

# Our Lady and Saint Benedict Catholic Academy



Part of the Newman Catholic Collegiate  
Growing together for Life



## Educational Visits Policy

## **Educational Visits Policy**

The School adopts the guidance and procedures from Stoke-on-Trent Education Visits Advisory service and, where relevant, Outdoor Education Advisors Panel ([www.oeapng.info](http://www.oeapng.info))

Our Named Advisor is Adam Geenes.

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.

### **1. Procedures**

1.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally initially to the Principal for permission to plan the visit. Once granted they should submit the details on E-Visits, to the EVC and once all the procedures outlined in the following paragraphs have been undertaken and criteria met will receive permission to undertake the visit.

**(The EVC is Mrs Janine Exon –Vice Principal)**

1.2 Outline permission will be granted when all the requirements identified below have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.

1.3 When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be submitted via E-Visits to Stoke on Trent Local Authority Educational Visits Advisor by the EVC for approval that all the procedures have been satisfactorily completed.

1.4 Once outline permission, and where appropriate Stoke on Trent Local Authority Educational Visits Advisor approval, has been received the visit leader can complete the planning organisation and bookings for the visit.

1.5 After the approval of the proposed visit through E-Visits the visit leader will share a copy of the approved risk assessment with all attending supervising adults at a pre-visit meeting. This document will be signed by all the attending adults and the signed copies retained by the visit leader + paper copies of the signed paperwork to the educational visits co-ordinator as proof that the risk assessment has been shared and agreed with by all attending adult supervisors.

1.6 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.

1.7 Following each visit the leader will complete an evaluation. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the EVC – this form is accessed through the E-Visits system.

1.8 All School staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### **2. Local Responsibilities**

2.1 The Principal is the responsible officer 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.

2.2 The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: .

- To receive E-Visits forms and check all visit details are completed and to ensure the E-Visits system is updated with all relevant visits

- To check that all the requirements requested by the E-Visits system for approving a visit have been undertaken. To submit E-Visits information to the Principal for permission for a visit to go ahead
- To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken as required by the E-Visits system requirements.
- To liaise with the E-Visits educational visits co-ordinator at Entrust on any visit involving residential or foreign travel and additional or high risk activities.
- To inform the group leader that final permission for a visit has been granted by the Principal/LA (as appropriate) when all organization and planning are complete.

**The School's current EVC is Mrs Janine Exon**

Any tasks not indicated in the above list remain that of the Principal.

2.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

### **3. Emergency Procedures**

3.1 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.

3.2 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 Principal or designated deputy 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.

B/-The emergency contact phone number for visit leaders for Stoke On Trent City Council outside office hours is 01782 235186. This is the number for the Director-On-Call. Upon connection, the visit leader will provide the Director with their name, a contact number and a brief outline of what has happened. Calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication.

3.3 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. The Board of Directors will receive reports from the Principal detailing the School visits that have taken place.

Name: Chair of Governors – Mrs Dianne Jones

Signature:

Date: September 2023

Name: Principal – Mrs Sarah Clowes

Signature : 

Date: September 2023

## GUIDANCE

### 1. **Preliminary Consultation with Line Manager –EVC Mrs Janine Exon**

To raise the prospective visit with the line manager to seek approval from the Principal. Initial points to be evaluated before embarking on detailed planning are:-

(A) **Purpose of Visit**

What are the educational aims and justification for the visit? To aid fulfilment of the curriculum areas (i.e. History, Geography, Biology, Language, etc.), P.S.H.E. development, cultural exchange, acquisition of new skills (sports tours, outdoor pursuits, ski trip, etc.) or a combination of the above?

(B) **Suitable Location**

Where is the proposed venue? Is the chosen location appropriate to fulfil the aims of the visit? Is it recognised as safe for such a visit? (Are there any recommendations from other establishments/literature, etc.?).

(C) **Staffing of Visit**

Which staff/adult volunteers will accompany the visit? Who will be in overall charge? Are they experienced enough? Do they have the respect of other staff going? Do they have good student discipline and organisational skills? What about the accompanying staff? Consider experience, student discipline, how well they work with other staff. Ratio to students? Male/female cover? Knowledge of areas to be covered in the visit.

(D) **Students Targeted**

Which students will go on the trip? Specific Year Group - all or selected - Subject based Across age range - appropriate or not age difference Mixed/Single sex - linked with staff requirement/accommodation Requirements if residential Special Needs - behavioural, physical handicap, medical conditions, Learning difficulties – all require consideration

(E) **Timing**

When will the visit take place? Does this clash with the rest of the school calendar? Is there long enough for thorough planning? Is there long enough for reasonable payment schemes? Is it appropriate for the type of visit? Is there more than one suitable time, if so this flexibility may help planning/booking.

(F) **Proposed Cost**

What is the approximate cost likely to be? A rough idea of the full cost and what is included should be known at this stage to judge feasibility. Can students on benefits/low incomes qualify for assistance with costs? A costings form needs to be completed and given to the school's Business Manager.

