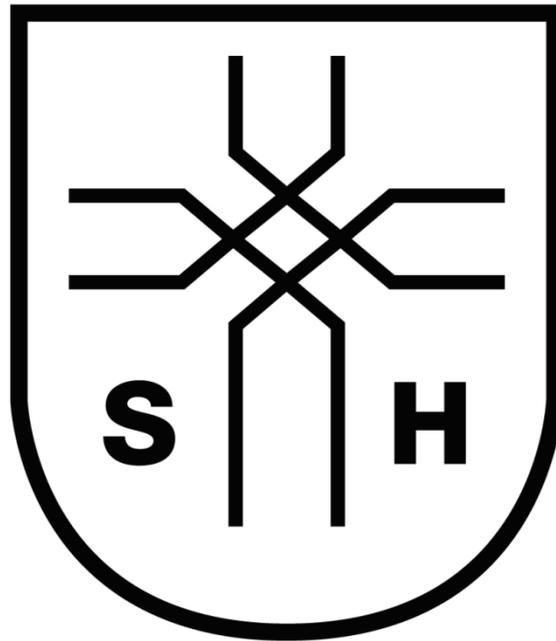


Sacred Heart Catholic Primary School



Educational Visits Policy

Date approved	October 2013
Date of next review	December 2021

Equality Act Statement:

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.
Please refer to St John the Baptist Multi Academy Trust Equality & Diversity Policy

Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration.

Aims and Objectives for Educational Visits

Our fundamental aim at Sacred Heart Catholic Primary School is to provide the best possible education for all our pupils. It is the aim of the school to place a high value on diversity, treating every member of the school community as an individual; we aim, therefore, to raise the achievement of all the children in the school.

Educational Visits are an integral part of the children's education at Sacred Heart Catholic Primary School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

Nature of Educational Visits

The school runs a wide range of Educational Visits. These may include:

- Walks around the local area (Permission is signed on the registration form when children start at school allowing children to go on a local walk without the need for a further permission slips to be completed each time).
- Half-day visits by coach to places of interest to support the curriculum.
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas.
- An annual residential visit for children in Year 4 and 6.
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Health & Safety

The school follows the Local Authority 'Educational Visits' guidance. The ratio of adults to children will be followed or surpassed.

Under 5 will have a ratio of 1:3/5

Years 1,2 and 3 will have a ratio of 1:6/10

Year 4,5 and 6 will have a ratio of 1:10/15

Personnel

The school's Educational Visits Co-ordinator (EVC) is the Headteacher. This role may be carried out by somebody other than the Headteacher, who also has other specific responsibilities.

For each visit, of whatever duration, a Group Leader is identified.

The **Governing Body** also has a specific role to play in all Educational Visits. They are responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Headteacher on an annual basis.

The function of the **EVC** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- ensure parents are informed and have given consent;
- organise emergency arrangements;

- keep records of visits, accidents or incident reports;
- review systems and monitor practice.

The **Headteacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Group Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit. See also the school's Critical Incidents Procedures.

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks;
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

Adult volunteers who are not teachers at the school must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader.

Procedure for Running Educational Visits

A set procedure is followed for all Educational Visits, although the nature of each visit will determine the level of preparation required. Each Group Leader will, in liaison with the EVC, complete the Educational Visits Checklist (attached). A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

Risk Assessment

Risk assessments are made for all Educational Visits (see attached Risk Assessment form). This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessment considers the site and its environment, the group, the activity and the leaders. Risk Assessments are reviewed annually by the Governing Body.

Financing Educational Visits

The Group Leader, in consultation with the Business Manager and the EVC will cost out the visit or trip at least 4 weeks prior to the visit taking place. Parents/carers will be informed by letter and invited to pay the required amount by the date stated. At Sacred Heart Catholic Primary School we ensure no child shall be excluded from taking part in any trip or visit because of an inability to pay. The initial letter will make it clear to parents/carers that if there is any difficulty, they can speak, in confidence with the Headteacher, who will arrange a suitable payment plan or make other arrangements. For the children eligible for Pupil Premium Funding, trips will be subsidised by an agreed amount by the Headteacher, the PPF will be used to pay the subsidised amount. Arrangements will be made for children who

have not paid or made arrangements with school, to follow a suitable related programme of activities at school supervised by other staff.

Emergency Procedures

It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit, and in the LA.
- having access to an emergency (Critical Incidents) plan appropriate to the visit;
- ensuring that the contact point – or rota – is effective throughout the visit;
- ensuring that parental contact information is up to date and accessible

Educational Visits Checklist

Task	Completed by	Date	Comments
Pre-visit completed (if applicable)			
LA approval gained (if applicable)			
Risk Assessment form completed			
Parents and Governors informed			
All parental consent received for all activities			
Payment contributions sought according to LA guidance			
Accommodation, security and fire certification checked			
Transport arranged and parents informed			
Dietary requirements forwarded (where applicable)			
Group Leader informed of all relevant medical conditions/special needs			
Emergency procedures in place			
Appropriate number of other adults arranged and briefed			
Insurance arranged (where necessary)			