

St. John Bosco RC Primary School



Educational Visits Policy

Contents

Policy

- Mission Statement

Sections

1. Introduction
2. Application
3. Types of Visit and Approval
4. Roles and Responsibilities
5. Staff Competence
6. Emergency Procedures
7. Parental Consent
8. Approval for Visits
9. Pre Visits
10. Category Definitions
11. Ratios
12. Inclusion
13. Charging
14. Use of Staff Cars
15. Use of Parents Cars
16. Insurance
17. Swimming Lessons
18. Monitoring and Review

Policy for Educational Visits

1. Introduction

St. John Bosco RC Primary School believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes St. John Bosco School an effective learning environment.

The benefits to pupils of taking part in visits and learning outside the classroom include:

- Improvements in their ability to cope with change.
- Increased curiosity and resilience.
- Opportunities for creativity, developing learning relationships and practicing strategic awareness.
- Improved achievement and attainment across a range of curricular subjects.
- Enhanced opportunities for 'real world' 'learning in context' and the development of social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

2. Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, St John Bosco RC Primary School:

1. Adopts the Local Authority's (LA) Educational Visits Guidance,
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

3. Types of Visit & Approval

There are three 'types' of visit:

1. Visits/activities within the locality
2. Other non-residential visits that do not involve an adventurous activity.
3. Visits that are overseas, residential, or involve an adventurous activity.

4. Roles and Responsibilities

Visit leaders are responsible for the planning of their visits They should obtain outline permission for a visit from the Head Teacher prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Mr O'Keeffe who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC enters all visits and risk assessments on EVOLVE.

The Head Teacher has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

Policy for Educational Visits

The Governing Body's role is that of a 'critical friend'. There is no requirement for governors to approve visits but they will be informed at regular governor meetings what visits have taken place and what is planned.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

5. Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

6. Emergency Procedures

Every visit will have nominated emergency contacts. If the visit is off site for only the duration of the school day the school telephone number is used as an emergency contact. However, if the visit is of a residential nature two 24hr contact numbers of Senior Leaders will be identified (i.e. mobile and/or home phone number). The emergency contacts will have a copy of the relevant emergency contact details. They will also have access to all the relevant medical and next of kin information. The visit leader will keep emergency contact details with them at all times during the visit and a qualified first aider will also accompany each visit.

Therefore, the school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leader will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leader and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the LA/Diocese in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The school has an emergency plan in place to deal with a critical incident during a visit and where necessary, assistance will be sought from the LA/Diocese.

7. Parental Consent

Consent is requested from parents upon admittance to school with regard to local area visits (e.g. shops, locality of school). However, parents will always be informed of the detail when their child is undertaking an educational visit. Specific consent is requested for activities which need a higher level of risk management or those that take place outside of school hours. However, specific parental consent will be obtained for visits of a residential, overseas or adventurous nature. For these visits, sufficient information must be made available to parents so that consent is given on a 'fully informed basis'.

8. Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC and/or Headteacher. Approval of day visits will usually be at the discretion of the EVC (in consultation with the Headteacher if necessary). Staff should ensure that visits are submitted to the EVC at least 2 weeks in advance, (unless category 3 see below).

9. Pre-Visits

In order to undertake a full and comprehensive assessment of risks, it may be advisable to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time.

Policy for Educational Visits

10. Category Definition Requirement for notification & approval

Category 1

Straightforward routine visits which are generally close to the school and done on a regular basis, covered by:

- a generic risk assessment, regularly reviewed
- blanket informed parental consent (signed on entry to school)
- school/service operating procedures Evolve may be used but is not required.

Category 2

Visits requiring enhanced planning which are slightly further afield and may not have previously been used with event-specific risk assessment, including:

- All residential visits not in Category 3
- Non-residential visits not in Categories 1 or 3
Must be authorised by the Headteacher / Manager, using Evolve.

Category 3

Higher risk visits, defined as:

- Visits outside the UK
- Visits which include adventure activities
- Visits to remote or hazardous locations
Must be authorised by the Headteacher / Manager using Evolve at least four weeks before the visit, and then approved by the External Visits Advisory Service.

11. Ratios

Ratios should take into account sex, age, ability and behaviour of pupils; the nature of the activity and the expertise of adults; duration of journey and any requirements of the location to be visited.

