

St Clare's Catholic Primary School



Educational Visits Policy

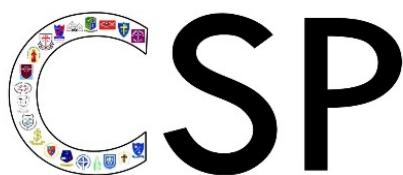
"I have come that they may have life and have it to the full"

(John 10:10)

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The
Catholic Schools Partnership



A Teaching School Alliance
of Bradford & Keighley

Introduction

St Clare's Catholic Primary School recognises the value that off-site visits provide to our pupils. We believe the visits can serve to enrich pupils studies, relationships and independence and remain committed to ensure the safety and wellbeing of all our pupils whilst they are off school site.

We meet the statutory requirements for the reporting and approval of all off-site and educational visits by following the [Department of Education Health and Safety on Educational Visits](#), [OEAP National Guidance](#) and [Keeping Children Safe in Education](#) guidance.

St Clare's Catholic Primary School uses the online tool EVOLVE, which is used and recommended by Bradford Local Authority. This tool allows assurance for the school to suitably plan, approve, report and monitor all visits which take place as part of the curriculum. Every trip or visit will be subject to a new review on EVOLVE and notifications will, as a minimum, state:

- ✓ the educational purpose of the visit
- ✓ its aims and objectives
- ✓ how it conforms to the school's curriculum aims

Roles and Responsibilities

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined below.

Bradford Local Authority

The Local Authority has a responsibility to ensure that the following is provided:

- written guidelines including advice on risk assessment, competencies and training
- a means of assessing proposals for visits in Category 3 (EVOLVE) and advice regarding visits in other categories
- emergency telephone contact for the duration of the visit, where necessary
- access available to specified staff for advice
- procedures in place to monitor and review safety during off-site visits

The Governing Body

The Governing Body has a responsibility to ensure:

- the school has a policy relating to Educational Visits which is regularly reviewed and updated
- satisfy itself that suitable and sufficient risk assessments have been carried out
- appropriate safety measures are in place, including:
 - appropriate levels of supervision and competency, before approving any visits
 - ensure these details have to be entered on EVOLVE
 - nominate a Governor for Educational Visits, who will satisfy themselves that there are sufficient safeguards in place
 - require the headteacher to report visits and activities undertaken to the Governing Body
- appropriate insurance cover is in place through the DfE Risk Protection Arrangement, to which the school subscribes
- follow all reporting procedures and guidance as laid down by Bradford Local Authority

Category 3 visits (Visits involving an overnight stay):

The Governing Body will be required to approve Category 3 visits and ensure Bradford Local Authority is notified recording their approval on EVOLVE.

The Nominated Governor for Educational Visits is Eileen Difiori.

The Educational Visits Co-ordinator (EVC)

The EVC is the person responsible for the organisation of visits at St Clare's Catholic Primary School. Guidance is that it is highly recommended that the EVC is not the headteacher but has the necessary experience to undertake this role. Our EVC is Claire Charles, who has attended mandatory training. With the introduction of EVOLVE, it is expected that the administrative burden will be reduced for EVCs and all staff involved in planning a visit. EVOLVE automatically undertakes a significant proportion of the checks that were manually assessed by the EVC previously, including ratios, transport arrangements, etc. A notification can

only be submitted to the EVC by the Visit Leader once all the sections are complete and correct and therefore the assessment of the notification should be a much simpler and shorter process.

The role of the EVC is:

- give advice and guidance on the organisation of educational visits and the use of EVOLVE
- manage EVOLVE for school including managing users, uploading documents and approving notifications
- provide or arrange training for educational visits where required
- monitor a selection of visits for internal quality assurance checks
- act as a liaison between Bradford LA and school
- be conversant with DfE, OEAP National Guidance, Bradford LA procedures and this policy
- to liaise with class teachers to ensure permission slips, class lists and School visit payment record form are sent to the School Office once complete

The Headteacher

Carmel Utting is responsible for ensuring:

- this policy for educational visits is implemented
- guidance from the LA, as detailed in this policy, DfE and OEAP National Guidance, is followed and that the arrangements for any visit are thoroughly scrutinised prior to approval being sought or given
- authorise all visits via EVOLVE
- will ensure that the Visit Leader carries out their tasks
- report visits planned and the results of the reviews of visits undertaken to the Governing Body in the Headteachers Report

The Visit Leader

One person per visit should be identified as having overall responsibility for planning the visit and the welfare of the group. This person will be known as the Visit Leader. They must have the necessary experience and competencies to lead the visit. Training for this role has been provided.

The Visit Leader is responsible for ensuring that:

- the school's policy for visits is implemented
- guidance from the LA, DfE and OEAP National Guidance, is followed and that the arrangements for any visit are thoroughly scrutinised prior to approval being sought or given
- ensure that the notification is completed on EVOLVE and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place
- all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place
- they take overall responsibility for the visit whilst it is underway
- they liaise with the EVC throughout the planning and preparation of their trip
- they review their trip on EVOLVE

Teachers and other adult helpers

All other adult helpers, whether teachers, non-teaching staff or volunteers will act "in loco parentis" and will also have a duty of care towards anyone they are supervising. Their duty of care will require them to do everything they reasonably can to ensure the safety and welfare of the pupils. Training has been delivered for all school staff.

They must follow the Visit Leader's instructions at all times. If, however, they feel that risks to pupils and colleagues are not acceptable, they must inform the Visit Leader of their concerns. If they believe that their concerns are justified but are not being considered, they must report the matter to the headteacher immediately. Such instances may include where the conditions outlined within a risk assessment have changed significantly enough for the assessment to become invalid, requiring a new assessment to be carried out, but where the Visit Leader, for whatever reason, chooses not to re-assess the risk.

- all staff assisting with supervision on any trip will be conversant with school's procedures for educational visits and should feel confident to challenge any unsafe practice observed.

- all staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed
- all staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the Visit Leader
- all staff will feedback information to the Visit Leader to enable a full review of the trip to be completed
- class teachers will ensure all trip monies are sent to school office on a daily basis then individual receipts will be issued back to class for the parent/carer
- class teachers will maintain class lists

Non-teaching adults acting as supervisors must not be left in sole charge of pupils.

Pupil Responsibilities

Pupils must:

- follow the instructions of the Visit Leader and other supervisors at all times during a visit
- not take unnecessary risks or undertake activities that have not been assessed or are not included within the visit programme
- inform the Visit Leader or other supervisors of anything they feel might hurt themselves or others in the group
- when abroad, be sensitive to local codes and customs, and should be informed of these prior to the visit

Parent/ Guardian Responsibilities

Parents must be informed of the rules and procedures to be followed during the trip and should ensure that their children are aware of and will follow them.

Parents must:

- provide emergency contact details to the school
- sign the parental consent form
- provide details regarding their child's emotional, psychological and physical health that may be relevant to the visit

No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.