



## **Our Mission Statement**

*At St Walburga's we celebrate that we are all members of God's loving family. We do our best to follow Jesus by putting others first. Our school is a happy and safe place where we learn, have fun together, do well and achieve our full potential'*

## **Statement of intent**

St Walburga's Catholic Primary School takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974 to ensure the health and safety of our employees, as well as our pupils.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips.

## **1. Definitions**

- 1.1. 'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent/carer.
- 1.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by St Walburga's Catholic Primary School which takes students off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. 'Activities of an adventurous nature' include, but are not limited to the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

## **2. Key roles and responsibilities**

- 2.1. The Academy Council has overall responsibility for the implementation of the Educational Visits and School Trips Policy of St Walburga's Catholic Primary School.
- 2.2. The Academy Council has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3. The Academy Council has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.4. The Head Teacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.

- 2.5. The Educational Visits Coordinator has overall responsibility for educational visits and school trips. They will support staff, review all documentation and complete an annual EVC Checklist (see Appendix 1) to ensure school compliance.
- 2.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.
- 2.8. Pupils are responsible for following instructions from teachers while on educational visits and school trips and are responsible for behaving in a manner which matches the ethos of St Walburga's Catholic Primary School.

### **3. Training of staff**

- 3.1. Teachers will receive training and updates on the Educational Visits and School Trips Policy and their responsibilities regularly.

### **4. Risk assessment process**

- 4.1. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.
- 4.2. The process is as follows:
  - Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record your findings and implement them
  - Review your assessment and update if necessary
- 4.3. A specific risk assessment form is produced for every educational visit and if necessary an additional risk assessment for individual pupils.

### **5. Parental consent**

- 5.1. Parental consent is required for off-site activities that take place during school hours. Parents will be informed of activities by letter and text.
- 5.2. Signed consent is required for:
  - Activities of an adventurous nature.
  - Educational visits
  - Residential trips.
- 5.3. Parents complete a consent form at the start of the academic year which gives consent for their child to go on local visits accompanied by school staff, as part of the curriculum.

## **6. Staffing ratios**

- 6.1. There will be sufficient staff to cope in an emergency. Our minimum staff to pupil ratios are as follows:
- FS1 1:3
  - FS2/ KS1 1:6
  - KS2 1:10

## **7. Insurance and licensing**

- 7.1. When planning activities of an adventurous nature in the UK, the teacher organising the visit will check that the provider of the activity holds a current licence.
- 7.2. School journey insurance is organised through Zurich Insurance.

## **8. Accident and Emergency Procedures**

- 8.1. In the case of accidents and injuries while on a school trip, the school's accident and emergency procedures will be followed.
- 8.2. In the case of fatal/serious injury, Bradford Council's Emergency Support plan should be triggered by contacting the number on the yellow card.
- 8.3. A deputy leader will be designated by the trip leader in an accident and emergency situation and this person would accompany anyone to hospital whilst the leader remained with the main group of pupils.
- 8.4. Written records of any incident will be kept.
- 8.5. Media enquiries must be referred to the Head Teacher or, if they are not available, the deputy head. In the case of a fatal/serious injury press/media support will be arranged by the lead officers from Diocese of Leeds and Bradford Council.

## **9. Children travelling in staff cars**

- 9.1 Any staff who plan to take children in their cars must have the relevant insurance cover. School will reimburse the difference in cost of this on proof of purchase.
- 9.2 In order to comply with car seat legal requirements, if children are taken in a car on a planned journey, we should ask parents if they usually have a car seat whether this can be left in school to be used. If children are taken in a car in an emergency situation there is no requirement for them to have a car seat as long as they wear a seatbelt.

## **10. Special education needs and disabilities (SEND)**

- 10.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.

## **11. Finance**

- 11.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 11.2. Money for school trips will always be paid directly to the school.
- 11.3. In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the Academy Council on the matter, taking into account the pupil's circumstances for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip and whether the space on the trip can be offered to someone else.
- 11.4. St Walburga's Catholic Primary School will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 11.5. Any charge made in respect of pupils will not exceed the actual cost of providing the trip, divided equally by the number of pupils participating.
- 11.6. Any excess of expenditure will be subsidised by the school.

