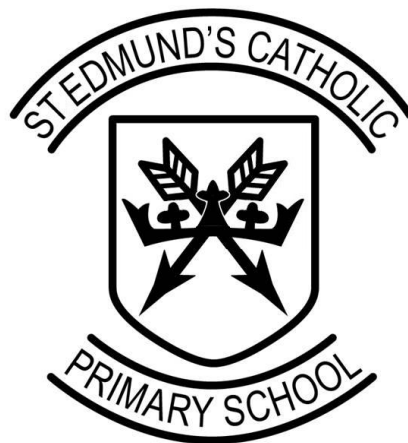




St Edmund's Catholic Primary School

EDUCATIONAL VISITS POLICY



Headteacher: Elizabeth Higgins

'Learn, Love and Live with the Lord'

School aims

With God's help we aim to ...

- ❖ promote Gospel values and the teachings of the Catholic Church as an integral part of our mission, providing a comprehensive religious education which expresses the life of faith through worship, liturgy and prayer
- ❖ ensure a Catholic ethos which will be experienced by all who enter the school and which will allow God's light to shine out of each child
- ❖ create an exciting and vibrant curriculum where high standards are achieved through high quality teaching, learning and assessment
- ❖ provide a warm emotional environment where learning is enjoyed by all, and in which all children are treated as special, individual and important
- ❖ provide a safe and healthy learning environment where behaviour is excellent, developing in children a respect for themselves and each other within a loving Catholic community
- ❖ be at the heart of the parish, an active part of the local community and of the universal Church
- ❖ sustain improvement through high quality leadership and governance
- ❖ recruit and retain high quality staff and use our time, effort and resources in the most efficient way to meet these aims

Policy Statement on Educational Visits

At St Edmund's School we approve of educational visits. They offer pupils new learning opportunities and the chance to develop personal and social skills in an alternative environment.

Visits may only be undertaken after the Headteacher and EVC have granted permission. Permission should be sought by the member of staff responsible for the proposed visit (the Group Leader) using the form EV1 (APPENDIX NO 4) accompanied by a full risk assessment (APPENDIX NO 5 – EV2).

The Headteacher and EVC are responsible for ensuring that the visit will be worthwhile and that the Group Leader is competent, and has paid, and will pay, due regard to the health and safety of all participants, the risks involved, the adequacy of adult supervision, and the need to communicate clearly with parents, pupils and staff about the implications of the visit, including contingency plans for unforeseen circumstances.

Steps Involved in Planning an Educational Visit

1. Preliminary Preparations

Before arranging a visit, the Group Leader must:

- a) Have experience in the supervision of preferably a comparable educational visit
- b) Read the school's general guidelines on visit planning (APPENDIX NO 1)
- c) Seek advice as necessary from experienced colleagues, such as the EVC and other experienced Group Leaders
- d) Consult filed risk assessments and evaluations in the school office or on Class 7 for assistance
- e) Complete a full risk assessment following the procedure explained in the general guidelines (APPENDIX NO 5).

2. Seeking Permission

Usually, no visit can be arranged until the permission of the Headteacher has been sought using the form EV1 (APPENDIX NO 4) accompanied by a full risk assessment EV2 (APPENDIX NO 5) and the EVC consulted, though on some occasions, it may be necessary to provisionally secure a place and follow up with the full risk assessment after the preliminary visit.

3. Making Bookings

Provisional enquiries/ bookings can be made with outside venues or providers and transport arranged and then official permission sought on the EV1 (APPENDIX NO 4). It may be necessary to make provisional bookings initially until numbers have been confirmed by parental consent. Coaches can be booked through the school secretary.

4. Internal Communications

Once the agreement of the Headteacher has been obtained, the Group Leader must enter the visit in the school diary in the office and the office staff must notify the EVC who can request the EV1 (APPENDIX NO 4) and full risk assessment from the party leader.

It is also courteous at this stage to inform all staff who may be affected, either individually or via a staff briefing. The Group Leader must ensure that the implications of the visit are understood by teachers whose lessons/ learning support may be affected, peripatetic teachers whose lessons will be affected, those who have music/sports practices or events with which the visit might clash.

