

Educational Visits Policy



Through respect we will work together in Christ to develop the whole person

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Leader: Mr M McNally

At St Matthew's Catholic Primary School an educational visit could be a short-term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel. We will ensure that we comply with all DfE and Local Authority documentation before any educational visit is authorised.

At St Matthew's we will strive to provide outdoor learning for every child in the form of a school trip at least once per term. This trip will complement the children's learning and will provide a wow experience during the topic of study.

**Due to Corona Virus/Covid-19 outbreak of March 2020 all residential stays for children planned in the Autumn Term of 2020 have been cancelled. All plans for future residential have been put on hold but will be reviewed regularly by Head Teacher EVC and Board of Governors.*

The Head Teacher will be responsible for the sanctioning and authorizing of all educational visits whatever the duration or purpose and ensure that the EVC and Group Leaders have appropriate training and are sufficiently competent and experienced.

The Educational Visits Coordinator will undertake appropriate training and be competent and experienced to undertake the role. They will ensure that all documentation is in place before the Visit Plan/Risk Assessment can be authorised by the Head Teacher, Governing Body or Local Authority. They will review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit.

Party Leaders will complete the following Visit Plan before any visit is authorised:

- a Risk Assessment(s) based on a pre-visit;
- the nature, purpose and length of the visit;
- accommodation details;
- the year group and pupil numbers;
- pupil names;
- contact details;
- emergency contact details;
- parent consent forms;
- medical records;
- the number of adults;
- CRB checks of parent helpers;
- adult pupil ratio;
- insurance;
- travel arrangements;
- itinerary of visit;
- medical and first aid;
- school mobile phone;
- emergency procedures;
- costings of the visit (with support of the admin team)
- coach firm and contact details; (with support of the admin team)

Risk Assessments will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

In addition, we will use or adapt risk assessments that have been produced by venues who provide instructor led activities. The risk assessment will consider the mode/s of transport to be undertaken. We will use the following adult pupil ratios:

- Reception 1:4
- Y1 to 3 1:6
- Y4 to 6 1:10

Parents will:

- Be informed of all educational visits by the school and will be given full detailed information of the visit;
- Complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- Submit current emergency contact details before a Residential visit takes place;
- Attend all planning and information meetings held by the school before any residential or overseas visit takes place.

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

- At this meeting parents will be informed of the following:
- The name of the group leader
- The names of the deputy leader and other staff
- The ratio of pupils to adults
- The dates and time of departure and return
- The full contact details of the destination
- The method/s of travel
- The name of the coach firm/travel company
- The itinerary of the educational visit and of the activities planned
- The total cost
- The date when the deposit needs to be paid and when the final travel cost has to be paid
- Insurance arrangements
- Pupil medical and dietary information
- Checklist of clothing and other essentials
- Checklist of equipment
- Details and advice of pupil pocket money
- Ground rules for the visit which will include a behaviour contract signed by parents children and staff.

The completed risk assessment forms must be passed to EVC at least 5 school days before the date of the visit. Where this is not possible, due to the involvement of

external agencies, risk assessments must be completed as soon as possible after Head teacher's permission has been granted.

The Head teacher's permission form (of the risk assessment forms) must be signed for the visit to be officially authorised. However certain categories of visit will also require the permission of the Governing Body and / or that of LCC's E.V.O. it is the responsibility of the school's E.V.C. to liaise with, and establish the permission of, the Governing Body and the E.V.O.

Appendix:

- *As From March 2020 - Corona Virus/COVID-19*, under government instruction, placed the school under 'lockdown'. Between March 2020 and Academic Year 2020/21. The school has implemented a recovery curriculum which will ensure there are 'no gaps' in children's learning as we move forward.
- Government and EVO at SIL advice is ongoing and at the point of publication of this policy no school trips are not allowed.
- For the remaining of the current academic year and for 2020-2021 year, the school will regularly review trips and visits being planned and implemented (if and when rules are relaxed) placing health and safety of children and staff as a priority but also considering any financial impact this may have on children and families.