

St Joseph's Catholic Academy

<i>Name of person with overall responsibility for policy implementation:</i>	• Mrs L. Hamilton
<i>Name of Educational Visits Coordinator:</i>	• Mrs J. Clarkson
<i>Name of Health and Safety coordinator:</i>	• Mrs L. Philps
<i>Name of Link Governor:</i>	• Mrs G. Hodgkinson
<i>Date Policy has been adopted:</i>	• April 2020
<i>Date of review of Policy:</i>	• April 2023

The Academy Committee and staff of St Joseph's Catholic Academy acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of pupils. Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils. The following guidelines and policies support the planning and implementation of educational visits organised at St Joseph's Catholic Academy in conjunction with Stoke LA support via Evolve electronic system.

Educational Visits Co-ordinator (EVC) 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 DfES requirements and LA guidelines. Our current EVC is **Mrs J Clarkson**.

National Guidance for Educational visits

The Academy formally adopts the Outdoor Education Advisor's Panel (OEAP) National Guidance for the management of off-site visits and learning outside the classroom, which can be found here <https://oeapng.info/evc/>.

Staff are encouraged to make use of the site's guidance for Visit Leaders which can be found here: <https://oeapng.info/visit-leader/>

Approval Procedure and Consent:

- Staff must use the EV1SJ form to give details of their proposed visit. This form has three parts.
- An outline Plan for a visit on form EV1SJ part 1 must be completed by the organising member of staff and given to the Principal. Approval will be given or refused by the Principal and/or the Senior Leadership Team. Approval at this stage is dependent on calendar and/or staffing constraints.
- A Transport enquiry form EV1Sj part 3 to be handed to the office to find the cost of any proposed transport.

- If the visit has been approved above the visit leader must then find out the correct costings including transport and complete part 2 of the EV1SJ which is then given to the Principal for final agreement at least two weeks before the visit.
- Letters to parents/carers outlining the visit must be completed using the proforma EVletter1SJ and contain the specific wording in bold.
- The member of staff must then use the online tool (Evolve) to complete the risk assessments etc. Attachments must include a letter to parents, risk assessment other documents as necessary. This should be completed one week prior to the visit.
- Residential visits will follow the same procedure but must be submitted to Evolve 4 weeks prior to departure for LA approval. 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 visit Leader will organise this.
- The EVC Mrs Clarkson will approve the visit on Evolve and final approval will be made by the Principal on Evolve.
- Before the visit takes place the Leader must ensure all parental consent forms are received.

Local and regular repeat visits

For local and repeat visits such as swimming or walking to church, parents will be asked to sign a general reply slip of consent when their son/daughter enters the school, or at the beginning of the year. Parents will be informed by text messages of these visits and also if they have been cancelled.

Exploratory visit

Wherever possible for new visits the group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the group leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group.

First Aid provision

This should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays it is sensible to have at least one trained first-aider in the group. The group leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- a suitably stocked first-aid box;
- a person appointed to be in charge of first-aid arrangements.

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Principal should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned. The school has a separate policy for the Managing of children with Medical conditions. See extract below -

Procedures for managing prescription medicines on trips and outings

- Arrangements for administering any necessary medication will also need to be taken into consideration for any school visit.
- Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedure. A copy of any IHPs should be taken on visits in the event of the information being needed in an emergency.
- Permission slips, medical forms and contact details will always be carried.
- Children will be responsible for their own asthma inhalers in KS2, named members of staff will be responsible for asthma inhalers for younger children. A named adult will carry the forms and any prescribed medicines needed for that day.

Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- gender, age and ability of group;
- special needs pupils;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities. There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Staffing

Any adult joining a Residential trip will be required to have DBS clearance prior to the trip. Adults joining all other trips will follow the schools Safeguarding Guidance

Other teachers and adults involved in a visit must:

- do their best to ensure the health and safety of everyone in the group;
- care for each individual pupil as any reasonable parent would;
- follow the instructions of the leader and help with control and discipline. Non-staff members should generally not have sole charge of pupils except where risks to health and safety are minimal.
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

The expectations of Pupils and Parents/ Carers Pupils should have a clear understanding about what is expected of them and what the visit will entail. The group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- should not undertake any task that they fear or that they think will be dangerous. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity.

The school has a clear code of conduct outlined in the Behaviour Policy. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school. In this instance collection/removal of the child from the activity will be at the parents' expense and all monies paid or due for the activity will be forfeit.

Pupils with special educational and medical needs:

The EVC will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Parents must:

- provide the group leader with emergency contact number(s);
- sign the consent form;
- give the group leader relevant information about their child's health which might be relevant to the visit. Communicating with Parents / Carers Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils' health and safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:
 - dates of the visit;
 - times of departure and return;
 - mode(s) of travel
 - details of accommodation with security and supervisory arrangements on site;
 - names of leader, or other staff and of other accompanying adults;
 - visit's objectives;
 - details of the activities planned and of how the assessed risks will be managed;
 - clothing and equipment to be taken;
 - money to be taken;
 - the information to be given by parents and what they will be asked to consent to.

Emergency Procedures

School will appoint a member of the SLT as the emergency school contact for each visit prior to it commencing. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including home contact details of parents/guardians and next-of kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school systems

Evaluation:

All visits will be evaluated by the Group Leader and given to the EVC. A short evaluation report will be made available for the Academy Committee if requested.

The EVC will keep a data base of visits for the Year which will be included in the Autumn Principal's Report. (EV report SJ)

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

Dissemination of the policy:

All staff and Academy Committee members will receive a copy of this policy and it will be displayed on the school website.

Policy updated: April 2020

Policy to be reviewed – April 2023