Consult the DfE booklet "Health and Safety of Students on Educational Visits"

<https://www.gov.uk/government/publications/health-and-safety-on-educationalvisits/health-and-safety-on-educational-visits>

OEAP Guidance <https://oeapng.info/>

and the guidance found on Evisits under the documents tab :

<https://app.e-visit.co.uk/Login?returnUrl=StokeCC/Visit/List>

### 2. **Detailed Planning** – Mrs Kerry Howard Academy Manager will assist with the detailed planning of the event.

- Contact venue. Is it suitable for the group?
- What are the transport options? Departure and return times.
- Is the initial list of staffing approved by the Principal/Leadership Group? Any issues to be resolved? Are any other adults accompanying the party? A guide to the ratio of adults to students is:
  - EYFS Nursey 1:4
  - EYFS Reception 1:5
  - Key Stage One 1:6
  - Key Stage Two: 1:10/15
- All adults who attend any school trip/visit must have a full DBS check if they will be supervising children alone.

- Financial arrangements. Methods of payment and issuing receipts. Any School subsidy? The relevant financial template must be completed by the Visit Leader and signed by the Academy Manager – Kerry Howard and the Principal - Sarah Clowes
- Programme of activities.
- Insurance. -Insurance Provider: RPA

## **RISK ASSESSMENTS**

In practice, risk assessments, which employers are legally required to do, are usually carried out by the group leader. Any assessment should be completed well before the visit, and should be approved by the EVC/LA where appropriate. A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise. But specialised information for some visits may be necessary and the EVC should ensure that the person assessing the risks is competent to do so. A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Students must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place. The risk assessment should be based on the following considerations:-

What are the hazards? –

Who might be affected by them? –

What safety measures need to be in place to reduce risks to an acceptable level? –

Can the group leader put the safety measures in place? –

What steps will be taken in an emergency?

The person carrying out the risk assessment should complete the risk assessment template taking account of the above considerations. This must be uploaded to the 'E-Visits ' platform.

Once approved they should print off copies. They should give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. All members of staff must sign the risk assessment in order to confirm that they have understood their role in it. The EVC will be given the signed copy so that approval is given with a clear understanding that effective planning has taken place.

These risk assessments must be specific to each group and visit. They should include for example a class list with identified medical / SEND needs, groupings, adult ratios, drivers etc.

Frequent visits to local venues such as swimming pools may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals, and careful monitoring should take place. Any changes made should be updated on the Evolve form. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

Written or documentary assurance that providers have themselves assessed the risks and have appropriate safety measures in place should be obtained. Most places that accept educational visits will have their own risk assessment

### **Staff training on Risk Assessment,**

if required, will be made available depending on the suitability and relevance of courses.

At least 6 weeks prior to visit if residential/ high risk visits 3 weeks (where practical) for non-residential / normal risk :

Submit relevant E-Visits forms to EVC having completed the financial template.

Send Information to and from Parents.

### **Information to and From Parents**

The School will request permission from parents annually for students to attend general, normal-risk visits whilst students are at Our Lady and Saint Benedict Catholic Academy and will provide the school with up-to-date medical information via the annual permission for educational visits letter to be completed by all parents.

A list of these permissions and medical details will be held centrally for staff to access ahead of any planned visits.

Visit-specific letters alongside permission which will be requested via Scopay will still be completed ahead of visits which involve visits outside the immediate area of the school, a residential and/or higher risk element to a visit.

Please see "Model parent notification letter and consent form".

Written communication to parents should include: -

- Dates of visit and objectives.
- Pick up and drop off points.
- Mode of transport including the name of the travel company.
- Details of the accommodation with security and supervisory arrangements on site.
- Details of activities planned and of how the assessed risks will be managed.
- Clothing and equipment to be taken.
- Contact with home and others.
- Behaviour and work expectations.
- Health.
- Spending Money.
- Details of the cost of the trip.
- Permission slip if a residential or 'higher' risk visit
- Coronavirus information
- Terrorism information (if applicable) It is very important that the information given to parents is clear and concise. Do not leave any "grey areas" in terms of what you expect from parents.
- A short Briefing and Question and Answer evening session for the parents (at the school) should also be held for residential visits.
- All parents should be required to complete a "Parental Consent Form for a School Visit" and the "Medical Form for Students Attending a Residential Visit or Outdoor Education Centre", form EVM, if applicable for residential visits.
- Make sure that there is a system for contact with the school and parents during the trip that offers an effective way of communicating if necessary.

### **Brief Supervisory Staff and Adults.**

This meeting must outline the risk assessments. All staff must sign to confirm they have understood their role. The signed copy must be given to the EVC prior to the trip's departure.

### **Brief Students**

Students should understand clearly what is expected of them and what the educational visit will entail. By necessity there will be several meetings with the students. The standard of behaviour must be defined and students must be made aware of any potential dangers so that they know how to act to ensure their own and others' safety.

Please note that there are special consent forms and checklists for any SWIMMING ACTIVITIES.

**“Visit Information Pack”**

This must be held by the group leader during the visit, the school-home contact (there must be two emergency contacts) and the Principal. This should include:

- Detailed Planning Form
- Full itinerary
- Contact numbers
- List of students and staff involved
- Emergency contact phones of all the party - Etc.

**Catering** Inform the Catering Manager of numbers involved to be out of school.

**Continue monitoring the risks at all times.**

At the beginning of all trips/visits, it is essential to inform the office of any alterations to the list of students and staff involved.

**Evaluation** Please complete the brief evaluation of the visit for future reference and reports of any accident or incident during the visit – forms available from the EVOLVE

Policy Agreed: September 2023

Policy to be reviewed: September 2024

**EDUCATIONAL VISITS PROFORMA (Complete prior to booking a visit and gain approval from Janine Exon)**

**Purpose of Visit**

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Approved By

Date



