submitted to the Educational Visits Co-ordinator (EVC) **three** weeks prior to the visit. Approval is granted internally, but the EVC needs to submit the EVA1 form to Lesley Briden fax 3104, e mail lesley.briden@lbbd.gov.uk to enable School Journey Insurance to be triggered.
- 3c Visits involving **staying overnight, going abroad and adventurous/ hazardous activities** require the approval of the Governors and the Director of Children's Services. **Form EVA 2** (appendix 3), a **Risk Assessment** and appendix vii (if using a third party to deliver the activities or trip arrangements) in '**Venturing Safely' Safety in Outdoor Education Procedures and Guidelines.**' must be submitted **5 months** prior to the date of departure to Lesley Briden fax 3104 or e mail lesley.briden@lbbd.gov.uk.
- 4 For any visit involving **adventurous activities** please refer to the '**Venturing Safely' Safety in Outdoor Education Procedures and Guidelines.**' Copies of this can be found in the staff room, Headteacher's (EVC) office and on the LA staff intranet under physical education.
- 5 All off site visits must have written parental permission (appendix 4). Local visits are covered by the signed parental consent form which is completed annually.

- 6 Voluntary contributions may be requested but no child should be prohibited from taking part in a trip if parents are unable to contribute.
- 7 The requirements for accompanying adults are shown below. Please remember this is a **minimum** requirement of supervision. The level of supervision for a visit or journey must be decided according to all circumstances and the actual activities involved. The age(s), previous experience, maturity of the pupils and capabilities of the teachers and other accompanying adults are all factors to be borne in mind.  
For any visit involving **Nursery and Reception pupils** a minimum ratio of **1 adult** for every **5 pupils** must be maintained.

	Number of pupils	Total No adults	No. of adults necessary to be teachers
Year 1 and 2	6-20	3	1
	21-30	4	1
	31-36	4	1
Year 3 – Year 6	5-15	1	1
	15-30	2	1
	30-45	3	1
	45-60	4	2

If classes are using public transport a minimum ratio of **1 adult** for every **5 pupils** must be maintained.

- 8 Each class teacher is responsible for completing a register of the children taking part.
- 9 An experienced member of staff (usually the class teacher) must be designated as the group leader. NQTs cannot take this responsibility. The deputy leader should also be an experienced member of staff employed at the school.
- 10 All adults accompanying residential visits must be CRB checked.
- 11 The Group leader must complete a check list (appendix 5); inform parents; complete before and monitor during any assessments; discuss the visit and give clear guidelines to any helpers and ensure they have been given a copy of the **Code of Conduct for Adults Supervising on Educational Visits** (appendix 6); ensure first aid kit, inhalers, epi pens and a mobile phone available; maintain discipline; ensure health and safety of all those on visit; inform the EVC of any accidents or problems during the visit.
- 12 A Qualified First Aider from the school will always be present on a school visit.
- 13 A deputy leader should be named and be prepared to take control if the leader is involved in an emergency.
14. Only the group leader, deputy leader or designated adult should make contact with the school and the LA during an emergency situation.
15. All school trips both within or outside school hours will require a senior member of staff to be available throughout the duration of the trip as a named emergency contact.
16. On a residential trip, at least one member of staff should be identified as

on duty throughout a 24 hour period. Any member of staff identified as on duty must refrain from any alcohol consumption during this period of duty. On the EVA 2 form a member of staff will be the named emergency contact at the destination.

17. In an emergency, the leader will decide who remains with the injured party. The procedures are clearly set out on the Emergency Procedure Card (appendix 7).
18. St. Peter's will follow the guidelines set out by the Local Authority "Venturing Safely" and "School Off-site Visits". Copies of these can be found in the staff room, Headteacher's (EVC) office and on the LA staff intranet under physical education.

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group Leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

A copy of the completed risk assessment will be given to the EVC and all adults supervising the trip.

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

### **Payments for trips**

When planning educational visits, class teachers will always consider the cost implications for parents.

Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled.

In the case of trips within London, class teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips.

### **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.

### **Further health and safety considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of medical needs, and ensuring that children are both safe and well looked after at all times. The school's Safeguarding Policy will be implemented during all off site activities.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of making additional arrangements for that child.

### **Monitoring and review**

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Headteacher regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.