



## **Educational Visits Policy Local to St. Felix RC Primary School**

**Part of the Our Lady of Walsingham Catholic Multi  
Academy Trust**

Prepared by	<i>Tracy Anderson – Educational Visits Coordinator</i>
Approved by the Committee/Governing body	<i>Health and Safety and Premises Committee</i>
Signature of Chair of Governors	<i>Judith Dance</i>
Date approved	<i>1/5/2019</i>
Review date	<i>1/5/2020</i>

St Felix RC primary school has formally adopted, through its Governing Body, the Suffolk 'Guidance for Educational Visits'. [www.oeapng.info](http://www.oeapng.info) and as outlined on [Suffolkvisits.org.uk](http://Suffolkvisits.org.uk) Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

It is the duty of the EVC to remain up to date with government guidance in relation to Educational Visits.

**This policy should be read in conjunction with the Safeguarding Policy.**

### **Aims and purposes of Educational Visits**

The School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

### **Approval Procedure**

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. The Head teacher has nominated Mrs Tracy Anderson as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents the Head teacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure.

This will be undertaken using the St Felix Educational Visit Risk Assessment (EVRA) (Appendix 1) and add additional documents noted in the planning and approval system.

The School has agreed a policy for categorising its visits in line with SCC guidance i.e.:

**Type 2** = Residential or Adventurous visits - to be planned and recorded on the EVRA and approval gained from the EVC and Head. This must be approved by the Governors at the initial planning stage.

This can be an action by the Chair on behalf of the Governors.

**Type 1** = Local regular day visits - to be recorded on EVRA and approval gained from the EVC and the Head where transport is needed to get to the venue. Local trips such as walks in the local area should be recorded in plans and approval gained from the head or EVC.

### **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for Educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with Educational activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility, the Risk Assessment and the itinerary for the day. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

It is the duty of the staff to ensure that their First Aid Training on Educare is up to date. It is advisable to take a member of staff with a Paediatric First Aid Certificate where possible.

### **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. The EVC will provide guidance and add to the EVRA with Visit Leader.

### **External Activity Providers**

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

### **Parental Consents**

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

### **The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

### **Emergency Procedures**

The school will appoint a member of the Senior Management Team and / or the EVC as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

Register of children and adults on each coach must be left with staff in the office.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

### **Charging for Activities and Visits**

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges stating how much they are prepared to contribute etc.

Appendix 1

RISK ASSESSMENT FOR:		Date of Event:		Benefits:
Written By:		Date:	Mobile No for use on trip :	
EVC Approval: Date:		Head of School/Governor Approval: Date:		



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Staff Responsible for Compliance	Are Normal Control Measures Y/N/NA	
					In Place	Adequate
			•			
			•			
			•			

**Staff Supervision Levels.**

Identify any known site specific hazards which will influence staffing positions.

A plan or photographs identifying the location of these hazards and location of supervising staff with zones of control will assist, especially in identifying any blind spots.

Examples of site hazards:

Steps, walls, play / climbing equipment, gates, blind spots

**Checklist:**

- Register including children of note
- Bus register if more than one coach
- Accompanying adults
- Local risk assessments

<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>DATE OF REVIEW:</b> <i>Record actual date of review</i>	<b>COMMENTS:</b> <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
<b>DATE OF REVIEW:</b>	<b>COMMENTS:</b>			
<b>DATE OF REVIEW:</b>	<b>COMMENTS:</b>			