

**St Joseph's Catholic Primary School, Worcester**

**'Following Jesus in all we do'**

**Educational Visits Policy**

**Contact Details**

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## St Joseph's Catholic Primary School

### Educational Visit Policy

#### **Policy Scope**

This policy applies to all members of teaching staff and teaching assistance who take part in Educational trips and visits. However there are parts of this policy which are relevant to office staff, parents and volunteers. Therefore this document will be made widely accessible on the school website and hard copies will be kept in the staff room.

#### **'Making the Case' - why are trips and visits important?**

Well planned, managed and personalised educational trips, visits and opportunities for learning outside the classroom (LOtC) can have a variety of positive outcomes for learners. These are outlined in the LOtC manifesto (2006) and the Outdoor Education Advisers' Panel (OEAP) some of which are:

- Improved academic achievement and confidence
- Opportunities for higher order thinking skills
- Developed social awareness
- Understanding environmental awareness
- Increased independence
- Improved attitude to learning through engaging first hand experiences
- The development of citizenship
- Nurtured creativity
- Opportunities for kinaesthetic and informal learning
- Reduced behaviour problems and an improve in attendance
- Increased motivation for learning and personal qualities such as persistence, responsibility, commitment and increased initiative
- Opportunities to take acceptable levels of risk and make judgements to keep themselves safe
- Boarding children's horizons and ambition in life

#### **OEAP National Guidance**

At St Joseph's we use the guidance published by the Outdoor Education Advisers' Panel found at <http://oeapng.info/> to help guide us as staff to ensure that quality trips and visits are organised for our pupils. To ensure that trips are run safely and effectively it is important that each adult has a particular role and understands their responsibilities, these are outlined below.

#### **Visit Leader Roles and Responsibilities**

- Understand the importance of learning outside the classroom by reading the Learning Outside the Classroom Manifesto (on the server and at [www.lotc.org.uk](http://www.lotc.org.uk) )
- Gaining approval of trip/visit and from the Headteacher considering any cost implications.

- Endeavour to use providers that hold one of the following; LOTC Quality Badge, AALS License, Adventuremark or a clear management Statement of Competence. A list of quality providers can be found at [www.lotcqualitybadge.org](http://www.lotcqualitybadge.org) and [www.aala.org](http://www.aala.org)
- Complete [SAGED planning form](#) and give to EVC for approval.
- Once approved by Headteacher and EVC ensure Governors are notified and gain a signature from a member of the governing body.
- Complete [Risk Management](#) form – send a copy to EVC and place on the server. Ensure this is personalised for your children, their medical conditions and behaviour.
- Liaise with office staff to book safe and reliable transport.
- Gain parental consent and inform parents of the benefits and learning outcomes of the trip/visit (liaise with office staff).
- Make sure you have an up to date contact numbers for parents, this could be a requirement on your consent forms.
- Ensure that volunteers and parent helpers have roles and responsibilities which they are competent to carry out (where possible do not place parents with their own children so that their duty of care is not compromised).
- Share learning outcomes with all participating adults and gain contacts for all adults (complete [Adult Participant Trip Form](#))
- Ensure you are aware of what to do in the event of an emergency situation and inform all adult helpers
- Evaluate your trip and pass on feedback to EVC

#### **Educational Visits Co-ordinator (EVC) Roles and Responsibilities**

- Understand the importance of learning outside the classroom by reading the Learning Outside the Classroom Manifesto (on the server and at [www.lotc.org.uk](http://www.lotc.org.uk) )
- Ensure that staff have read and understood the Education Visit Policy
- Make staff aware of national guidance (<http://oeapng.info/>)
- Deliver risk management training
- Monitor educational visit procedures
- Support staff in planning and evaluating trips and visits
- Support the Headteacher in their approval and decisions
- Ensure off site visits are led by competent Visit Leaders
- Ensure medical and first aid issues are addressed
- Establish emergency arrangements and 24/7 contacts
- Review policy and procedures and address any serious incidents and system failures
- Keep up to date via EVC training events and employer information

#### **Headteacher Roles and Responsibilities**

- Elect a EVC with suitable training and experience
- Understand the importance of learning outside the classroom by reading the Learning Outside the Classroom Manifesto (on the server and at [www.lotc.org.uk](http://www.lotc.org.uk) )
- When on a trip or visit establish your role when taking part to prevent confusion, the Visit Leader will have sole, over all charge of the visit.
- Ensure staff have sufficient time to plan and organise for visits properly

- Support your EVC in ensuring that visits are effectively supervised with an appropriate level of staffing.
- Ensure arrangements are made to address medical requirements, special educational needs and address any inclusion issues.
- Ensure transport arrangements are in place and meet any regulatory requirements.
- Establish insurance arrangements
- Ensure that details related to the visit and participants (including staff) are accessible to designated 24/7 contacts at all times in case of a serious incident
- Create contingency plans should the visit be cancelled or significantly altered (Plan B)
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors and contractual relationships.
- Work with EVC to ensure that all trips and visits have a positive impact on the children's learning
- Ensure that the EVC monitors educational procedures and ensures staff follow procedures