Equipment

Check the availability and condition of school equipment to be used and book as necessary e.g. video/camera, other equipment

5. Communication with Parents

The more information you can give to parents the better. Parents must be provided with sufficient information to enable them to make informed decisions regarding their child's participation. This should include:

- a) Brief details of the activities to be undertaken and their educational/social value
- b) Transport arrangements
- c) Accommodation arrangements if applicable
- d) Catering arrangements
- e) Dates and timings, including any arrangements they may have to make to deliver/pick up their child to or from specified locations
- f) Supervision arrangements including details of any personnel other than school staff who will be instructing or leading activities
- g) Contact name for further enquiries
- h) Cost and method of payment
- i) Dress and equipment required
- j) Emergency contacts if different from normal
- k) Expectations regarding behaviour on the visit. (For residential visits a code of conduct, signed by pupil and parents, is recommended).

A copy of this letter including these details must be given to the school secretary for the file.

6. Obtaining Permission

Permission must be obtained from parents/guardians for all off-site visits. Permission for local visits within the vicinity of the school is obtained through a 'blanket' permission form when a child joins the school. The standard permission format (available from the school office), indicating parental approval for medical help to be sought if necessary and requiring parents to pass on to Group Leaders

medical information about their child, should always be used, unless a more comprehensive form is drawn up and used after consultation with the EVC.

7. Briefing Meeting

If appropriate, organise a briefing meeting for parents, but this is usually only necessary for residential visits (see general guidelines).

8. Communication with pupils

As the time for the visit approaches the pupils will need reminders:

1. 1-2 days before the visit they need reminding of times, transport arrangements, clothing, equipment and food required. Also reminders about standards of behaviour expected and safety considerations. They will need advice on how much pocket money to bring and how to look after it.
2. On the day, they should be given clear instructions about behaviour, times and rendezvous points. They should all be given details of what to do if they become isolated.
3. Prior to the visit and on the day of the visit pupils should be given clear instructions regarding any potential hazards that may be encountered through discussing the risk assessment fully and be made aware of their responsibility for their own personal safety.

9. Gathering Information

The following information must be carried by the Group Leader or someone appointed by the Group Leader throughout the visit. It must therefore be gathered in advance.

- 1) Emergency contact numbers for all participants, including staff
- 2) Details of medical conditions affecting all participants, plus details of any medication to be brought on the trip and its administration. (See medical conditions and sun protection policy regarding protocols for administering medication)
- 3) Photographs of all participants (only for residential)
- 4) Copy of Emergency Procedures Sheet (APPENDIX NO 2).

10. School Contact

If the visit is to take place entirely within school hours, full details of the itinerary, of transport arrangements and emergency contact numbers for all participants as well as contact numbers for Group Leader and visit location should be left with the school office.

If the visit extends beyond school hours, the EVC or a member of SLT will act as the school contact. This individual must be supplied with full details of itinerary, transport arrangements and emergency contact numbers for all participants, as well as contact numbers for the Group Leader, accommodation travel company, if appropriate. The Group Leader must ensure that he/she has the telephone number of the school contact at all times.

11. Mobile Phones

All members of staff must carry a mobile phone throughout the visit. All members of the party should have the telephone number of the leader so that they can easily contact the Group Leader should the need arise. The Group Leader should have the mobile telephone numbers for all staff on the trip. Staff and volunteers must be aware that taking photos on a mobile device is not permitted. Photographs must not be placed on any public or social networking sites which do not adhere to our school policy.

12. Contingency Plans for Late Return

The Group Leader must plan in advance how to deal with delays, deciding how best to inform the school/parents, a telephone tree may be appropriate or text/parent mail. A member of staff must be designated to wait with children until all are collected after a trip.

13. Communication with other staff and adult helpers involved in the visits

Clear instructions must be given to the adult supervisors, either in writing or at a meeting. Everyone must know exactly what is expected of them. All adults are to have sight or be given copies of the risk assessment for the visit. List of participants/registers should be distributed and arrangements for regular head counts/check-ins agreed. Details of medical conditions must be given to all adult helpers.

14. First Aid

An appropriate number of adults should be designated as first aiders for the duration of the visit and should ensure they have access to a first aid kit and a basic knowledge of first aid procedures. Buckets with sick bags, disposable gloves, tissues, etc are available from the office for use on coach journeys.

