



ST. THERESA'S CATHOLIC PRIMARY SCHOOL

Educational Visits Policy

Our Mission Statement

At St. Theresa's School
We learn together
We play together
We pray together
We grow together in the love of God.

Date of policy review: November 2018

Next review: November 2019

Policy written by: Linda O'Melia Headteacher
Policy reviewed & passed by: Governing Body
Key person responsible: Linda O'Melia Headteacher



1 INTRODUCTION

- This document is a statement of the aims, principles and strategies for educational visits at St Theresa's Catholic Primary School.
- The LA has adopted the Outdoor Education Advisers Panel 'National Guidance' www.oeapng.info
- The Health and Safety at Work Act 1974 places overall responsibility for health and safety on educational visits with the governing body.

2 AIMS AND OBJECTIVES

It is our aim to offer children a rich, broad and balanced curriculum. We believe that the curriculum can be enhanced through the provision of educational visits to a variety of places. Over the school year every class will be involved in at least two educational visits to support the curriculum. The importance of educational sustainable development will be considered in all aspects of school visits.

All the staff at St Theresa's will follow the guidance for organising educational visits 'Guidance for Off-Site Visits and Related Activities 2014' issued by the LA. A copy is kept centrally in the staff room for reference. This document contains advice and procedures for Barnet schools and is linked with the DFE publication 'Health and safety: advice on legal duties and powers' February 2014.

The purpose of this policy is to clarify details and give further guidance to staff and governors.

In this order, our priority is to ensure wherever possible that all visits will be:

SAFE

EDUCATIONAL

ENJOYABLE

No child will be allowed on an external trip without parental consent.

Someone who has a working knowledge of first aid will accompany all visits and an appropriate first aid kit will be carried with any required medication.

Children whose behaviour could jeopardise the safety of the other pupils will be excluded from any educational visit by the head teacher. Parents or carers will be fully consulted in these circumstances.

At St Theresa's general consent for local visits/walks (excluding transport) is established as each child joins the school. For longer trips a separate consent form is necessary.

3 THE ROLE OF THE EDUCATIONAL VISITS COORDINATOR

James Troy is the educational visits coordinator (EVC) on the school staff and will act on behalf of the head teacher.

His role will be to:



- Attend all LA training for EVCs.
- Feedback current information to all staff and governors.
- Produce and update the Educational Visits' Policy.
- Ensure that LA guidance is readily accessible to all staff.
- Inform the Governing Body of residential visits.

All trips organised in the school must be approved by the Headteacher or the EVC.

4 COMPETENCE TO LEAD

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC. In assessing competence to lead, the EVC will take account of the factors stated in Section F2 of the LA booklet.

Overseas or residential visits require the additional approval of the governing body.

Every visit should have a nominated group leader; this may not be the most senior member of staff but the person who is most familiar with the visit venue.

Wherever possible pre-visits should be made by the class teachers to ensure smooth organisation. If this is not possible, teachers should liaise with anyone on the staff who has visited the venue before and take their advice, or speak directly to the venue concerning details such as, lunch provision, toilets, adult supervision needed.

5 REASONS FOR VISITS

It is essential that all visits have sound and clearly stated educational aims.

6 ASSESSMENT OF RISK

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which leaders should be mindful:

- **Generic risks** – normal risks attached to any activity out of school.
- **Event specific risk assessment (ESRA)** – any significant hazard or risk relating to the specific activity and outside the scope of generic risk.
- **Ongoing risk** – the monitoring of risk throughout the actual visit as circumstances change.

Further details on risk assessment will be found in section G of the booklet.

7 PLAN B

Despite the most detailed and thorough pre-visit planning, things can go wrong on the day e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost



booking etc. To avoid having to make decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

8 STAFFING RATIOS

It is for schools to determine the number of adults required, depending on the nature of the outing.

At St Theresa's a general guide for the staff/pupil ratio for local visits in normal circumstances might be 1:6 – KS1, 1:10 – KS2. In practice, the ratio should be determined by factors relevant to the visit such as:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adult
- nature of venue
- weather conditions at the time of year
- nature of transport involved.

A professional judgement must be made by the visit leader, EVC, Headteacher/Deputy Headteacher as to the appropriate ratio for each visit.

9 SUPERVISION

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils
- age of pupils
- responsibility of pupils
- competence/experience of staff
- environment/venue

10 ROLE OF SUPERVISING PARENTS

Supervising parents must be carefully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care and be provided with a completed risk assessment (ESRA).

It is at the class teacher's professional discretion whether they put a parent helper in charge of a group containing their child; this will depend on individual circumstances.

11 FIRST AID

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid who will have attended the first aid at work course.