## **12. Planning school trips**

- 12.1. Teachers will complete an Educational Visit Planner (See Appendix 2), and the trip and the amount to be charged per pupil will be agreed by the teacher/headteacher and School Business Manager.
- 12.2. The Evolve online system will be used by teachers to plan and record electronically all educational visits.
- 12.3. Teachers should complete the Educational Visit Checklist (See Appendix 3) and a five by five risk assessment (See Appendix 4) for all Educational Visits and upload this to the EVOLVE online system.
- 12.4. All documentation will be reviewed and signed off by the Educational Visits Coordinator and the Head teacher via the EVOLVE online system
- 12.5. For all residential trips, it is advised to receive LA approval through the EVOLVE online system.
- 12.6. All documentation for non-residential trips should be prepared and uploaded to EVOLVE 2 weeks prior to the trip to ensure enough time for EVC and Head Teacher approval
- 12.7. All documentation for residential trips should be prepared and uploaded to EVOLVE 6 weeks prior to the trip to ensure enough time for EVC, Head Teacher and LA approval.

## APPENDIX 1



### Annual Educational Visit Coordinator Checklist

| <b>Check</b>  | <b>Signed and dated</b> | <b>Notes</b> |
|---|-------------------------|--------------|
| <b>EVC has attended approved training and is competent.</b>   |                         |              |
| <b>EVC has access to advice from accredited outdoor education adviser.</b>  |                         |              |
| <b>EVC has an understanding of how EVs can support a wide range of outcomes for children.</b>   |                         |              |
| <b>St. Walburga's has a policy for visits/outdoor learning which I have read and understand.</b>  |                         |              |
| <b>I support and oversee planning so that activities are well managed, engaging, relevant, enjoyable and memorable.</b>   |                         |              |
| <b>The SLT and Academy Council are informed of all EVs and I am able to provide information about the range of activities and contribution to school effectiveness.</b> |                         |              |
| <b>St Walburga's accident and emergency procedures are followed for EVs.</b>  |                         |              |
| <b>Approval procedures are followed correctly and within timescales.</b>  |                         |              |

## APPENDIX 2 - Educational Visit Planner



|   |  |
|---|--|
| Year group  |  |
| Who is organising the visit?  |  |
| Proposed date of visit  |  |
| Where is trip to ?<br>Please provide exact address details  |  |
| What is the cost of entry per pupil?  |  |
| Number of pupils  |  |
| Number of adults:   |  |
| What is the total cost (without transport)?:  |  |
| In order for transport quotes to be obtained, please provide the following information:<br><br>Time to be picked up from school<br>Time to be picked up from location<br>Total number of passengers |  |
| <b>*Office Use:</b><br><b>Quote obtained for transport</b>  |  |
| <b>Details</b>  |  |
| <b>Cost of transport per pupil</b>  |  |
| <b>Total cost of transport</b>  |  |
| Total cost of visit   |  |
| Subsidy   |  |
| Price to be charged per pupil   |  |
| Agreed by   |  |

## APPENDIX 3



### Educational Visit Checklist

| <b>Check</b>   | <b>Completed by and dated</b> | <b>Notes</b> |
|--|-------------------------------|--------------|
| <b>Preliminary visits have taken place if required.</b>  |                               |              |
| <b>Third party providers have been appropriately selected.</b>   |                               |              |
| <b>Parental consent is in place for all pupils.</b>  |                               |              |
| <b>Parents have been provided with all required information.</b>   |                               |              |
| <b>There are clear learning/development aims, which contribute to the wider aims/ethos of St Walburga's.</b>                 |                               |              |
| <b>The staff going on the trip are sufficiently confident and competent for <u>this</u> activity with <u>this</u> group.</b> |                               |              |
| <b>The class teacher (Visit Leader) is responsible for the visit plan including risk assessment.</b>                         |                               |              |
| <b>There are sufficient members of staff to ensure effective supervision and to deal with incidents and emergencies.</b>     |                               |              |

|   |   |   |
|---|---|---|
| <b>Everyone is aware of their roles and responsibilities.</b>   |   |   |
| <b>Medical, First Aid, Inclusion and Safeguarding issues have all been addressed.</b>   |   |   |
| <b>All travel, transport and residential arrangements are appropriate.</b>  |   |   |
| <b>There is a 'Plan B' or alternative options if needed.</b>  |   |   |
| <b>Where necessary, there is a designated 24/7 emergency contact with access to all information and documentation relating to the activity.</b> |   |   |
| <b>The Visit Leader has sufficient funds and the school mobile phone in case of an emergency.</b>   |   |   |
| <b>Suitable insurance is in place.</b>  | <b>Laura Greenwood – School Business Manager – March 2017</b> | <b>Educational Visit and Transport insurance is provided by Zurich as part of the main school insurance policy.</b> |
| <b>All relevant requirements of the St Walburga's Educational Visits and School Trips Policy have been met.</b>                                 |   |   |
| <b>The staffing arrangements and activities are appropriate for the pupils – their age, competence and needs.</b>                               |   |   |
| <b>A risk assessment has been completed and uploaded to EVOLVE.</b>   |   |   |
| <b>The visit is well planned and ready for approval via EVOLVE.</b>   |   |   |