15. Last Minute Checks

Confirm booking of venue and transport
Confirm medical information.
Ensure leader has the 'Operation Duke' card (see emergency procedure).

16. On the Visit

Continually reassess risks and be prepared to intervene or stop the visit if the level of risk becomes unacceptable: i.e. B1, A2 and A1 hazards.

17. After the Visit

An evaluation sheet (EV3) (APPENDIX NO 6) should be completed and passed to the Headteacher and EVC within 7 days of return, to be filed with the risk assessment.

Contents of Appendices

APPENDIX NO 1: General Guidelines on Visit Planning

APPENDIX NO 2: Guidelines for 'In An Emergency'

APPENDIX NO 3: St Edmund's - Educational Visits Procedure Checklist

APPENDIX NO 4: Summary of School Trip form – EV1

APPENDIX NO 5: Risk Assessment Form Specimen Form – EV2

APPENDIX NO 6: Educational Visit Evaluation Form – EV3

APPENDIX NO 7: Additional information form
(Medical information and contact form to be used for residential trips only)

APPENDIX NO 8: Walking to the Field
Swimming
Walking to Ladywell
Walk in Busbridge Locality
Away sports matches and external
Workshops with parental transport

APPENDIX NO 9: Terrorism

APPENDIX NO 1

General Guidelines on Visit Planning

1. Purpose

Ensure that the proposed visit has a clear purpose and is suitable for the age group involved.

2. Group Leader

Be aware that the Group Leader has overall responsibility for the supervision and conduct of the group at all times and should have due regard to the health and safety of the group. Ideally, the group leader should not have a group so that they are free to deal with any unexpected situations. NQTs must be accompanied by an experienced member of staff. For local journeys (such as those to and from a local swimming lesson, where a qualified instructor will be in charge, or to accompany children to another school in a minibus), a Teaching Assistant/Higher Level Teaching Assistant could be the party leader.

3. Delegation of Responsibility

It is usual to assign tasks to other adult members of a group, but these should be clearly defined and communicated. All staff members of the party must be fully briefed on the arrangements for the visit.

Selection of Staff

Care should be taken in selecting the appropriate staff to assist with a visit. Junior staff should be involved in order to give them experience of school visits but care should be taken when delegating to avoid making unreasonable demands of inexperienced staff. All staff should help with a visit before taking responsibility for organising one. If specific training is appropriate, this should be provided in advance of the visit.

4. Supervision Ratio

Pupil: supervisor ratios will vary according to the age and nature of the pupils and the nature of the activities to be undertaken on the visit. There is a need for a minimum ratio of 1:10 for children 10+ but a ratio of 1:2 is recommended for under fives and 1:6 is recommended for 5 year olds in YR and children in Y1 – Y3. It has been agreed by county that for some Y3 activities which involve transportation to a venue where there is greater supervision then a smaller ratio is acceptable (e.g.1:10). It is always beneficial to have a higher adult pupil ratio if feasible.

For a residential trip, the ratio should be at least 1:10. If potentially hazardous activities are involved, there must be sufficient supervision to ensure the safety of all participants, and qualified instructors as appropriate (see DfE guidance).

5. Parent/volunteers

It is often helpful to use non teachers to assist with visits, but care must be taken when selecting individuals to help, all of whom must have had a criminal check (DBS or List 99) carried out on the adult concerned. If at all possible it is desirable to have mixed gender supervision, however this is a requirement for residential visits.

6. Risk Assessment

A written risk assessment must be completed using Form EV2 and left on file for every visit. A Group Leader must be able to prove that he or she considered all of the risks before undertaking the visit. All risks identified must be reduced to an acceptable level if the trip is to go ahead (ie A3, B2, B3, C1, C2, C3). It is best to complete the risk assessment at a meeting of all those involved in the trip. Several heads are better than one. All involved should sign it. Previous risk assessments and evaluations should be consulted to provide examples of good practice.

Blanket risk assessments must be revised regularly, at least every six months.

7. Preliminary Visits

Exploratory visits to a venue to be used by a school party should always be carried out wherever feasible to enable Group Leaders to ensure that all areas are checked for the safety of the pupils on a school trip.

