



Our Lady's Bishop Eton Primary School

Educational Visits Policy

Living, Loving, Learning In Jesus

Signed by:			
P.Loughran	Headteacher	Date:	29.2.24
F.Bailey	Staff Governor	Date:	10.4.24
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EVC Policy

Introduction

At Our Lady's Bishop Eton Catholic Primary School, we are committed to providing a broad, inspiring and enriching curriculum for our pupils. We believe that educational visits are an integral part of this and we ensure that we take every opportunity to use off-site visits to further the learning and enjoyment of all of our pupils, taking learning outside of the classroom. We recognise the many benefits that educational visits offer. These include: -

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for creativity, developing learning relationships and practicing strategic awareness.
- Increased level of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world', 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team work, including enhanced communication skills.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

This policy will help us conduct educational visits in a safe and well-structured manner, giving our pupils and staff the best experience possible.

Application

Any off-site visit, involving pupils leaving the school grounds is covered by this policy. These visits will include curriculum and enrichment trips, and sporting events, whether these take place during the school day or outside of normal school hours.

In addition to this school Education Visits Policy, we;

1. Adopt the Local Authority's document (found on Evolve and accessible to all members of staff)
2. Adopts National Guidance (as recommended by the LA and also accessible via NG on Evolve)
3. Uses Evolve, the web-based planning, notification, approval, monitoring and communication system for all off-site activities.

All staff are required to plan and execute visits in line with school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

2. Clarification of roles

Visit leaders are approved by the head teacher. They are responsible for all the aspects of planning their visits (outlined further on in policy), and for inputting the details of their visit on EVOLVE. Permission for visits should be obtained from the Head Teacher prior to the planning of any trip. Staff are not permitted to make any bookings or commitments without this confirmation. Our expectation is that visit leaders are both competent and confident in leading a visit as outlined in 3.4k visit or activity leader in National Guidance.

The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans and risk assessments on EVOLVE, before submitting them to the Head. Our school EVC is Matthew Bland, Assistant Head.

The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents. They provide an outline of expectations to staff members involved in conducting trips. (In-line with the expectations of the role of EVC, outlined in 3.4j EVC role in National Guidance)

The Head Teacher has the responsibility for authorising **all** visits, and for submitting all overseas, residential or adventurous activity visits to the Local Authority for approval, via EVOLVE. The head teacher is responsible for ensuring:

- The planning and risk management for this visit has been checked and approved according to the current Education Visits policy.
- The visit complies with the Local Authority's current planning checklist for off-site activities.
- The visit leader and staff are competent to supervise the visit.
- The Risk management is fit for purpose.

(The head teacher's role is in-line with National Guidance, described fully in 3.4g Head teacher or manager)

The Governing Body entrust the head teacher the responsibility to make all decisions for Education Visits. Governors are informed of residential, overseas and adventurous activities. Individual governors may request 'read-only' access to EVOLVE (outlined in National Guidance 3.4f for additional information.)

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.

3.Procedural Requirements

All visits are categorised into the following three categories: -

A. Low risk- these activities present no significant risks.

These should be supervised by a member of staff who has been assessed as competent by the head teacher, to lead the activity. Examples of these visits include walking in parks, walking to church, field studies in environments presenting no technical hazards or low risk sports competitions.

B. Trips deemed as incorporating some Higher Risk elements.

LA approval is required for this category of activity. Safe supervision requires that the Group Leader should have conducted a pre-visit to the activity and location. The Group Leader will have to be approved as suitably competent by the LA, at the

recommendation of the head teacher. This may involve holding a necessary qualification/ award. Examples include; walking in non-remote country, camping or cycling on roads.

C. Adventure Activities

These are considered to be the most demanding category. It includes all those activities that if not school-led, would be in the scope of the Adventure Activities Licensing Regulations, 1996). Local Authority approval is essential for visits in this category. In the case of sports, where safe supervision requires the leader to complete some prior test of his/ her specific competence, such testing might include a recognised course of training, the recorded accumulation of relevant experience or an assessment of competence by an appropriate body.

Parental Consent

All visits which are category A visits are covered by the blanket consent form which is sent to parents when their child starts school. It is important that visit leaders check this consent has been granted for individual children on the trip.

