

'I have come that they may have life and have it to the full'

John 10:10

# Educational Visits

*Policy Ref No. V1*

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### **The Ethos of St Peter and St Paul**

*"Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*

*Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.*

*We develop our potential, celebrate our talents and go forward together in faith."*

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

### **The uniqueness of the individual**

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

### **The search for excellence**

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

### **The education of the whole person**

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

### **The education of all**

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

### **Moral principles**

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

#### **Consequently, we still strive to ensure that:**

Any person recruited to the service of the school, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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## 1. Aims

The Headteacher and Academy Representatives recognise the value and importance of learning outside the classroom and encourage staff to organise educational visits that enrich the curriculum and enhance the learning development of our students. The policy of our school is to offer students a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. Our specific aims are to:

- strengthen personal development and the process of self-discovery, enhancing self-discipline and self-esteem
- develop a sense of responsibility towards the environment, as well as the ability to co-operate with others in a team context
- nurture an understanding, tolerance and respect for people from other countries and cultures

## 2. Roles and Responsibilities

- The **Headteacher** is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable, that the ethos of each visit is one with which the school wishes to be associated and that the designated Visit Leader and deputy are competent and have the capacity to undertake the visit. The Headteacher will ensure that Academy Representatives are informed about residential visits prior to them taking place and provide them with reports detailing the school visits that have taken place, numbers, venue and year group.
- The Academy's EVC (Educational Visits Co-ordinator) is currently Mrs Sansam. The EVC has an active involvement in organising and managing educational visits / activities. The EVC is delegated with the following tasks:
  - to communicate with staff who are planning educational visits in order to ensure that the activity is thought through in an appropriate level of detail and that paperwork is completed in accordance with this policy.
  - to ensure (in conjunction with the Headteacher) that the designated Visit Leader and deputy are competent and have the capacity to undertake the visit
  - to check that all paperwork and forms are completed as per this policy

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- to check that any additional requirements (for residential visits or trips more than 50 miles from base or foreign travel or high-risk activities) have been completed.
- to grant final permission for a visit when all organisation and planning are complete and to signify this by signing the risk assessment form and check list
- to ensure that the annual record of visits and activities where parental contributions are requested is updated and posted onto the website, ideally by the end of September
- to ensure that all members of staff are aware of the requirements of this policy and any changes that are made when the policy is reviewed.
- The Visit Leader takes full responsibility for the group they lead and will ensure that they have planned the visit in accordance with the Academy's Educational visits policy. The Visit Leader will only lead visits that they are competent to lead and will only use competent providers. They will also ensure that the visit is fully risk assessed, including information on individual students where required. In addition, they will ensure that they have emergency plans in place and will evaluate the visit afterwards. On the return from a trip/activity the Visit Leader should only leave the school premises when the last student has been picked up unless arrangements have been made for students to make their own way home. The Visit Leader will also ensure that all appropriate paperwork is given to the EVC for filing and understands that the visit must not go ahead unless the risk assessment and check list has been signed by the EVC.
- The designated **deputy Visit Leader** must ensure that they are fully informed of the plans and actions of the designated Visit Leader so that they can fulfil the role outlined in the event of the designated Visit Leader becoming incapacitated or unable to discharge their obligations.
- The **EVC** will collect payments and submit for banking for visits where charges are permissible; provide Visit Leaders with accurate reports on monies outstanding and give advice and guidance on insurance and legal matters. The EVC will also communicate with parents about outstanding monies and any issues pertaining to refunds.
- The **member of SLT** with responsibility for the pupil premium budget (or any future funding that replaces pupil premium) will advise the Visit Leader and EVC of any subsidies available for qualifying students.

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- The **member of SLT** with responsibility for CPD is to ensure that all staff are adequately trained to lead and organise a trip; training will be revalidated where necessary and kept on record.
- The **board of Academy Governors** are responsible for ensuring that St Peter and St Paul Academy has effective health and safety policies in place which meet all statutory requirements, county council and national guidance.

