

St Mary's Catholic Primary School



Educational Visits Policy April 2018

Educational Visits Policy for St Mary's Catholic Primary School & Nursery

1. Introduction

St Mary's Catholic Primary School & Nursery adopts the guidance and procedures issued in the County Council Education Service document *Educational Visits* and, where relevant, the DfES document *Health and Safety of Pupils on Educational Visits (HASPEV)*.

This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

St Mary's Catholic Primary School & Nursery acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's Educational Visits Policy.

2. Our Aims

Through Educational visits at St Mary's Catholic Primary School & Nursery we aim to:

- Provide children with an opportunity to access experiences not available in the classroom
- Support and enrich the curriculum through children experiencing activities first hand and participating in practical hands-on opportunities
- Develop children's independence, investigative, recording and social skills
- Promote team work when applicable to a visit
- Support learning by providing opportunities for children to meet with and listen to people with particular expertise
- Develop a growing awareness of our local area and wider world
- Provide at least one visit during an academic year per year group

3. Roles and Responsibilities

The Head of School is the Educational Visits co ordinator and is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Head of School is able to:-

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance

The Head of School will ensure that visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

4. Procedures

Staff (visit leaders) wishing to plan and undertake a visit should first seek permission from the Head of School to plan a visit. The necessary form should then be completed by the visit leader and handed in to the Head of School- form EV1- Application for the Approval of an Educational Visit. The Head of School will ensure that the correct risk assessments have been carried out prior to the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead.

Regularly repeated visits 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.

The Head of School and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-Site Activity guidance document.

5. Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. St Mary's Catholic Primary School & Nursery recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

6. Emergency Procedures

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school that may be needed as a link between the party, 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 resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Executive Headteacher or Head of School 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 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 Executive Head teacher or the Head of School will inform the designated senior officer of the Education Service (Director or Deputy Director) and the school will instigate its critical

incident plan (as identified in *Coping with a Crisis*, produced by Pupil and Student Services). Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

7. Medical Information

A medical form (found in Education Visits folder) must be completed for residential trips, for any child with a medical condition 5 days prior to the visit start. If the participant is under the age of 18 years, a parent, or person with parental responsibilities, must complete this form on their behalf. A copy of the form will need to be attached to your signed risk assessment and handed to your EVC and a copy must go with the visit leader on the trip.

If a child holds a health care plan this must also be made aware to all staff attending the trip and indicated on the risk assessment. The care plan must go with the child and their group leader on the day of the trip.

8. Supervision Guidance

To ensure that pupils are supervised to the best of any adults ability, the following recommendations should be considered:

- **Headcounts** — headcounts should take place at regular intervals, particularly before leaving any venue
- **Pupil/adult lists** — the group leader should have a list of all pupils and adults on the visit. This should be checked on departure from the school and the visit
- **Uniform to identify St Mary's Catholic Primary School & Nursery pupils** — pupils should be easily identifiable. They should wear school uniform if appropriate to the visit
- **Badges** — pupils **should not wear name badges** for safeguarding reasons. If needed, use the name of the leader to identify which group children are in.
- **Meeting points** — the group leader should establish a rendezvous point and tell pupils what to do if they become separated from the group

9. Adults other than Teachers or TAs

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents/adult volunteers may be used to supplement the supervision ratio. This will need to be checked with the Head of School.

They should:

- be chosen by the teacher(s), ideally being well known to the school and pupil group

- be clear about their roles and responsibilities
- be aware of emergency procedures
- not be left in sole charge of children except where it has been previously agreed as part of the planning and in consultation with the teacher and Head of School/EVC
- be made aware of any pupils who may require closer supervision

However, visit leaders (teachers) retain responsibility for the group at all times.

10. Accident Reporting

All accidents will be handled in line with Staffordshire County Council's Accident Policy. Accident investigation and employee hazard report forms are available from the Health and Safety intranet site alongside other relevant policies and useful information.

If any form of restrictive intervention, be it physical, mechanical, chemical, environmental or social/psychological intervention, which is designed and used (intentionally or unintentionally) to limit or restrict another's liberty, an accident investigation form (HSF56) must be filled in and handed to the Head of School.

Signed:

Mrs B Corbett
Executive Headteacher

Date: April 2018

Signed:

Mrs A Geoghegan
Chair of ARC

Date: April 2018

To be reviewed: April 2020