It is essential that parents are sent letters with information regarding the visit which must include: -

- Details
- Time of visit and return
- Location
- Any specific requirements e.g. equipment
- A reminder to parents to ensure that medical information is up to date

Category B and C visits must have specific consent and up to date medical information from parents for children to participate.

Approval

For Category A visits the group leader should request permission to lead no later than 14 days before the trip takes place. Information should be inputted onto EVOLVE at least seven days before the visit takes place. Risk assessments are required for all off-site visits. This includes Local Area Visits, these include:

Our Lady's Bishop Eton Church

Local Authority Swimming Lessons

Sporting Competitions

Litter Picking with Children locally

For Category B/C visits, the group leader should request permission no later than 6 weeks before the trips take place. Information should be inputted onto EVOLVE within this time frame. Visit specific risk assessments must be conducted for these visits as well as Group Leaders visiting the venue for Category C visits. This will be based on location, level of risk and whether or not this is the first time using the provider or venue.

Evaluation

All trips must be evaluated with 14 days of return. This should be done on EVOLVE by the group leader.

4. Monitoring

In order to ensure safe, quality visits, we understand that National Guidance provides advice about monitoring in 3.2b monitoring.

The EVC and head teacher have the responsibility of monitoring visits to ensure that:

- Visits and activities are carried out safely and effectively and in line with the Local Authority policy and procedures.
- Relevant policies and procedures are reviewed and updated to remain current and in line with good practice.
- Staff have easy access to the school policy.
- Staff have access to relevant training that supports the implementation of this policy.
- The school appoints, trains and revalidate EVC's in accordance with the LA policy.
- The school keep proper records. (outlined in Appendix)
- An element of field observations should be included in monitoring by EVC and Head Teacher.

Monitoring of trips will occur regularly and be evaluated by group leaders.

5. Induction, training, apprenticeship, succession planning

We are committed to ensuring that all staff are fully trained and are selected accordingly to lead and accompany school trips based on their competence, responsibility and skills. We adopt the following methods to allow for this: -

- All new staff and staff members new to educational visits work alongside experienced visit leaders, before taking on group leader roles for trips.
- Supervision by head teacher, EVC or an experienced group leader is provided on some educational visits (based upon head teacher or EVC judgement)
- Support for staff to attend training courses relevant to the role, where necessary.

Group leader selection is something we take seriously and the following factors are taken into consideration, before the Head Teacher approves a member of staff to lead an off-site activity.

- Relevant experience in the department of educational visits.
- Relevant training.
- The potential leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, venue, and the activities to take place.
- Any member of staff leading a residential or self- led adventurous activity must attend visit leader training.

6. Risk management and risk-benefit assessment

Risk assessments

We carry out risk assessments for all off-site visits and activities. For a number of visits, generic risk assessments are developed by the EVC or head teacher. These are reviewed annually. All risk assessments must be kept for a minimum of three years. These generic risk assessments are stored on EVOLVE under establishment documents.

Ratios

Activity and Visit Leaders must ensure that young people are supervised in accordance with the principles of 'Effective Supervision', requiring them to take account of:

- The nature of the activity and the duration.
- The location and environment of the activity.
- Age, gender, SEN needs of the young people to be supervised.
- The ability of the young people (behavioural, medical, emotional and educational needs)
- Staff competence
- Distance

All ratios must be approved by the Head Teacher or EVC before the visit.

We use the following ratios as a starting point to guide us as we plan visits. These ratios are adaptable at the judgement of group leaders, head teacher and EVC's. The risk category of the visit will also be taken into account when making these judgements.

EYFS- better than 1:6

Y1-3 – 1:6

Y4-Y6- 1:10 - 1:15 or better

In order to determine the actual number of staff needed, we will use the framework described through SAGE

- **Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **Activities to be undertaken-** What will the group be doing and what are the possible outcomes?
- **Group characteristics:** prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.
- **Environment:** indoors or outdoors; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Environments to be passed through between venues must not be overlooked. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water level and ground conditions.
- **Distance:** How far is the activity away from school or homebase?