### **Governors Roles and Responsibilities**

#### **Do our governing body have the same responsibilities as an employer?**

- Access and understand the importance of learning outside the classroom by reading the Learning Outside the Classroom Manifesto (on the server and at [www.lotc.org.uk](http://www.lotc.org.uk) )
- Have access this Educational Visits Policy and the national guidance (<http://oeapng.info/>)
- Governors are to be aware of and sign their approval for all trips and visits which are not covered by blanket consent. They will be given a copy of the [SAGED Planning Form](#) to sign and return to the Visit Leader.
- Ensure that the Headteacher has provided the EVC with employer-approved training.
- Ensure that procedures and policy detail the correct notification and approval process for trips.
- Ensure the visits policy supports the principles of inclusion.

### **Local Authority Notification**

The Local Authority need to be notified for visits which are:

- Residential
- 50 or more miles away from the school
- Adventurous activity

### **Volunteers / Parents Helpers**

When using volunteers and parent helpers it is important that Visit Leader consider their competency to carry out the tasks which they are required to do. It is vital that if parent helpers are put in position of duty of care that it is not compromised in the event of an emergency (do not use parent helpers to supervise their own children). If volunteers are used on a frequent basis or left unsupervised by a member of staff for any period of time they must undergo a DBS check. **Who is responsible for DBS paper**

**work** It is important that all volunteers have relevant information about the trip such as the benefits, learning outcomes and where appropriate the medical/ special educational needs of the children they will be support need to be shared with them. All volunteers and parent helpers must have a copy of emergency contact numbers of the school 24/7 contacts and be debriefed about what to do if the Visit Leader/ Assistant Leader is unable to respond to an emergency situation. Volunteers and parent helpers must give the Visit Leader contact number(s) for their next of kin using the [Adult Participant Trip Form](#) which will also detail their responsibilities for the duration of the trip. A copy of this form is to be given office staff and a copy to be given to the EVC by the Visit Leader.

### **Assessing venues and providers / Risk Management**

Where possible use accredited providers that hold a LOTC Quality Badge, AALS License, Adventuremark or a clear management Statement of Competence. A list of quality providers can be found at [www.lotcqualitybadge.org](http://www.lotcqualitybadge.org) and [www.aala.org](http://www.aala.org) . Sometimes this will not be possible or appropriate and therefore the Visit Leader is responsible for carrying out a Risk Management of the visit by liaising with the provider. A preliminary visit should also be carried out by the Visit Leader so the Risk Management can be carried out accurately. When this is not reasonably practically, Visit Leaders should seek information from colleagues, similar groups who have recently visited and tourist boards.

Further guidance on this matter can be found on <http://oeapng.info/> in Section 8 (Checklists, Model Forms and Mindmaps) and an example 'provider questionnaire' can be downloaded and used to support this process. As a Visit Leader you are not to ask for copies of the risk assessments but should create a risk management for foreseeable risks which include specific details for your cohort, implications of travel and events relating to your particular venue.

In some cases it may be necessary to have a contract between the school and the provider to ensure that all parties understand their responsibilities, the EVC will note when this is appropriate.

### **Emergency procedures and incident reporting**

In the case of an emergency it is important that the following steps are followed/ directed by the Visit Leader;

- Administer/ direct first aid
- Notify the school using emergency contacts
- Call emergency services

In cases of **critical incidents** notify the county using WCC visit emergency numbers.

Office hours: **01905 728848**

24 hours: **07624909756**

(leave a message stating your name, school and contact number)

At school emergency contacts will then;

- Note important information
- Notify the county using the contact number above (if not already done)
- Inform parents/carers of the situation
- If necessary liaise with local schools to provide overflow parking

The EVC will ensure that emergency contacts are aware of their responsibilities, have access to the contacts for pupils, staff, volunteers and parent helpers. Emergency contacts ideally need by key holders and/or able to access and arrive at the school premises quickly.

### **Blanket Consent**

Certain trips are covered with blanket consent. These trips are frequent with very little change in routine and/or venue. It is the responsibility of the EVC, with support from the Headteacher to create Risk Management systems for these activities. At St Joseph's activities which are covered by blanket consent are; weekly swimming lessons, the use of the Forest School Site, trips to Blessed Edwards Oldcorne and use of St Joseph's church. However it is important that staff participating in these activities develop an awareness of the risk management in place and adhere to it.

### **Behaviour and Inclusion**

Children are expected to behave in a respectful and conduct themselves in a manner which positively represents the school. At St Joseph's we aim to ensure that all children can participate in trips and visits. However there may be cases where it is not appropriate for your child to attend, for example; inappropriate behaviour, issues surrounding safeguarding and when the needs of the learner do not correlate with the aims and objectives of the visit. Importantly, these cases will be dealt with individually by the Headteacher and EVC and where appropriate reasonable adjustments will be made to ensure that children can participate in visits.

### **Contacts**

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DSB contact: