



St Anne's RC Primary

'We Grow Together in God's Love'

St Anne's RC School Educational Visit Policy

Mission Statement

We grow together as a Catholic Faith Community, as we follow and promote Gospel values in all we do. We grow together in wisdom, as we encourage each child to achieve their full potential, academically, spiritually and socially and in a spirit of confidence. We grow together in respect, friendship and responsibility, as we reach out to those in our wider community.

We Grow Together in God's Love.

Rationale

'We seek to encourage each child to develop his or her individual abilities: spiritual, academic and social, as fully as possible and in a spirit of confidence.'

St Anne's School's Curriculum Policy commits us to providing effective teaching and learning so that **all** children reach their full potential with a relevant and engaging curriculum. This is important for all groups of learners. We believe that learning is an enjoyable, lifelong process through which everyone can achieve their potential and exceed their expectations. We challenge and support our students to do their very best by providing an extensive range of learning experiences beyond the statutory requirement.

An essential element of this commitment is to provide a wide range of educational visits to enhance all aspects of our curriculum. St Anne's School is committed to inclusion and will include all students in our offsite activities wherever this is reasonably practicable.

Procedures for educational visits

St Anne's School has adopted Oldham Council's procedures for planning and managing educational visits.

1. All staff involved in running or helping with visits have log-ins giving access to the Evolve system for managing visits.
2. The Governing Body has adopted Oldham's 'Guidance for Off Site Visits and Adventure Activities' (GOVAA). This document (together with this St Anne's School Policy) gives local arrangements and variations where necessary to complement "**National Guidance** for the Management of Outdoor Learning <http://oeapng.info> , Off-site visits and Learning Outside the Classroom". Together these documents summarise the arrangements for educational visits at St Anne's School and are all available to staff via the Evolve website ('**National Guidance**' is web based to allow for regular updates when required). If staff members ever feel there appears to be a conflict between advice in these documents, then the Example/Oldham policy must be followed and clarification should be sought from the Educational Visit Coordinator.

3. When planning a visit Leaders should visit <http://oeapng.info> to check the latest guidance for school visits.

Clarification of roles

The key roles with regard to visits at St Anne's School relate to: The Governors; Headteacher; Educational Visit Coordinator (Laura Eckersall) and Visit Leader (class teacher). The responsibilities of these roles are outlined in 'National Guidance' with a brief summary (including some specific local variations) below.

Governors / Management Board

In line with advice in 'National Guidance' the Governing Body will:

1. Adopt and periodically review this policy, as required.
2. Ensure there is a competent Educational Visit Coordinator (EVC) in place who meets the requirements outlined in 'National Guidance' and has completed the Local Authority EVC Training Programme and any updates as required.
3. Review the range of visits provided by the school via a report submitted twice a year by the EVC.

Headteacher

The Headteacher will:

1. Appoint a competent Educational Visit Coordinator (EVC) who meets the requirements outlined in '**National Guidance**' and has completed the Local Authority EVC Training Programme and any updates as required.
2. Formally 'sign-off' all visits via the Evolve visit management system, confirming competence of staff as required for the planned visit. These visits are also reviewed by the Local Authority via the Evolve system.
3. In the event of absence of the Headteacher the Deputy Headteacher who is identified as Acting Head will have temporary delegated responsibility for approving all visits – Evolve account changes can be arranged with the Outdoor Education Adviser

Educational Visits Co-ordinator (EVC)

The role of the EVC is summarised in National Guidance. The EVC has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to approval by the Head teacher (as outlined above).

Visit Leader

The role of the visit leader is summarised in 'National Guidance'. Visit leaders must ensure they have met all relevant requirements of the Leader's Checklist in National Guidance. The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If the role changes during a visit, a clear handover should be made.

All visits must be planned and recorded on the Evolve visit management system. Visits must not proceed without approval – the visit leader should check his/her Evolve account to ensure this has been confirmed.

Procedural requirements

St Anne's School uses the Evolve system to plan, manage and record all educational visits.

Visit Leaders should plan and prepare visits allowing time for internal and external vetting and approval as required. Normally this will mean that visit plans should be submitted to the EVC by the following deadlines:

- 3 to 6 months before departure for Overseas Visits
- 4 weeks before departure for Residentials
- 4 weeks before departure for Adventure Activities
- **2 weeks before departure for other types of visit**

If for any reason these deadlines cannot be met, clarification and approval should be sought from the EVC.

Risk management

This is an important element of planning for visits. Visit leaders are normally responsible for assessing and managing the risks of visits they are planning - involving where possible/ relevant other staff. Staff should follow advice on risk management included in GOVAA and National Guidance. Advice and support is available from the EVC and other experienced staff.

