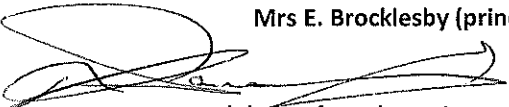

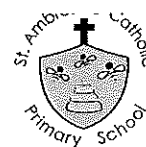


# St Ambrose Catholic Primary School Educational Visits Policy

Date of Ratification:	25/2/2018	Signed:  Mrs E. Brocklesby (principal)  Mr P. Parry (Chair Of Academy Committee)
Review date:	31/1/2019	Signed:  Mrs E. Brocklesby (principal)  Mr P. Parry (Chair Of Academy Committee)



## St Ambrose's Catholic Primary School

### Policy for Educational Visits (EV)

**Purpose and value of Educational Visits:** Learning outside the classroom is a vital part of children's learning and development, providing the children with the wider experiences they need to develop their understanding and skills.

**The Policy and Legal responsibility:** This policy is part of the schools legal responsibility and duty to follow Worcestershire County Council's health and safety guidance for school visits. It should be used in partnership with OEAP Employer Guidance at [www.oeap.info](http://www.oeap.info). This policy is familiar to all members of staff and should also be viewed alongside the schools policies for health and safety. The employer retains overall responsibility for health, safety and welfare.

**Role of the Educational Visits Co-ordinator (EVC):** In the absence of an EVC the responsibilities and function of the EVC remain with the Principal.

#### Role of the EVC

- Have attended the Worcestershire Educational Visit Coordinator Training;
- Ensure induction and training for staff, ensuring all visit leaders have attended Worcestershire Visit Leader training;
- Monitor the purpose of visits; keep records of the visits
- Support the principal / governing body with visit approval and decisions
- Ensure outdoor learning activities are led by staff who are competent and confident;
- Ensure volunteer adults are vetted and those with significant unsupervised access are subject to full DBS checks;
- Confirm that the leadership of visits is competent and to check staff qualifications, including accompanying staff and volunteers;
- Confirm that where appropriate risk management planning (including risk-benefit assessments) and preliminary visits have been completed by visit leaders and given sufficient consideration;
- Ensure medical and first aid arrangements are addressed;
- Monitor and review the programme of visits and the schools educational visits policy;
- Monitor emergency procedures and provide Leaders with an Emergency Procedures Checklist;
- Make EVOLVE submissions for adventurous and residential visits.
- Ensure that visits are evaluated to inform the operation of future visits;

#### Role of the Principal

- Ensure approval for visits is given, ensuring that the Governing Body is made aware of visits such as residential and whole school;
- Be the principal contact with the LA over visits planned by the school; support EVC/Visit leader with making EVOLVE submissions for adventurous and residential activities.
- Ensure that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit.

#### Role of the Academy Committee

- Ensure that the plans for visits comply with statutory regulations and guidelines, including the school's health and safety policy documentation;
- Ensure the duty of care is discharged (following policy set down by employer guidance and OEAP EG guidance);
- Support adjudication of parental complaints;
- Assess proposals for certain types of visit, which should include visits involving an overnight stay or travel outside the UK, and ensure submission of these proposals to the LA if appropriate (via the EVOLVE system).  
Ensure that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- Ask questions about a visit's educational objectives and how they will be met;
- Ensure that the Principal has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- Ensure that they review procedures with the Principal on an annual basis.

### Role of the Visit Leader

They must be familiar with the schools policies to be followed off-site. They will be competent, with appropriate experience and qualifications. NB: Overarching duty of care remains with establishment leaders, even when partial responsibility is shared with a provider.

- Risk manage the visit and venue and undertake a preliminary visit if appropriate;
- Keep the EVC informed at each stage of the planning process;
- Define the roles and responsibilities of other staff (and young people) to ensure effective supervision, and appoint a deputy;
- Share details of 24/7 emergency contacts and emergency arrangements with key staff and providers where appropriate;
- Obtain parental consent forms (where required), medical details and contact details and share these with relevant staff and providers;
- Ensure if accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management;
- Address Child protection issues including DBS checks and processes where appropriate;
- Circulate relevant information to supporting staff;
- Ensure access to first aid at an appropriate level;
- Undertake visit leader training (refresher recommended every 4 years)
- Risk benefit assessment needs to be signed off by EVC/Principal. When needed, use the EVOLVE system to manage the whole visit including: notification, planning, risk assessment, monitoring and evaluation. Evolve is used by the EVC to manage visits over 50 miles or that include outdoor and adventurous activities for example residential.
- You should ensure that, where the activity involves a third party provider, appropriate assurances have been sought. Specifically note those national schemes that make seeking provider assurances unnecessary e.g. LotC Quality Badge, AALS licence, Adventuremark, or a clear management Statement of Competence.
- Brief staff and other supervisors on: The nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities, the nature and location of the activity;
- Ensure the visit is effectively supervised – are staffing rations appropriate for the activity? The leader will know of relevant medical and other relevant needs of group members, including staff;
- Complete post visit evaluations.

## Providers – selection and assessments

The following should be used when looking for a provider:

- ☐ Website - Visit the providers website or seek its official literature ☐
- ☐ Quality badge - Find out what if any quality badge they have and what it actually ☐
  - ☐ assesses/inspects to gain the quality badge, check out if the provider actually holds the
  - ☐ quality badge stated (WCC recognise LOtC, Adventure Mark, AALS) ☐
- Engage with the provider – talk to them, get risk assessments from them and any other ☐
  - ☐ information they can provide e.g. plans, maps directions, car parking etc. ☐
- Past visit – Check using EVOLVE or look at own past school visits and feedback after the ☐
  - ☐ visit ☐
- Preliminary Visits - Carry out a preliminary visit if possible,

## Inclusion endorses the principles of:

- a presumption of entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers.

It is unlawful to:

- treat a disabled young person less favourably
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage **without justification.**

## Approval and Notification of Visits and Provider Assurances

We must notify the authority of visits and activities falling within any one of the triggers set out below: ☐

- Involves a journey more than 50 miles away from base; ☐
- Involves a residential or overnight stay; ☐
- Involves the provision of an adventurous activity. ☐

**The above notification procedure requires the submission of an “EVOLVE” form at least 4 weeks prior to departure.** ☐ Providers should hold some form of national accreditation. E.g. The LOtC Quality badge, AALS licensing, adventure mark, NGB approval. Worcestershire policy is that where a provider holds such one of the above accreditations there should be no further need to seek assurances. ☐

## Risk Management

All visits, beyond those which form part of the regular school day (e.g. Mass at church), leaving school grounds must have completed risk benefit assessments signed by the EVC / Principal. Worcestershire Risk- benefit assessments should be used to produce risk assessments: Examples are available on the staff share under EVC. ☐ Pupils are made aware of expectations and needed equipment in advance of visits. **Pupils who are unable to maintain an acceptable safe code of conduct within school will not be eligible to participate on school visits.** Copies of completed risk assessments will be placed in the EVC portfolio. ☐

## Transport ☐

- The school uses certified and established coach companies. ☐

## **Supervision/ratios**

1 adult to five pupils in EYFS;

The needs of a cohort must be considered in Years One to Six

## **Emergency procedures and critical incident support**

A basic first aid kit must accompany any trip that leaves school premises. Staff will follow school first aid policy. Accidents and incidents will be recorded and reviewed to identify learning points. Leaders will follow the action points below and will have a mobile phone. Outside school times an emergency school contact will be allocated (such as the Principal). Parental consent forms will be photocopied by the office and will be held by the school office and taken on trip.

Signed

EVC

Approved by

Principal

Acadamy Commitee