

St Wilfrid's Catholic Academy



Part of the Newman Catholic Collegiate
Growing together for Life



Educational Visits Policy

Approved November 2023
Review November 2026

EDUCATIONAL VISITS POLICY

Overview

The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

Under statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the National Guidance and Employer Policy.

Provision of National Guidance

St Wilfrids Catholic Academy is opted into Stoke-on-Trent guidance, systems and processes for supporting and monitoring Outdoor Learning (OL) activities (Guidance for the Management of outdoor Learning – available on E-visits), they recognise the Outdoor Education Advisor's Panel National Guidance (OEAPNG) as formal National Guidance following the Government's withdrawal of Health and Safety of Pupils on Educational Visits. This online guidance can be found at: www.oeapng.info

Our named advisor is Mr Adam Geens

Planning A Visit

It is essential that all visits have sound and clearly stated educational aims. It is important that the trip is planned so that it can be administered on E-visits at least two weeks before the trip date. If the cost of trip exceeds £10.00 the parents must be given at least 3 week's notice.

Before the trip, a visit leader will:-

- Seek approval from the Principal
- Ensure that the correct adult /staff ratios can be arranged for the visit
- Complete a visit form
- Book visit with provider
- Book transport
- Send a letter home to parents with full details of the visit
- Complete a risk assessment
- Log on to E-visits and upload the visit
- Inform school cook of date and arrange packed lunches as required
- Brief all adults & provide them with a copy of the Risk assessment & list of attendees
- Inclusion – consider children with disabilities and the approach that needs to be taken to ensure that the child or adults needs are met

Approval for Visits

All visits will require the authorisation of both the Principal, Mr N Glover and EVC, Mrs D Averill.

All day visits must be entered on to E-visits at least 2 weeks before the visit takes place. UK residential & adventurous visits must be entered on to E-visits at least 6 weeks prior to the visit date. Overseas visits must be entered on to E-visits at least 8 weeks prior for final approval.

E-visits can be accessed by visiting <https://app.e-visit.co.uk/Login>. All teaching staff are issued with their own username.

Approval of day visits is at the discretion of the EVC and Principal. However; visits that are either:

- overseas
- residential or
- involving an adventurous activity

will require the additional approval of the LA. The governing body will also need to be informed about these visits prior to a commitment being made.

Competence to Lead

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the Principal & EVC.

A visit leader is in overall charge of the group and remains responsible throughout the visit.

Assessment of Risk

'Risk Assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks – normal risks attached to any activity out of school.
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

A risk assessment must be completed for every visit that takes place and is part of the process of recording the visit on E-visits.

THE PRINCIPAL CAN CANCEL ANY TRIP THAT HAS NOT BEEN AUTHORISED VIA E-visits

Risk assessments must include arrangements for;

- children with behaviour problems
- children with mobility difficulties
- asthmatic children
- children with allergies & medical needs
- weather conditions
- staff/pupil ratios
- abduction
- traffic accident & any other hazard that may be present on a trip

Adult/Pupil Ratio

A professional judgement must be made by the Visit Leader, Principal and EVC as to the appropriate ratio for each visit. 1:1's are not counted in ratios, and neither do venue staff under normal circumstances.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)

- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

Prior to a visit being planned staff must ensure that the correct adult/pupil ratio can be arranged. An assessment of risk may indicate a need for a higher ratio, eg special needs children, problematic behaviour etc

A guide to the ratio of adults to children is:-

- | | |
|---------------|--|
| • EYFS | Up to 1:6 Nursery & Reception |
| • KS1 | 1:6 Y1 to Y3 |
| • KS2 | 1:10 Y4 to Y6 |

Plan B

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of Plan B.

Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils
- age of pupils
- responsibility of pupils
- competence/experience of staff
- environment/venue

Role of Supervising Parents/Volunteers

Supervising parents/helpers & staff must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care, and be shown the completed risk assessment. A volunteer agreement should also be completed.

First Aid

The level of first aid provision should be based on risk assessment. On all day visits there should be a member of staff who has a good working knowledge of first aid and paediatric first aid for early years pupils. The the minimum requirement for residential visits is Emergency First Aid at Work or First Aid at work.

First aid kits are available from the first aid cupboard in the staff room and the school office. If the visit involves the party splitting up by any distance, a kit should be taken for each group.

Administering Medicine / Inhalers on a School Trip

• ***Administering Medicine***

Essential medicine can be administered on a school trip but the parent must sign and complete a consent slip prior to the visit. A member of staff must be designated to take care of the medicine and to administer it at the time/times stated by the parent. Teaching and support staff should be trained and confident to deal with administering medication.

- **Asthmatic Pupils**

Asthmatic children will have been registered by their parents, they are required to provide an in date inhaler in school at all times. It is the responsibility of the class teacher to ensure that the inhalers are taken onto every trip. A spare school inhaler should also be taken on all visits.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and adult supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. - Drivers should be compliant with all necessary tests and/or requirements at the time of the journey.

If any pupils are to travel by staff car, the driver must complete a Drivers declaration form. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained on oeapng.info 'Group Safety at Water Margins' is relevant.

Insurance

The school subscribes to a 'School Journey/Personal Accident' insurance policy with 'RPA' which is arranged through our finance department.

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

The permission slip, which should be signed should read:-

"I give permission for my child to take part in I have read and understand the information about the visit. I enclose my voluntary contribution."

In the case of sports fixtures, the reply slip should read:-

"My child _____ is able to play in the match (at) on
I have read and understand the information in the letter, and give permission for my child to take part."

On the Day of the Visit

Be sure to:-

- Collect first aid kit(s) / inhalers
- Collect bags for travel sickness
- Collect pupils asthma inhalers
- Collect packed lunches from cook

- Give office staff the mobile numbers of any staff/parents/volunteers accompanying the trip and take mobile number of EVC to use should school main number be engaged.
- Brief supervising parents/volunteers on the risk assessment
- Give supervising parents their lists of pupils
- Count pupils
- Take Critical Incidents Policy with you
- Ensure all staff have the 'Emergency Contact Card'

During the course of the visit, pupils should be counted regularly as appropriate, and always when changing locations. Always 'double-count'.

The mobile phone(s) should be switched on throughout the day.

After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising/volunteer adults. The purpose of this is to identify what went well and what could have been done better, in order to inform future planning.

Communication in the Event of an Emergency/Critical Incident

A list of key contacts should be taken on all visits together with the schools Critical Incidents Policy. The policy outlines the procedure that all adults in attendance should follow should there be a critical incident.

Emergency Procedures

The sequence of actions depends upon the nature of the emergency.

Immediate Action- the visit leader or assistant visit leader should:-

1. Ensure their own safety.
2. REMAIN CALM – Assess the situation.
3. If possible, delegate actions to other leaders and participants so you can keep an overview, and to allow concurrent activity.
4. Ensure the safety of the group. Make sure everyone is accounted for and adequately supervised.
5. Call relevant emergency services.
6. Carry out first aid to the best of their abilities.
7. Contact school to advise of the incident.

If a visit leader requires LA support with a serious incident during school hours, they – or a senior member of our school – should call the Director of CAFS on 01782 236100 and explain the situation directly to this person. If the Director is unavailable you will either be transferred to the Director on Call or you should call 01782 235816 and follow the above procedure for out of hours incidents.

In the event of an incident, all press and media enquiries at the scene, will be dealt with by the emergency services. **No member of the party should speak to the press except to inform them that a statement will be issued in due course.**