8. Open Access

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex or religion.

9. Cost

It is very important that accurate records are kept of all income and expenditure associated with a visit. While it is acceptable to over-charge slightly, in order to cover unforeseen expenses such as a change in numbers or food and drinks needed in the case of a long delay, it is not acceptable to aim to make a profit on a trip. If a substantial amount is left over after a visit, it should be returned to the parents. Smaller amounts can reasonably be spent, for example, on books or posters pertaining to the visit for use in school, or prizes for the best piece of follow-up work.

10. Remote Supervision

It is often reasonable and educational to allow pupils to work without direct supervision while on a visit, or to have brief recreational opportunities unsupervised by school staff (e.g. residential). If this is to be the case, parents must be informed in advance and must have agreed to the proposed arrangements. The group leader must always assess the degree of competence and responsibility of the pupils and other supervisors involved and adjust the opportunities for unsupervised activities

accordingly. Very clear instructions as to behaviour, timings etc. must be given in such a way that they can be proved to have been given. Pupils should always be instructed to stay in groups of at least three for their own safety. The Group Leader remains responsible for the pupils at all times, even when not in direct contact with them.

11. Behaviour

If a pupil's behaviour is jeopardising the safety of his/herself or the rest of the party, she/he should be withdrawn from the activity concerned. On a residential visit, it may be necessary to send an individual home early. Parents and pupils should be informed of this possibility in advance and told who will bear the cost of such an eventuality, as well as the responsibility for supervision on the homeward journey.

12. Dress

For a visit, which does not involve strenuous or potentially 'messy' activity, school uniform (bright green including PE shirts and jumpers) is always the preferred dress code. It ensures easy identification of pupils and is a restraining influence on behaviour.

13. Insurance

For day trips, all pupils and staff are covered by the school's liability insurance. If organising a trip involving potentially hazardous activities, the Group Leader should verify that the provider has the appropriate insurance cover and if not seek further advice.

14. Residential Visits

Before a residential visit, it is often helpful to arrange a meeting with parents in which details of accommodation, food, supervision, activities, free time, transport and equipment needed can be explained. This also gives parents an opportunity to ask questions. It can also be a good opportunity to make clear to parents and pupils the standards of behaviour expected on the visit and the sanctions to be imposed for misbehaviour. It may be appropriate to draw up a code of conduct to be signed by pupils and parents before the visit takes place.

If adventure activities are to be included in the programme for the visit, it is the responsibility of the group leader to check that the provider has any licenses required that instructors are properly qualified and that equipment is properly maintained.

See DfE booklet, Health & Safety of Pupils on Education Visits, pages 8-9 for further guidance (a copy of which is kept in the office and in EVC's folder).

An extended consent form is needed for a residential visit. The DfE model is included at the end of these notes for guidance, and should be regarded as an indication of the minimum amounts of information to be requested. (See the Medical Conditions and Sun Protection Policy for further guidance)

15. Transport

If your visit involves use of public transport, it is important to have a contingency plan in case of delays.

16. Use of Staff/ Other Adults Cars

If staff cars/ other adults cars are to be used to transport pupils, this must be specifically stated when requesting parental permission. Staff using their own cars to transport pupils must ensure that they have the appropriate insurance cover and MOT.

17. Use of Outside Providers

Check they have the necessary licenses and training/expertise. Ensure they understand and share your view of purposes and objectives of visit/activity. Ensure they understand the profile of your party and implications for activities to be undertaken.

When booking an activity through an outside body, it is still the Group Leader's responsibility to check the activity will be run by adequately trained and qualified staff, and that equipment is properly maintained. See DfE booklet, Health & Safety of Pupils on Educational Visits, pages 29-34 for further guidance.

18 High Risk Venues and Activities

If your visit will include time at a beach, swimming pool, farm or foreign travel, please consult the DfE guidelines on 'Health and Safety' for more specific advice(a copy of which is kept in the office).

21. Emergency Procedures

All adults involved in a visit should be familiar with the emergency procedures outlined in the sheet entitled 'In an emergency' (Appendix 2). In particular, they must be aware of the importance of passing information back to school and refusing to give any interviews or statements to the media. Only the nominated school spokesperson should speak to the media, and on no account should the names of those involved in an incident be divulged.

