

St Joseph's Catholic Primary School, Worcester

'Following Jesus in all we do'

Educational Visits Policy

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Contact Details

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St Joseph's Catholic Primary School

Educational Visit Policy

Policy Scope

This policy applies to all members of teaching staff and teaching assistants who take part in Educational trips and visits. However there are parts of this policy which are relevant to office staff, parents and volunteers. Therefore, this document will be made widely accessible on the school website, **the sharepoint and a hardcopy will be kept in the school office.**

'Making the Case'- why are trips and visits important?

Well planned, managed and personalised educational trips, visits and opportunities for learning outside the classroom (LOtC) can have a variety of positive outcomes for learners. These are outlined in the LOtC manifesto (2006) and the Outdoor Education Advisers' Panel (OEAP <https://oeapng.info/downloads/making-the-case/>) some of which are:

- Improved academic achievement and confidence
- Opportunities for higher order thinking skills
- Developed social awareness
- Understanding environmental awareness
- Increased independence
- Improved attitude to learning through engaging first hand experiences
- The development of citizenship
- Nurtured creativity
- Opportunities for kinaesthetic and informal learning
- Reduced behaviour problems and improved attendance
- Increased motivation for learning and personal qualities such as persistence, responsibility, commitment and increased initiative
- Opportunities to take acceptable levels of risk and make judgements to keep themselves safe
- Broadening children's horizons and ambition in life

OEAP National Guidance

At St Joseph's we use the guidance published by the Outdoor Education Advisers' Panel found at <http://oeapng.info/> to help guide us as staff to ensure that quality trips and visits are organised for our pupils. To ensure that trips are run safely and effectively it is important that each adult has a particular role and understands their responsibilities, these are outlined below.

Visit Leader Roles and Responsibilities

- Understand the importance of learning outside the classroom by reading the Learning Outside the Classroom Manifesto (on the share point and at www.lotc.org.uk)

- Gaining approval of trip/visit from the Headteacher considering any cost implications.
- Endeavour to use providers that hold one of the following; LOTC Quality Badge, AALS License, Adventuremark or a clear management Statement of Competence. A list of quality providers can be found at www.lotcqualitybadge.org and www.aala.org
- Complete [SAGED planning form](#) and give to EVC for approval.
- Once approved by Headteacher and EVC ensure Governors are notified and gain a signature from a member of the governing body.
- Complete [Risk Benefit](#) form – send a copy to EVC and place on the server. Ensure this is personalised for your children, their medical conditions and behaviour.
- Liaise with office staff to book safe and reliable transport.
- Gain parental consent and inform parents of the benefits and learning outcomes of the trip/visit (liaise with office staff).
- Make sure you have an up to date list of contact numbers for parents, this could be a requirement on your consent forms.
- Ensure that volunteers and parent helpers have roles and responsibilities which they are competent to carry out (where possible do not place parents with their own children so that their duty of care is not compromised).
- Share learning outcomes with all participating adults and gain contacts for all adults (complete [Adult Participant Trip Form](#))
- Ensure you are aware of what to do in the event of an emergency situation and inform all adult helpers (see [Visit Emergency Plan](#))
- Evaluate your trip and pass on feedback to EVC

Educational Visits Co-ordinator (EVC) Roles and Responsibilities

- Understand the importance of learning outside the classroom by reading the Learning Outside the Classroom Manifesto (on the sharepoint and at www.lotc.org.uk)
- Ensure that staff have read and understood the Education Visit Policy
- Make staff aware of national guidance (<http://oeapng.info/>)
- Deliver [risk benefit](#) training
- Monitor educational visit procedures
- Support staff in planning and evaluating trips and visits
- Support the Headteacher in their approval and decisions
- Ensure off site visits are led by competent Visit Leaders
- Ensure medical and first aid issues are addressed
- Establish [visit emergency plan and 24/7 contacts](#)
- Review policy and procedures and address any serious incidents and system failures [and cascade key messages to staff](#)
- Keep up to date via EVC training events and employer information

Headteacher Roles and Responsibilities

- Elect an EVC with suitable training and experience
- Understand the importance of learning outside the classroom by reading the Learning Outside the Classroom Manifesto (on the server and at www.lotc.org.uk)

- When on a trip or visit establish your role when taking part to prevent confusion, the Visit Leader will have sole, over all charge of the visit.
- Ensure staff have sufficient time to plan and organise for visits properly
- Support your EVC in ensuring that visits are effectively supervised with an appropriate level of staffing.
- Ensure arrangements are made to address medical requirements, special educational needs and address any inclusion issues.
- Ensure transport arrangements are in place and meet any regulatory requirements.
- Establish insurance arrangements
- Ensure that details related to the visit and participants (including staff) are accessible to designated 24/7 contacts at all times in case of a serious incident
- Create contingency plans should the visit be cancelled or significantly altered (Plan B)
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors and contractual relationships.
- Work with EVC to ensure that all trips and visits have a positive impact on the children's learning and **are evaluated effectively**
- Ensure that the EVC monitors educational procedures and ensures staff follow procedures

Governors Roles and Responsibilities

- Access and understand the importance of learning outside the classroom by reading the Learning Outside the Classroom Manifesto (at www.lotc.org.uk)
- Have access this Educational Visits Policy and the national guidance (<http://oeapng.info/>)
- Governors are to be aware of and sign their approval for all trips and visits which are not covered by blanket consent. They will be given a copy of the **SAGED Planning Form** to sign and return to the Visit Leader.
- Ensure that the Headteacher has provided the EVC with employer-approved training.
- Ensure that procedures and policy detail the correct notification and approval process for trips.
- Ensure the visits policy supports the principles of inclusion.