All everyday activities include inherent risks and St Anne's recognises that experiencing and learning to manage risk within an appropriate framework is an important part of growing up. We aim to have procedures which are effective and proportional to the risks involved in visits that include inherent risks (for example sports activities). Where activities include inherent risks the following statement should form part of the information to pupils, parents and staff.

"Staff at St Anne's school plan and prepare visits carefully and aim to take good care of all participants. However parents must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up."

Generic risk assessments may be available for visits previously run in which case the visit leader is responsible for reviewing and modifying these as required, to allow for the specific circumstances of the visit. Significant factors (not already recorded on a generic risk assessment form or within this policy) must be recorded via:

- A standard risk assessment form
- A supplementary note on the Evolve visit form
- For routine local visits, the lesson plan
- Or other suitable format agreed with the EVC

Where external providers are used they are responsible for risk assessing the activities they provide. Where necessary this should be confirmed on the Provider form (not required for providers with a LOTC quality badge).

A risk assessment and supporting documents must be attached to the Evolve by the visit leader (class teacher) at least two weeks before departure. Specific risk assessment e.g. museum trips can be requested from the place of visit and must be attached. Other generic risk assessment e.g. Local activities, orienteering and travel can be found on the evolve website under resources. These must be edited accordingly and attached to the evolve at the time of submission to the EVC.

Approval of staff to lead activities and visits

All visits require approval from head teacher or deputy. Staffing and subsequent cover for the trip should initially be organised by the visit leader and then checked and approved by the key stage leaders.

Preliminary visits

Ideally a preliminary visit should be undertaken. However, If for any reason a pre-visit is not possible the visit leader should research the venue carefully. If unsure, staff should contact the EVC for advice.

Learning Outside the Classroom Quality Badge (LOtC Quality Badge), AALA assessment and Adventure mark

Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification of these systems should be necessary. The LOtC Quality Badge also covers learning quality. Providers that hold a LOTC Quality Badge are not normally required to submit a Provider Form but Public Liability insurance levels should be checked out on the LOTC Badge website. The provider must have Public liability cover for at least £5 million.

Parental consent

St Anne's School we ask Parents/Guardians to complete annual consent forms covering the trips to the local area and within school sporting fixtures. Parents must, however, been informed of a trip beforehand.(see Appendix 1 – St Anne's Annual Consent Form)

Permission via the school's electronic pay system is required for all other trips. Parents/Carers must be notified at least 2 weeks prior to a trip and permission must be given in order for the child to attend the trip.

Parents / guardians should be provided with information on visits in one or more of the following formats:

- Information letter to parents
- Parents' evening
- Termly newsletter
- School website
- Or in suitable circumstances, text message

Information to parents should remind them of the need to update any details that have changed by including the following statement:

Consent for **Local visits** will be obtained at the start of each school year via a paper form which will be kept in the office. It is the visit leader's responsibility to check that all children have permission to take part in local visits.

Consent for all other visits will be obtained via the school's online system as and when the visits occur. It is the visit leader's responsibility to communicate the details of the proposed trip to parents and to check that all children have permission to take part in the visits.

‘Checking out’ and ‘checking in’ before, during and after a visit

1. Prior to departure the visit leader must complete the school’s electronic register (SIMS) and ensure it has been received by the office.
2. Staff must sign themselves out at all times using the electronic signing in/out system located in the foyer.
3. In event of a small number of children leaving the premises, staff must sign the children out at the office.
4. The visit leader is responsible for ensuring that all participants are returned to school safely and either dismissed at the end of the day, or continue to subsequent lessons.
5. For residential visits and trips returning outside of school hours the visit leader should confirm safe return by phone call or text message to the EVC or headteacher.

Emergencies

All visit leaders must ensure that adequate arrangements are in place for first aid and emergency numbers are carried (see Appendices)

The school should be notified at the earliest opportunity in the event of an emergency.

In the event of an emergency the School’s critical incident team will assess and respond to the situation with support from Oldham Council if required.

The EVC and/or headteacher will normally act as the 24/7 emergency contact, with support from other senior staff as required. The Emergency Contact(s) will have 24/7 access to all details of the visit, including medical and next-of-kin information regarding staff and young people (via Evolve or hard copies).

Staffing

There is no legal requirement for ratios for KS1/KS2 however at St Anne’s will use the general rule of 1:8 for KS2 and 1:6 for KS1 ,however visit lead to check with EVC to confirm.

The legal requirement in EYFS is 1:13 but there must be a QTS teacher and level 3 TA however at St Anne’s we will use the ratio of 1:4.

Visit leads to use professional judgement and check with the EVC.

There must also be a 1st aider attending a trip.

For those children with additional needs who have a 1:1 support in school this must be reflected in the ratio. The visit leader to consult with the SENCo to discuss adequate ratio for those children identified with Special Educational needs with or without an Education, health and care plan. A further risk assessment may be needed if the SENCo feels this is appropriate.

Induction requirements

Checklist for EVC lead and/or Headteacher inducting new staff:

1. Ensure staff member has Evolve log-in (available from the EVC) and understands how to use the website.
2. Staff member to familiarise themselves with St Anne’s and GOVAA requirements
3. Provide / arrange support when planning first visit
4. Arrange mentoring opportunities as appropriate

Transport arrangements

Transport arrangements must be approved as part of the visit planning process

Use of staff cars

Use of staff cars must be approved. Staff must:

1. fill in a registration form (renewable each year)
2. Produce a clean driving licence (if staff have endorsements on their licence, approval to drive is required from the Headteacher).
3. Produce evidence of insurance cover for carrying students whilst at work (business use cover on insurance certificate)
4. Ensure students wear seatbelts on journeys

Coaches / Minibuses with drivers

Coaches and minibuses with drivers are booked via the school finance office to ensure they meet required standards and to obtain best value

Taxis

Taxis should be booked through the school finance office to ensure they meet required standards and to obtain best value

Volunteers

Volunteers assisting with visits will normally need DBS checking – check with the EVC well ahead of the visit. Visit leaders are responsible for briefing and supervising volunteers.

Visit leaders must brief volunteers on expectations. Visit leads are responsible for ensuring that volunteer staff on visits:

- have clearly defined roles
- are clear about expectations of them
- are aware of the risk assessment that is in place and have read and signed a copy

The school has a duty of care for all participants including volunteers and the visit leader should ensure this is considered as part of the planning and risk assessment.

Where appropriate the competence of volunteers should be verified by the EVC.

Regular volunteers should be listed on the Evolve system.

Behaviour

The school's Behaviour Policy Rewards and Sanctions applies off site as well as in school. Staff should apply the same behaviour management principles and pupils must understand that the same expectations apply.

Inclusion

Visits should be planned with a presumption of entitlement to participate, ensuring integration through participation with peers wherever possible. Accessibility should be

ensured through direct or realistic adaptation or modification if required. Advice is available from the EVC and SENCo where necessary.

Insurance

School currently buys into an annual policy with Oldham Council which provides personal insurance for all educational visits.

Finance

Policy for dealing with finance for visits, including:

- Charging policy
- Any arrangements in place for young people unable to afford a visit
- Requirements for accounting, banking and reporting

Emergency Card (Visit Leader)

Side 1

⇒ **Assess the situation:**

- Deal with immediate danger to self or other group members.
- Account for all members of the group.

⇒ **Administer first aid:**

- As appropriate, remembering priorities ABC.

Airway

Breathing

Circulation (bleeding)

- Make any casualties as comfortable as possible, but only move them if absolutely necessary (e.g. to maintain airway if unconscious).

⇒ **Call emergency services:**

- Dial 999 for Ambulance, Police, Fire Brigade, Mountain Rescue or Coastguard as required.

⇒ **Inform school and LA emergency centre** so that they can initiate Critical Incident Action Plan

School Emergency number **0161-770-5401** or

Home Contact numbers (Out of hours) - or

LEA Emergency number **0161-633-1803**

⇒ **Establish a contact point and identify a member of staff to liaise with the emergency services**

⇒ **Arrange for someone to travel with casualties to hospital**

⇒ **Make arrangements for non-casualties to return to school/base**

⇒ **Record details of incident and actions taken.** (See over)

(Side 2)

INCIDENT LOG SHEET

As soon as possible write down the following to inform any investigation:

Time of incident	
Date	
Brief description	
Location	
Witnesses	

Information to provide to Emergency Services (and later to school / service):

Names of those involved	
Number of people injured	
Total number in group	
Details of injuries as known	
Action taken so far	
Contact point	

Appendix 1 Offsite Visits

Dear Parents/Carers,

Occasionally learning may take place away from the school site. For example, we may take walks around the local area linked to our learning, visit local places of worship, Gallery Oldham, local shops, the local parks etc. The standard consent form below must be signed to consent to your child taking part in these off-site activities. Consent for other off-site activities will be sought as and when these visits occur.

Please complete this form and return to school by no later than Friday 17th September

Offsite Visits

Name of Child:_____ Class _____

I give permission for my child to take part in offsite visits as detailed above during the school day:

Yes ☐

No ☐

Signed..... Parent/Carer