First aid kits are available in school; if the visit involves the party splitting up by any distance, a kit should be taken for each group.



12 TRANSPORT

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. If a minibus is being borrowed or hired, the driver must have passed the LBWF test for the driving of council vehicles or the equivalent community transport test.

If any pupils are to travel by car, the driver must complete form EV6 and have the appropriate insurance cover (see form EV6 on school server).

This is also relevant to sports fixtures and applies to both staff and parents' cars. A new form must be completed every academic year.

Parents must also give written permission for their child to be transported in a private vehicle using the 'Private Transport Permission Form'.

Pupils under 135cm in height must use a booster seat, unless they are using the lap-strap (in the middle of the back seat of the car) when the regulation cannot apply.

13 WATER 'MARGIN' ACTIVITIES

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in the DfES 'Group Safety at Water Margins' is relevant. All staff, including parent helpers, should be provided with a copy of this guidance prior to the visit. A copy of this guidance is kept in the Deputy Headteacher's office and on the school server.

14 SCHOOL TRIPS AND OUTINGS CHECKLIST

This checklist is an essential part of risk management process and is applicable for all visits. Copies are kept in the staffroom.

It is the group leader's responsibility to:

- Check the school calendar to ensure the date of proposed visit does not clash with pre-arranged activities
- Obtain approval from the Headteacher/EVC for the visit and complete EV1 (copy to EVC and also save a copy to the appropriate folder on the school server)
- Read the school trips and outings checklist
- Arrange the venue and pre-visit (if possible) and ensure the aims of the visit are commensurate with the needs of all pupils
- Ensure maintenance of good discipline and be aware of the safety and well-being of the children at all times
- Ensure that staff/helpers are fully briefed as to their roles and responsibilities and ratios are appropriate



- Conduct a full risk assessment and bring this to the attention of all staff/helpers involved in the visit (ESRA)
 - To be familiar with all relevant regulations and guidelines
 - Ensure that pupils are aware of the nature and purpose of the visit
 - Liaise with the Headteacher/school office to inform parents of all the events happening on the visit, transport, lunch arrangements, suitable clothing requirements, Plan B (if appropriate).
 - Ensure that appropriate medication is taken on the trip and be aware of specifics on diet/personal issues.
 - As appropriate he/she should issue kit lists, journey times, emergency contact details, codes of conduct etc.
 - Should liaise with school office over transport/financial matters
 - Should have knowledge of emergency procedures and contacts (a mobile number for contact of trip members should be recorded on emergency card)
 - Evaluate, debrief, follow-up as necessary
- **It is the class teacher's responsibility to:**
- To liaise with the school office to ensure that all parental consent forms have been returned for their class
 - To organise the correct adult to pupil ratio for their class.
 - To check that their helpers have read the relevant risk assessments.
 - To organise their class into manageable groups.
 - To brief any parents helping about what they are required to do on the trip.
 - To speak to all the children in their care about expected behaviour, risks and safety.
 - To maintain good discipline during the trip.
 - To carry out on-going risk assessment throughout the visit.
 - At all times be aware of the children's safety.
 - Ensure that any appropriate medication is taken on the trip.
 - Ensure that pupils are supervised at all times during the visit.
 - Carry a register of children's names and conduct frequent head counts.

15 SEEKING PARENTAL CONSENT

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'acknowledgement of risk').

The letter to parents should therefore give full details of the visit, the reason for the visit, educational aims, supervision arrangements and the transport arrangements. The letter should also state the cost of the visit per child. A consent slip should be attached to all educational visits correspondence for parents to give their permission for their child to attend/take part in out of school visits.



16 EMERGENCY PROCEDURES

Depending on the nature of the incident, the school will implement a communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (e.g. telephone/text) for communicating with those whose children are not affected.

In the event of an incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the group leader will telephone the school immediately to speak to the Headteacher (on land-line or mobile). If the Headteacher is unavailable, the Deputy Headteacher/EVC should be contacted for advice. The school must be kept informed at all times. If the leader is unable to contact the school, they should telephone Barnet LA on 0208 359 2000. This line is open on a 24-hour basis and the number should be taken on every visit.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention the group leader should adopt the following protocol:

- a) Assess the situation;
- b) Safeguard uninjured members of the group (including self);
- c) Attend to the casualty/ies (if applicable);
- d) Call emergency services (999 or appropriate local number if abroad), if appropriate.

Then:

- e) Contact the Emergency Contact (see below) and seek further advice.
- f) Contact the British Consulate / Embassy if abroad;
- g) If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- h) Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- i) Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- j) Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- k) Refer all press, media, parental, or other enquiries to Barnet LA on 020 8359 2000.