APPENDIX NO 2 **IN AN EMERGENCY**

The Group Leader should:

1. Establish the nature and extent of the emergency.
2. Ensure the safety of all group members.
3. Call emergency services as appropriate.
4. Administer/organise First Aid as necessary.
5. Consult with and inform other adult leaders.
6. Contact LA duty officer using details on 'Operation Duke' card who will handle contact with the media; **no-one else should speak to the media.**
7. Arrange for injured party members to be accompanied to hospital.
8. Arrange for an early, supervised and safe return for other party members.
9. Notify the police. If abroad, notify the British Consulate/Embassy.
10. Contact insurance company.
11. Notify tour operator.
12. Ascertain phone numbers for later use.
13. At the earliest opportunity complete a written record of the incident with as much detail as possible including names, times and witness details.
14. Complete an accident report form on return to school.

APPENDIX NO 3

ST EDMUND'S - EDUCATIONAL VISITS PROCEDURE CHECKLIST

Please read the Educational Visits policy and general Guidelines before completing.

ITEM	DESCRIPTION	DONE ✓	DATE
1	Experience in supervising a comparable visit		
2	Read school General Guidelines for educational visits		
3	Consulted previous risk assessments and evaluations		
4	Appropriate staff recruited to supervise trip to ratio guidelines		
5	Full risk assessment written following policy criteria		
6	Permission obtained from Head and EVC for all trips. The Chair of Governors and LEA for residential trips only(EV1 & EV2 forms required)		
7	All bookings made (venue, transport, providers)		
8	Details entered on staff room school calendar		
9	Details sent to Head's PA, school secretary & Bursar		
10	Details given to staff – may be in staff briefing		
11	Letter to Parents gives detailed itinerary		
12	Parental consent received inc. medical / dietary information		
13	Briefing meeting for Parents arranged (if applicable)		
14	Event Planning Form completed as required		
15	Reminders to pupil's re. times, transport, conduct, clothing etc.		
16	Contact details for girls & staff with Group leader & school or out of hours contact		
17	Clear instructions given to adult supervisors		
18	Group Leader mobile phone details given to each pupil / staff		
19	First Aid kit stocked and ready for trip		
20	Evaluation sheet (EV3) completed within 7 days of trip		

This checklist is for your own file and does not need to be handed in with EV forms.

APPENDIX NO 4(EV1)

SUMMARY OF SCHOOL TRIP

**St Edmund's Catholic Primary School
The Drive, Godalming, GU7 1PF**

Group leader:.....

Contact number:.....

Destination:

Purpose of visit:

Places to be visited/activities to be undertaken:

Details of external providers:

Date of trip:.....

Time: Depart school**Return to school:**.....

Year group: **Number of children:**.....

Coach company and contact number:.....

Cheque required: Yes / No **Price per child**

Adult helpers: *all helpers must be DBS checked or placed on list 99 prior to any trip (continue overleaf if necessary)*

Name	Emergency contact number	DBS/List 99 Check

Name of First Aider:.....

Agreed by Headteacher **Date**

Agreed by EVC: **Date**

Agreed by Chair of Gov (residential only).....**Date**

Agreed by LEA (residential only)...yes/no **Date**

THIS FORM MUST BE ACCOMPANIED BY A FULL RISK ASSESSMENT BY.....

APPENDIX NO 5(EV2)

EDUCATIONAL VISIT RISK ASSESSMENT: GROUP LEADER –

DATE:

PURPOSE: DATE(S): LOCATION: YEAR GROUP(S):		STAFF STUDENTS OTHER USERS PROVIDERS OTHER	RISK LEVEL e.g. A-3 <u>SEVERITY</u> A – death, major injury, damage to or loss of property / equipment B – over 3 day injury, damage to or loss of property / equipment C – minor injury, damage to or loss of property / equipment <u>LIKELIHOOD</u> 1 – extremely likely to occur 2 – likely to occur 3 – unlikely to occur					
			CAUSE OF HARM (hazards)	RISK LEVEL	PEOPLE AT RISK			

Please continue on another sheet if necessary.