Local Authority Notification

The Local Authority need to be notified for visits which are:

- Residential
- 50 or more miles away from the school
- Adventurous activity

Residential Trips

The trip leader needs to notify the Local Authority about the trip and complete the relevant paper work using EVOLVE on Edulink. The paper work details; who is attending the trip, contact details, children's information and travel arrangements. This is then sent to EVC and Headteacher to be signed off then it is sent to the Local Authority. This process can be complete by liaising with the office manager.

EduLink link: <https://www.edulink.networks.net/Pages/home.aspx>

Transporting Pupils

When transporting pupils, you must ensure the reasons for offering transport are justified. In circumstances where it is appropriate to transport pupils, e.g. for sports' matches, transport should always take place with the full knowledge and consent of the Headteacher and the pupils' parents/carers. To transport pupils in your own vehicle you must have an appropriate licence and current documentation including appropriate insurance for the vehicle. Any legal requirements must be adhered to, such as ensuring the vehicle is roadworthy, business insurance is in place, seat belts are worn, car seats are used for younger children and the maximum capacity is not exceeded. It is your responsibility to ensure you are fit to drive and free from any drugs, alcohol or medication which may impair their judgement or ability to drive. You must report and record any impromptu or emergency arrangements for transport, and when appropriate complete risk assessment forms for the journey. Wherever possible, there should always be at least one adult additional to the driver as an escort and children should be seated in the back of the vehicle. Under no circumstances should any adult be alone with a child in a vehicle, this is to safeguard both children and adults. It is inappropriate for adults to offer lifts to pupils outside their normal working duties, unless this has been previously arranged with the parent/carer and the Headteacher is aware of the arrangement.

Volunteers / Parents Helpers

When using volunteers and parent helpers it is important that Visit Leader consider their competency to carry out the tasks which they are required to do. It is vital that if parent helpers are put in position of duty of care that it is not compromised in the event of an emergency (do not use parent helpers to supervise their own children). All volunteers and parent helpers which are going to be left alone with children must undergo a DBS check prior to the trip, the office manager will help with this process. It is important that all volunteers have relevant information about the trip such as the benefits, learning outcomes and where appropriate the medical/ special educational needs of the children they will be supporting need to be shared with them. All volunteers and parent helpers must have a copy of emergency contact numbers of the school 24/7 contacts and be debriefed about what to do if the Visit Leader/ Assistant Leader is unable to respond to an emergency situation. Volunteers and parent helpers must give the Visit Leader contact number(s) for their next of kin using the [Adult Participant Trip Form](#) which will also detail their responsibilities for the duration of the trip. A copy of this form is to be given to office staff and a copy is to be given to the EVC by the Visit Leader. Volunteers and Parent helpers are not to use their mobile whilst on a trip or in school to take pictures under any circumstances. Mobile phones are to be used in emergency situations only. This is in line with the [Mobile Phone Policy](#), which is available on the school website.

Assessing venues and providers / Risk Benefit

Where possible use accredited providers that hold a LOTC Quality Badge, AALS License, Adventuremark or a clear management Statement of Competence. A list of quality providers can be found at www.lotcqualitybadge.org and www.aala.org. Sometimes this will not be possible or appropriate and therefore the Visit Leader is responsible for carrying out a Risk Benefit of the visit by liaising with the provider. A preliminary visit should also be carried out by the Visit Leader so the Risk

Management can be carried out accurately. When this is not reasonably practical, Visit Leaders should seek information from colleagues, similar groups who have recently visited and tourist boards.

Further guidance on this matter can be found on <http://oeapng.info/> in Section 8 (Checklists, Model Forms and Mindmaps) and an example 'provider questionnaire' can be downloaded and used to support this process. As a Visit Leader you are not to ask for copies of the risk assessments but should create a **risk benefit** for foreseeable risks which include specific details for your cohort, implications of travel and events relating to your particular venue.

In some cases it may be necessary to have a contract between the school and the provider to ensure that all parties understand their responsibilities, the EVC will note when this is appropriate.

Emergency procedures and incident reporting

In the case of an emergency it is important that the following steps are followed/directed by the Visit Leader;

- Administer/ direct first aid
- Notify the school using emergency contacts
- Call emergency services

In cases of **critical incidents** notify the county using WCC visit emergency numbers.

Office hours: 01905 728848

24 hours: 07624909756

(leave a message stating your name, school and contact number)

At school emergency contacts will then;

- Note important information
- Notify the county using the contact number above (if not already done)
- Inform parents/carers of the situation
- If necessary liaise with local schools to provide overflow parking

The EVC will ensure that emergency contacts are aware of their responsibilities, have access to the contacts for pupils, staff, volunteers and parent helpers. Emergency contacts ideally need by key holders and/or able to access and arrive at the school premises quickly. - Terrorism

Blanket Consent

Certain trips are covered with blanket consent. These trips are frequent with very little change in routine and/or venue. It is the responsibility of the EVC, with support from the Headteacher to create Risk Management systems for these activities. At St Joseph's activities which are covered by blanket consent are; weekly swimming lessons, the use of the Woodland Warrior Site, trips to Blessed Edwards Oldcorne and use of St Joseph's church. However, it is important that staff participating in these activities develop an awareness of the risk management in place and adhere to it.

Behaviour and Inclusion

Children are expected to behave in a respectful and conduct themselves in a manner which positively represents the school. At St Joseph's we aim to ensure that

all children can participate in trips and visits. However, there may be cases where it is not appropriate for your child to attend, for example; inappropriate behaviour, issues surrounding safeguarding and when the needs of the learner do not correlate with the aims and objectives of the visit. Importantly, these cases will be dealt with individually by the Headteacher and EVC and where appropriate reasonable adjustments will be made to ensure that children can participate in visits.

Contacts

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