Local Authority Guidance is as follows:

Local Visits Visits in the local area close to support at school/base (minimum 2 staff recommended)	Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10-15 Years 7-13 1:15 (one supervisor per activity or supervision group)	A minimum of one qualified and competent Group Leader is needed for every group or class; they can be supported by other responsible adults. Please note minimum ratios are not recommended but small working groups of 6-12 remain the target.
Day Visits More than 60 miles or one hour from school/base (minimum 2 staff recommended)	Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10-15 Years 7-13 1:15 (one supervisor per activity or supervision group)	
Residential Visit, UK or abroad (minimum of three supervisors recommended, any less needs a thorough risk assessments and emergency management plan)	Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10 Years 7-13 1:10 (one supervisor per activity or supervision group, these do not include any centre residential staff)	Supervisors should reflect the gender of the group wherever possible
Open Country Working by water or away from a road or building	Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10 Years 7-13 1:12 (one supervisor per activity or supervision group, these do not include any centre residential staff)	Overall group sizes above 20 are not recommended at any one location at a time (supervision and sustainability issues). Similarly large groups should not be moving together in convoy. The numbers of qualified leaders will depend on the risk assessment.

7. Assessing venues and providers

In line with Local Authority we accept and acknowledge LOtC quality badge. This ensures that the provider we are using has the correct risk assessments and insurance in place and are suitable to use. In all other cases we will ask providers to fill in a provider form which is available in the resources on EVOLVE. For residentials and venues with higher risk activities preliminary visits will be conducted if required. This will be based on location, level of risk and whether or not this is the first time using the provider or venue.

8. Volunteers

All volunteers selected to accompany visits must be deemed appropriate by the group leader and head teacher. These volunteers must comply with our school safeguarding policy.

Volunteers must be briefed on their responsibilities, requirements and regulations by the group leader. They must be sufficiently competent and confident to carry out their responsibilities. The level of competence and the thoroughness of the engagement process depend upon the role that the volunteer is to take, and the degree to which they will be working independently or under supervision. Where they are working independently it should be to the same standard as would be expected of an employee or contractor taking on the role. They must have had a DBS check if they are to be left independently with our children. Parents volunteers are expected to act in accordance to the school's code of conduct.

9. Emergency procedures and incident reporting

For all trips taking place outside of school time, two emergency contacts must be inputted on to EVOLVE.

Visit leaders and deputy leaders should have access to the emergency contact details, EVOLVE form, parents contact details and children's medical/behavioural details. They will also take a copy of the school Emergency Action Plan with them, guiding them through emergency situations.

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership time.

The school has an emergency plan in place to deal with a critical incident during a visit (see School Emergency Management Plan). All staff on visits are familiar with this plan and it is tested annually, following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention, assistance will be sought from the Local Authority.

Recording Accidents

All accidents and serious incidence will be recorded on school files and LA will be informed of any incidents. – Recorded in evolve in evaluations

LA still to be informed for staff, volunteer or child incidents

10. Behaviour

As a school, we have high expectations of the behaviour of all of our pupils. We expect that all children behave in line with the school Code of Conduct.

Before Category B and C visits, and residentials, parents will be reminded that there are consequences for breaking the school code of conduct. This may include parents being asked to remove a child in prescribed circumstances.

It may be acceptable to exclude someone from an activity or visit if potential behaviour presents significant, unmanageable and unacceptable risk to health, safety or welfare of either themselves or others, or to the successful completion of the activity or trip.

11. Inclusion

We are a fully inclusive school and believe in the following principles:

- A presumption of entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

We follow the standards set out in National Guidance 3.2e Inclusion

12. Insurance

We are covered by the Local Authority blanket insurance for visits and trips.

13. Finance

For school visits, we use Parent Pay to collect all finance for the visit. All charging and voluntary contributions requested for the visits are in line with National Guidance 3.2c.

14. First Aid

The school will follow National Guidance and Staff trips in line with LA Guidance.

15. Data Protection

It is vital for health and safety of those involved in visits that relevant information is available to group leaders and external providers for planning activities and in the event of emergencies. However once the trip is completed information will be taken back in and destroyed or filed in line with GDPR.

Photos and any trip photos will be posted online to school social media after the event or visit if appropriate, this will be in line with our GDPR policy.

Alcohol on visits

In line with trip Risk Assessment and on longer residential trips alcohol may be offered to staff members who are present on the trip. As long as staff only drink the recommended amount and are not on duty that night then staff are free to consume alcohol sensibly that evening while still following the schools/ trip code of conduct.