## APPENDIX 4

### RISK ASSESSMENT FORM

#### Part A

|   |                            |  |                   |                   |                   |   |   |                                |                         |                         |
|---|----------------------------|--|-------------------|-------------------|-------------------|---|---|--------------------------------|-------------------------|-------------------------|
| <b>DEPARTMENT/ SERVICE</b>  |                            | St Walburga's Catholic Primary School, a Voluntary Academy |                   |                   |                   |   |   |                                |                         |                         |
| <b>Assessor/ Person(s) assisting with the assessment</b>                    |                            |  |                   |                   | <b>DATE</b>       |   |   |                                |                         |                         |
| <b>TASK / ACTIVITY</b><br>(Include duration and frequency of task activity) |                            |  |                   |                   |                   |   |   |                                |                         |                         |
| <b>Likelihood of Occurrence</b>   | <b>Severity of Outcome</b> |  |                   |                   |                   | <b>Persons / groups at risk</b>   |   |                                |                         |                         |
|   | 1<br>Negligible            | 2<br>Slight  | 3<br>Moderate     | 4<br>Severe       | 5<br>Very Severe  | <b>A</b>  | Employees   | <b>E</b>                       | General Public / Pupils |                         |
|   | 1<br>Very Unlikely         | <b>LOW (1)</b>   | <b>LOW (2)</b>    | <b>LOW (3)</b>    | <b>LOW (4)</b>    | <b>LOW (5)</b>  | <b>B</b>  | New Employees                  | <b>F</b>                | Visitors                |
|   | 2<br>Unlikely              | <b>LOW (2)</b>   | <b>LOW (4)</b>    | <b>LOW (6)</b>    | <b>MEDIUM (8)</b> | <b>MEDIUM (10)</b>  | <b>C</b>  | Contractors / Sub-Contractors  | <b>G</b>                | Volunteers              |
|   | 3<br>Possible              | <b>LOW (3)</b>   | <b>LOW (6)</b>    | <b>MEDIUM (9)</b> | <b>HIGH (12)</b>  | <b>HIGH (15)</b>  | <b>D</b>  | Young person / Work experience | <b>H</b>                | Clients / Service users |
|   | 4<br>Probable              | <b>LOW (4)</b>   | <b>MEDIUM (8)</b> | <b>HIGH (12)</b>  | <b>HIGH (16)</b>  | <b>HIGH (20)</b>  | <b>Likelihood of occurrence X Severity of outcome = Risk Rating</b> |                                |                         |                         |
| 5<br>Very Likely  | <b>LOW (5)</b>             | <b>MEDIUM (10)</b>   | <b>HIGH (15)</b>  | <b>HIGH (20)</b>  | <b>HIGH (25)</b>  | <b>Example:</b>   |   |                                |                         |                         |
|   |                            |  |                   |                   |                   | <b>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</b> |   |                                |                         |                         |

#### Part B

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating<br>(refer to chart) | Further action required to eliminate or reduce the risk<br>(who by and Date) | Residual risk rating<br>(refer to chart) |
|--|-------------------------|--|---------------------------------|--|--|
|  |                         |  |                                 |  |  |
|  |                         |  |                                 |  |  |
|  |                         |  |                                 |  |  |
|  |                         |  |                                 |  |  |
|  |                         |  |                                 |  |  |

| What are the hazards and<br>What could happen | Affected persons<br>groups | What are the existing control<br>measures | Risk<br>rating<br><small>(refer to chart)</small> | Further action required to<br>eliminate or reduce the risk<br><small>(who by and Date)</small> | Residual<br>risk<br>rating<br><small>(refer to chart)</small> |
|---|----------------------------|---|---|--|---|
|   |                            |   |   |  |   |
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|   |                            |   |   |  |   |

**Part C**

|  |  |              |             |
|--|--|--------------|-------------|
| <b>Links to other risk assessments and or safe working instructions - please state</b>   |  |              |             |
| <b>Name and Sign</b><br>When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented   |  |              | <b>Date</b> |
|  |  |              |             |
| <b>Review</b> - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.<br>For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks? |  |              |             |
| Please record any changes required and or action taken, then date and sign   |  |              |             |
| <b>Reviewer Name &amp; Date</b>  |  | <b>Notes</b> |             |
| <b>Reviewer Name &amp; Date</b>  |  | <b>Notes</b> |             |
| <b>Reviewer Name &amp; Date</b>  |  | <b>Notes</b> |             |
| <b>Reviewer Name &amp; Date</b>  |  | <b>Notes</b> |             |