### 3. Procedural Requirements

- **Underpinning Legal framework Duty of Care:** Visit Leaders must understand the Underpinning Legal framework and Duty of Care.
- **Risk Assessments:** A risk assessment is to be completed for every trip / activity that involves students leaving the school premises on educational business. The Process of a risk assessment should be to evaluate the students attending e.g., medical, special needs or behavioural issues, transport, location and the possible hazards and/or risks that may be encountered. Staff should always be prepared to adapt as necessary according to unexpected conditions and always have a 'Plan B'. Risk assessment should be carried out by the Visit Leader in conjunction with the other staff on the visit and possibly students. Risk assessments should be shared with all parties on the visit. To assess the competence of a provider, Visit Leaders should sample their risk assessment to be aware of risks that may need to be managed prior to the visit. Blanket risk assessments for some activities may be used – see procedures.
- **Variations to Plan:** Visit Leaders are expected to adhere to their plan unless a situation arises where a change is deemed to be necessary. Any change must be carefully considered and be communicated to the deputy Visit Leader and team as appropriate.
- **First Aider:** It is school policy that a qualified first aider must accompany students on trips/visits unless the Headteacher **AND** EVC have good reason to allow this condition to be relaxed. A first aid kit must be taken on all off-site activities, visits and trips.
- **Mobile Phones (staff):** The Visit Leader needs to have mobile phone contact, live and accountable to the school, at all times of the trip/visit, except in certain circumstances e.g., whilst driving, in areas of poor reception or at venues such as churches or theatres. However, the Visit Leader, when it is safe to do so, should check for messages or missed calls on a regular basis. Visit Leaders should ensure that the mobile phone is fully charged and operational.

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- **Mobile Phones (students):** The Visit Leader has discretion as to whether students are allowed to take mobile phones on a trip/visit. Staff should be particularly aware of the need to control the taking of photographs, preventing contact with other students at school and ensuring that mobile phones are not used to contact parents in the event of an 'emergency'.
- **Continuing Faith Development whilst on visits:** It is seen as good practice by the school that whilst on residential visits Catholic students are actively encouraged to reflect and engage in prayer.
- **3.** It is good practice that Visit Leaders have prior knowledge of the location they are visiting. This will assist with risk benefit management. If a visit prior to the arranged date is not permissible, then full research on the location should be carried out. Evaluation of competence can be carried out by researching websites or brochures, by using a provider with a quality badge (lotc or adventure mark), by looking at visitor risk assessments or by sampling the risk assessments.
- **Parental Consent:** No student will be allowed off the school premises for any off-site activity, visit or trip without full parental consent in the form of a reply slip. It is the responsibility of the Parents/Carers to inform the school of any changes e.g., medical needs, contact numbers and address.
- **Residential Visits:** A Parental Information Meeting must be held before any residential visit takes place. This should be included in the visit planning process of that particular visit.
- **Information about participants, medical conditions, special needs etc:** Students should be identified and the appropriate measures put in place to deal with emergencies and/or incidents. An appropriate staff to student ratio should exist on every trip to include cover, should a member of the trip/visit team be drawn away to deal with a specific situation
- **Volunteers:** It is school policy that volunteers will hold a relevant DBS. Volunteers are, under no circumstances, to assume the positions of Visit Leader or deputy Visit Leader. Volunteers can be Academy Representatives, Staff from partnership schools or any other person deemed responsible at the Headteacher's discretion.
- **Insurance:** Need insurance details
- **Charging for Visits:**

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- It is the policy of the Academy to:
  - Ask for contributions from parents for school trips and visits, for which compulsory charges cannot be made, but which are not viable otherwise. Students will not be excluded from such activities because of inability to make a contribution.
  - Apply a charge for all board and lodging costs on residential visits except where students are entitled to statutory remission.
  - **NB: The following statement must be used in all correspondence relating to charging of activities to students**  
*"If you feel you may require some assistance with the cost of this activity, please let us know on the return slip."*
- Registers: A register of students must be taken prior to departure, during and after all visits, trips and off-site activities.
- **Emergencies:** Visit leaders and their deputies organising trips/activities should take with them at all times the designated emergency contact numbers for the school. Staff are to be made aware that the emergency number 112 called from a mobile phone act as a GPS location signal for emergency services in the UK and in other EU countries.
- **Expectations of Students and Behaviour:** The schools Behaviour Code of Practice applies on all trips and educational visits. Appropriate sanctions will be applied on the visit or on the return should any issues occur. Parents will be informed, as soon as possible, of any significant issues. Poor behaviour on any trip or visit may result in students being excluded from future trips or visits or being returned home at parental cost. Alcohol is not permitted on any trips or visits by students or staff.
- **Inclusion:** The school will endeavour to include all students in trips and educational visits where reasonably possible (venue access, behaviour etc). If a student is in danger of being refused access to a trip/visit then parents/carers will be informed by letter. Any refusal must be made with reference to the school's SEN policy which covers inclusion.
- **EVC organised trips:** In order to ensure that there are no conflicts of interest any trip/activity organised by the EVC must be signed off by the Headteacher – this includes signing the checklist and risk assessment.

#### **4. Planning and Organising a Visit:**

All educational visits need to be managed using EVOLVE. All staff will be issued with a username and password for the Evolve programme. This will allow the visit leader and supporting staff to manage and view the relevant information for each educational visit.

The Headteacher and Educational Visits Coordinator have access to all educational visit information.