If an accident occurs and a child has to be taken to hospital during a visit, the Headteacher should be contacted before any medical decision is taken.

The child must be accompanied by an adult if they are taken to hospital.

Every effort will be made by the school to contact the child's parents; however in an emergency situation the school has a duty of care over the child and can make medical decisions. In such a case the safety of the rest of the children must not be compromised through a reduced number of supervising adults. Therefore the group leader, after discussion with the school, needs to make the decision whether to terminate the visit.

If for any reason the visit is going to be later than the advised time in returning to school, the group leader should inform the school who will contact parents with up to date information.



17 ORGANISING AN EDUCATIONAL VISIT

Before the visit

Fill in the school's preliminary form EV1 at least 1 month in advance. This goes to the Headteacher in the first instance (for signing), who passes it on to the EVC (for signing) who passes the original to the school office and a photocopy back to the visit leader. The EVC will retain a copy on file.

On the day of the visit

Be sure to:

- Collect first aid kit(s)/bucket
- Make sure all medication is with appropriate adults
- Brief supervising parents and give them lists of pupils in their care
- Ensure that a minimum of one mobile is working (and left on at all times between leaving and returning to school) and that the office has the number(s)
- Count pupils

During the course of the visit, pupils should be counted regularly as appropriate and always when changing locations. Always 'double count'.

The mobile phone(s) should be switched on during the homeward journey.

After the visit

It is important that after each visit a short debrief takes place. This should occur as soon after the visit as possible and should involve the visit leader and accompanying staff. The purpose of this debrief is to identify what went well and what could have been done better, in order to inform future planning.

18 SAFEGUARDING AND SCHOOL SECURITY PROCEDURES

Persons at risk

- Pupils
- Personnel
- Parents
- Visitors

19 PROCEDURES ADOPTED

- Coordinators for Educational Visits (EVC) in place.
- Health and Safety regulations and procedures in place.
- Risk assessments in place.
- Governors and Headteacher responsible for the sanctioning and authorisation of all educational visits whatever the duration or purpose.
- Appropriate training undertaken by the EVC and Party Leaders and



are sufficiently competent and experienced.

- All documentation in place before a Visit Plan can be authorised by the Headteacher and governing body.

20 THE FOLLOWING VISIT PLAN COMPLETED BEFORE ANY VISIT IS AUTHORISED:

- A Risk Assessment(s) based on a pre-visit.
- The nature, purpose and length of the visit.
- Accommodation details.
- The year group and pupil numbers.
- Pupil names.
- Contact details.
- Emergency contact details.
- Parent consent forms.
- Medical records.
- The number of adults.
- DBS checks of parent helpers.
- Adult pupil ratio.
- Insurance.
- Cost of the visit.
- Coach firm and contact details.
- Travel arrangements.
- Itinerary of visit.
- Medical and first aid.
- School mobile phone.
- Emergency procedures.

21 PARTY LEADERS ENSURE ALL SUPERVISING ADULTS ARE:

- Trained in supervisory procedures for educational visits.
- Allocated a group of named pupils
- Given pupil information.
- Implement the school's equalities policy and schemes.
- Report and deal with all incidents of discrimination.
- Attend appropriate training sessions.
- Report any concerns they have on any aspect of the school community.

22 PARENTS WILL:

- Be informed of all educational visits by the school and will be given full detailed information of the visit.
- Complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered.
- Submit current emergency contact details before an educational visit takes place.



- Attend all planning and information meetings held by the school before any residential or overseas visit takes place.
- Be subjected to a Disclosure and Barring Service Check before they take on the role as a volunteer helpers/supervisors on an educational visit.
- Undertake training in the above role.
- Be allocated named pupils during the visit.
- Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

23 AT THIS MEETING PARENTS WILL BE INFORMED OF THE FOLLOWING

- The name of the group leader.
- The names of the deputy leader and other staff.
- The names of parents accompanying the visit.
- The ratio of pupils to adults
- The dates and time of departure and return.
- The full contact details of the destination.
- The methods of travel.
- The name of the coach firm/travel company.
- The itinerary of the educational visits and of the activities planned.
- The total cost.
- The date when the deposit needs to be paid and when the final travel cost has to be paid.
- Insurance arrangements.
- Pupil medical and dietary information.
- Checklist of clothing and other essentials.
- Checklist of equipment.
- Details and advice of pupil pocket money.
- Ground rule for the visit.

24 INFORMATION TO BE PROVIDED TO SCHOOL PERSONNEL

- Safeguarding & Child Protection Policy
- School Security Policy
- Health and Safety Policy
- Safeguarding Procedures

This version supersedes the Policy dated July 2017

Headteacher:		Date:	
Chair of Ratifying Committee / Governing Body:		Date:	