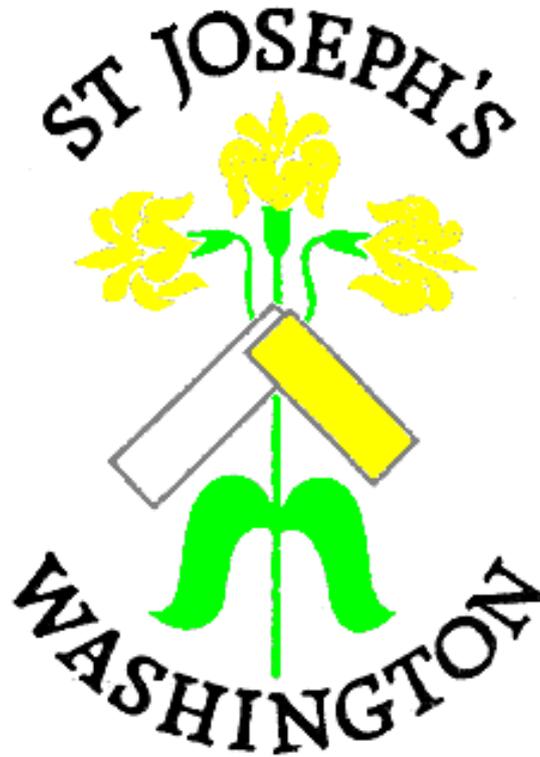


Educational Visits Policy



We are children of God: we achieve, believe and care.

Ratified on: 13/03/2019_____

Chair: V Metcalf_____

Headteacher: J Black_____

To be Reviewed: 2 Years

St Joseph's is a happy and caring Catholic school where everyone aspires to reach their true potential with Christ at the heart of all we do.

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.'

An educational visit could be a short term visit in the local community, a day visit further afield or a visit lasting several days at a residential educational centre.

We will ensure that we comply with all DfES and Local Authority documentation before any educational visit is authorised.

Aims

To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.

Responsibilities

We all have a common law duty of care to do what is reasonable to prevent harm occurring to another person. Under the statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfES requirements and LA guidelines.

Specific responsibilities include:

- Local Authority – to approve residential and adventurous activities
- Headteacher – to approve visits and assesses competence of visit leaders
- EVC – to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, liaise with LA, and ensure emergency contacts in place.
- Visit leader – to plan visits in line with procedures in this policy, ensure visit is suitable place, be approved by the Head, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks
- Supervising teachers and other adults – to supervise children, continually assess risks, manage risks in line with risk assessment
- Pupils – to follow instructions and procedures in line with the risk assessment.

Approval Procedure

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the head teacher and EVC.

Residential visits or those involving adventurous activities will require the additional approval of the LA via EVOLVE

If an external provider or tour operator is being used, they must complete the detailed Form EV4 at the time of the provisional booking.

Consent Forms

Parents will be asked to sign a consent form including providing relevant information about their child and emergency contact details. (This will be a blanket consent for routine visits – specific consent will be sort for a more unusual visit.)

Adult Pupil Ratios

As a general rule we will use the following adult pupil ratios:

- Early Years 1:3
- Y1 to 2 1:6
- Y3 to 6 1:10

However, a professional judgement must be made for each visit, by the visit leader, EVC and the Head Teacher, the following characteristics will be taken into consideration:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Nature of venue
- Weather conditions
- Nature of transport

The competence of the supervisors and the supervision arrangements are more important than ratios.

Pre-trip planning

Before going on the trip, the Leader and other teachers must carry out the following checks.

- Make clear the aims and objectives of the trip.
- Seek Headteacher's and EVC approval.
- LA notification or approval (if necessary).
- Informing parents of details and trip.
- Parental consent (if necessary), including information such as medical, SEN or allergies.
- Liaise with other members of staff going on trip so aware of any additional needs of pupils.
- Ensure those going on the trip meet the required ratio levels and training (e.g paediatric first aid)
- Devise itinerary and programme for the day.
- Liaise with the Office to set financial contributions from parents.

Risk Assessment

Accidents do happen, but we must do what we reasonable can to prevent them. Managing risks helps us to achieve our objectives and helps to prevent things going wrong.

'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 visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school.
- Event Specific Risk - any significant hazard or risk relating to the specific activity. These should be recorded on the risk assessment form.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change. Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Transport

Travel arrangements should be included in the risk assessment.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

If any pupils are to travel by car, the driver must complete Form EV6. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

Taxis or private hire vehicles must be licensed by the local council.

First Aid

The level of first aid provision should be based on risk assessment. First aid kits are available from the green room.

Any pupil with an IHC (Individual Health Care Plan) must be considered on the risk assessment.

Emergency Procedure

Visit leaders must take with them a copy of any information that sets out the local authority's procedures to be followed in the case of an emergency. For visits that take place in school time, the office and EVC hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly.

Booking Procedure

Please inform the following people about proposed visits out of school before booking:

- Headteacher
- School Business Manager

1. Inform the headteacher, check that proposed dates are convenient and put in diary.
2. Complete transport booking form from office.
3. Complete LA approved form (EV2 & 4) (residential trips and adventurous activities only)
4. Liaise with the office with regards to booking transport, cost, letter to parents and, if necessary, additional insurance
5. Inform parents using standard letter.
6. Complete details of visit on Evolve.
7. Attach Risk Assessment and letter to parents to Evolve
8. Carry out pre-visit if possible and necessary
9. Keep record of contributions made by parents using class list on A4 envelope, ensuring money is checked and then send to office daily for safekeeping.
10. Ensure all supervising staff and parents are aware of itinerary and risk assessment.
11. Evaluate the trip with the EVC and attach to the EVOLVE paper work.

During the Trip

During the trip, the designated Leader, along with the other adults, must do the following whilst on the trip

- Manage on-going risk such as changes in weather etc.
- Carry around emergency contact arrangements (charged phone with correct numbers)
- Ensure have on their person any medication for any of the pupils.
- Have appropriate first aid kit.
- Arrange meeting points where necessary.
- Regular head counts.

After the Trip

- Once the trip has been completed, we ask staff to review the trip wherever possible. - Were the objectives of the trip met?
- Give feedback to the EVC.
- Carry out evaluation on Evolve.

Training

- The EVC will:
 - undertake training organised by the LA;
 - train all Party Leaders and volunteer helpers;
 - We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.