- Educational Visits will be categorised as Local or Non-Local.
- Local Educational Visits are defined as taking place within a 20-mile radius of our LN6 post code and don't usually require Local Authority authorisation. They still need to be approved by the Headteacher and Educational Visits Coordinator to ensure they don't compromise the academy timetable/operations, have been risk assessed.
- Educational visits outside of this radius including, residential, activity visits and overseas travel will need to be approved by the local authority (L.A. Lincolnshire County Council) as well as the Headteacher and Educational Visits Co-ordinator. A minimum 12-week notice period is required for any such visits.
- A fit for purpose Tablet and Smart Phones will be available for staff so they can access Evolve and the information they need whilst on their educational visit.
- Risk Assessments will be done in partnership with the lead staff member for each trip and must be approved and signed off by the LA, Headteacher and EVC before the trip takes place.
- A blanket consent/medical form for offsite local activities will be given to parent/guardians to sign at the start of each academic year. When completed, all forms are to be returned to the EVC and held on file in the library. A courtesy letter to parents/guardians will then be all that is needed informing them their child is going out on a local visit to support their education.
- Staff wishing to plan and undertake a visit should apply verbally to the Headteacher for permission to plan the visit. Once granted they should submit the details to the Headteacher detailing the costing sheet (even if parents are not being asked for a contribution) and receive permission to undertake the visit.

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- Permission will be granted when it has been confirmed that the visit can be accommodated within the timetable and the ethos of the visit is one with which the academy wishes to be associated.
- Some regularly repeated visits and off-site sporting events may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day. A list of activities that fall into this category will be held by the EVC and the consent letter issued to parents of new starters will be modified annually to reflect any changes.
- The 'STAGED' procedure will be used as the basis for planning visits:
  - STAFF Competent? Experienced? Ratio of staff to students? Back-up in case of emergency/illness?
  - TRANSPORT Getting to the venue?
  - ACTIVITY Simple? Complex? Training required? Consent? Insurance? Licensable?
  - GROUP Prior experience? Behaviour? Medical and/or Special Needs?
  - ENVIRONMENT Same as previous times? Weather Forecast? Water Levels?
  - DISTANCE How Far? Residential?
- Visit leaders must complete the appropriate paperwork including a checklist. The checklist forms part of the final approval process and must be signed by the EVC (together with the completed risk assessment). It is the Visit Leader's responsibility to ensure that visits are planned in accordance with this policy. Advice can be sought from the EVC at any time during the process and dialogue is to be actively encouraged.
- The Visit Leader must discuss staffing implications with the appropriate member of SLT at the earliest opportunity in order to ensure that cover needs are fully understood.
- The Visit Leader must ensure that lists of students and staff attending a visit/activity are handed to the Attendance Officer and the school office prior to it taking place. For residential trips a copy of student and staff details must also be given to the nominated school contact.
- Following each visit the Visit Leader will give verbal feedback to the EVC so that lessons can be learned for the benefit of future trips. Any incidents or

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accidents will be reported in accordance with the reporting requirements. The EVC can at his/her discretion and with approval of the Headteacher visit a venue to monitor the organisation of the activities that are students are involved in. This may be deemed necessary when a new venue is used.

- The Visit Leader will ensure that all adults accompanying the trip are DBS checked and the safeguarding policy for the venue will be obtained prior to the trip. The Visit Leader must also ensure that contact details for staff Next of Kin (even for a day trip) are handed into the office.
- For each residential trip priority will be given to those pupils who have not accessed any previous residential trips.
- If a pupil with specific needs wishes to go on a residential trip, then one of their parents will be invited to attend as they are so familiar with the condition, routines and the extra care needed.
- The visit will not be allowed to proceed if the consent form, appropriate trip checklist and risk assessment have not been signed by the authorised persons.

## **5. Emergency Procedures**

- The Visit Leader must follow the Critical Incident Procedures (Emergency Management and Business Continuation Plan) in the event of an emergency.
- For visits that involve transporting all the students to an event a school contact (member of SLT who has received critical incident planning training) will be designated to act as a link between the group, the parents, the school and the County Council in the event of an emergency.
- In the event of a delay (of more than 1 hour), or of an incident to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the designated school contact or Headteacher so that they can decide:
  - A) If the incident is of a less serious nature, then the next of kin or parents of those affected will be informed about what has happened (e.g., that the party will be returning late or that an incident has befallen a party member) and

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the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.

B) However, if the incident is very serious (e.g., involves a disabling or life-threatening accident, or a fatality) then the Headteacher, or the school contact will inform the designated senior officer of the Education Service and the school will instigate its critical incident plan. Officers of the authority will be allocated to support the school with the immediate incident, any necessary follow up or inquiry