PAGE ____ OF ____

Signatures:

APPENDIX NO 6(EV3)

EDUCATIONAL VISIT EVALUATION

To be completed by Group Leader within 7 days of return from a visit and handed to the Headteacher and EVC. Please continue onto another sheet if more space is needed

Visit to:

Date(s):

Year Group(s) and numbers:

Staff:

What worked well?

What needs to be changed/improved?

In the light of experience, how appropriate was your risk assessment? Very/quite/not

How could it be adjusted/improved for future visits?

What did the students gain?

Would you recommend the visit to be repeated? Yes/No

If not, why?

Any other comments?

Signed

Once the Head has dealt with any queries arising from this form it should be passed to office for filing.

APPENDIX NO 7

Additional information form(residential trips only)

St Edmund's Catholic Primary School

1. Details of visit to:

From: Date/Time..... To: Date/Time

I agree to (pupil name)
taking part in this visit and have read the information sheet. I agree to
.....'s participation in the activities described.

I acknowledge the need for to behave responsibly.

2. Medical information about your child

a. Any conditions requiring medical treatment, including medication? YES/NO
If Yes, please give brief details:

.....
.....
.....

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

.....
.....
.....

For residential visits only

c. To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If yes, give brief details

.....
.....
.....

d. Is your child allergic to any medication? YES/NO

If YES, please specify:.....

.....
.....

e. When did your child last have a tetanus injection?

I will inform the Group Leader/Headteacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Declaration

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work: Home:

Home address:

.....

Alternative emergency contact:

Name: Telephone No:

Address:

.....

Name of doctor: Telephone No.

Address:

.....

Signed: Date:

Full name (capitals):

APPENDIX NO 8: Applicable and continuous throughout each academic year

EDUCATIONAL VISIT RISK ASSESSMENT:

DATE:

PURPOSE: Walking to Field(local area) Swimming Walking to Ladywell Walk in Busbridge Locality Away sports matches and workshops with parental transport		OTHER PROVIDERS OTHER USERS STUDENTS STAFF	RISK LEVEL e.g. A-3 <u>SEVERITY</u> A – death, major injury, damage to or loss of property / equipment B – over 3 day injury, damage to or loss of property / equipment C – minor injury, damage to or loss of property / equipment <u>LIKELIHOOD</u> 1 – extremely likely to occur 2 – likely to occur 3 – unlikely to occur	
DATE(S): All	LOCATION: Busbridge/Local area		YEAR GROUP(S): All	
CAUSE OF HARM (hazards)	RISK LEVEL	PEOPLE AT RISK	CONTROL MEASURES (measures to control risk)	RISK FACTORS (what increases risk)

Please continue on another sheet if necessary.

PAGE ____ OF ____

Signatures:

APPENDIX NO 9: Terrorism

EVC and Headteacher alongside group leader to monitor current situation. We will continue to seek **specific advice** where there is a **genuine concern** and ensure that our **risk assessment procedure is being closely followed** before going ahead with a planned trip.

EVC to monitor threat level (which signals the likelihood of a terrorist attack in the UK) is being held at severe i.e. an attack is highly likely. We will continue to **shoulder our responsibility for ensuring that neither pupils nor employees are put at unnecessary risk while at school or on school business** – this includes school trips. Regardless of the heightened risk of terrorist attacks, all school trips should and will be well planned and be guided by an appropriate risk assessment. This will help ensure that the trip will be a success and that staff have peace of mind beforehand, as well as **crucially providing that same reassurance to parents and carers as well as to the pupils themselves.**

EVC will ensure that a robust risk management strategy is in place. Group leaders need to ensure that they are in line with the expectations as outlined by EVC and the Headteacher as well as the senior leadership team and governing body.

We will continue to be vigilant and abide by the current climate. **EVC will follow guidance as outlined by OEAP document and managing terrorism guidance document which is on Evolve**(Surrey's Educational Visits tool)

Key points from Police Counter Terrorism Unit Advice and OEAP document to establishments and schools in light of recent terrorist activity. Copy of document is in the office and in EVC's folder. All updates and changes will be reflected to show changes as highlighted on Evolve..