Although there is no legal set ratio, (apart from EYFS which should be higher than 1 adult : 6 children) good practice would ensure that in:

- EYFS (nursery) = 1 adult to every 3 pupils
- EYFS (reception) = 1 adult to every 5 pupils
- Key Stage 1 = 1 adult to every 6 pupils
- Year 3 = 1 adult to every 8 pupils
- Years 4 to 6 = 1 adult to every 10 pupils

These should be the minimum ratios for normal circumstances. They may need to be higher in individual circumstances where the risk is raised

12. Inclusion

St John Bosco School will make reasonable adjustments to avoid disabled participants being placed at a substantial disadvantage. However, the Equality Act 2010 does not require us to place employees or participants at risk of injury or ill health in order to make reasonable adjustments. If appropriate, we may ask the parent/carer of a particular pupil to accompany them on the visit. If there are any concerns about whether school can provide for a pupil's safety or the safety of others on a visit due the specific needs of a pupil we will seek advice from the LA Health & Safety Team.

13. Charging / funding for visits

St. John Bosco School pay for visits as they occur. The school try to subsidise all visits where possible and request voluntary contributions from parents where the full cost cannot be met (Coach hire, Entry fee etc.). For residential trips, which are expensive, we have a payment scheme in place for parents to pay gradually over a period of time leading up to the visit. Those pupils who qualify for Pupil Premium may be entitled to attend the visit at a reduced rate or no charge. This will be assessed on a case by case basis.

14. Use of staff cars to transport pupils

St John Bosco School follows the Local Authority advice.

15. Use of Parents and Volunteers Cars

In our school we follow the guidance in the LA Educational Visits Policy guidance.

If staff or parents/carers use their own cars we will check that the following documents are in order:

- car tax, insurance (staff insurance should cover business use),

Policy for Educational Visits

- MOT
- driving licence.
See Letter – Appendix 1

We will inform parents/carers if their child is to travel in a private car, and who will be the driver.

Parents/carers of the passengers will be asked to give their written consent. We will check that seatbelts are in working order and used by all passengers.

Drivers will not be put in a position where they are alone with a child or young person. St. John Bosco School will arrange a central dropping-off point rather than individual home drops.

LA policy is that adults working regularly with young people must be DBS checked - this does not always apply to a parent/carer who occasionally transports children. Therefore the following recommendations will be followed:

- Parents/carers and volunteers should be issued with guidance about appropriate contact with children and young people
- The departure and collection point should normally be the school or an equivalent establishment
- Vehicles should travel in convoy
- Parents/carers should always transport their own child if possible

16. Insurance

St. John Bosco School is covered by the LA Employers Liability and Public Liability insurance for activities when away from the school site, home base or when employees are working in the community within the UK.

17. Swimming Lessons

St. John Bosco School arrange swimming lessons for pupils in Year 4 (Autumn and Spring Term – 20 sessions) and Year 3 (Summer Term – 10 sessions) each academic year. Lessons take place at Sunderland Aquatic Centre (travelling by private coach). Children are supervised by school staff in changing rooms and waiting to enter areas of the pool.

18. Monitoring & Review

The day-to-day monitoring of this policy is the responsibility of the Headteacher, who will report to the governors termly with details of out of school visits.

This policy will be reviewed by the governing body every two years, or earlier if considered necessary

Signed: _____

Designation: _____

Date: _____

Review Date: _____

Policy for Educational Visits

Appendix 1

Our ref:

Insert date

Name of Recipient

Company

Address Line 1

Address Line 2

Address Line 3

Town or City Postcode

Dear Recipient

Subject in sentence case

Thank you very much for helping our school team last season and offering to help again this season. The transport you provided using your own car was the only way the children could get to the matches. The experience the children have playing together especially away at other schools is so important in developing their confidence and social skills.

The new season is nearly upon us and we are again looking for parent volunteers willing to provide transport. In order to safeguard all our children we need to ensure that all private cars used to transport students have the relevant paperwork in place. In order that we may accept your offer of help with these valuable experiences we would be grateful if you could let us see the following documents for your car:

1. Car Tax Disc
2. Insurance Certificate
3. MOT Certificate
4. Driving Licence

We will take a photocopy of them, which will be kept in our records.

Once again thank you for your help and support.

Yours sincerely

Your name

Your job title

E-mail: yourname@sunderland.gov.uk