



## St Marie's School, A Catholic Voluntary Academy

### Educational Visits Policy

*'Each child has a divine beginning and an eternal destiny. We help him/her on that journey.'*

*(St Marie's Mission Statement)*

Our aim is that all visits from school should be:

- Safe
- Educational
- Enjoyable

#### **Rationale**

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

#### **Purpose**

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

#### **PLANNING EDUCATIONAL VISITS**

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils.

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The following guidelines support the planning and implementation of Educational Visits organised at St Marie's School, A Catholic Voluntary Academy.

- Staff – a request for educational visits should be made using the appropriate form in Appendix 1, to the Headteacher. Residential visits should also be approved by the Pupils and Curriculum committee.
- Parents – information and consent. Parents should be given information about the purpose and details of the visit at least two weeks in advance. Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would.

For residential trips, parents will be invited to a briefing session. Special arrangements may be necessary for parents for whom English is a second language.

- Parental consent - Routine visits in the locality of the school are covered by the Local Trips and Visits form issued at the time of Admission. St Marie's School will seek consent for all other visits. A parental consent form must be returned for each child in the group. If parents wish to withhold consent, they will be invited to meet with the Deputy or Head teacher to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.

If the parents give a conditional consent the Deputy or Head teacher will need to consider whether the child may be taken on the visit or not.

- Risk Assessments - A risk assessment will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through "Plan B" scenarios.

Risk Assessment forms and the Educational Visits Checklist are included within the Appendices

The Risk Assessment should be discussed with and authorised by the Educational Visits Co-ordinator or Deputy or Head teacher. It should be signed by the organiser a member of the Senior Leadership Team and the School Office Manager and should be filed in the Educational Visits Folder in the School Office.

- First Aid - First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group. First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.
- Staffing Ratios - It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children is recommended:
  - Nursery and Early Years 1:6
  - Key Stage One 1:15
  - Key Stage Two 1:20

In practice, the ratio should be determined by factors such as type of activity, any SEN or medical needs, experience of the staff, venue, transport and weather conditions.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell adults and pupils what to do if they become separated from the party.

- Preparing Pupils - Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues. If there is the possibility that a pupil may be excluded from

the visit due to behaviour issues, a meeting would be arranged with the Deputy or Headteacher in advance to discuss concerns and agree what action is to be taken.

- Pupils with special educational and medical needs - The Head teacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.
- Evaluation – An evaluation form will be passed to the trip organiser for completion. The Headteacher will have sight of the completed form before filing in the Educational visits folder.

- Types of Visits:

- Adventurous Activities

If the school is leading an adventure activity, such as canoeing, the Governors must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

- Residential Trips

Residential trips will be planned well in advance and arrangements will be overseen by the Senior Leadership Team/Office Manager. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending.

The Visit Leader should be an experienced, senior member of staff. Residential trips must be approved by the Governing Body and by the LEA via the EVOLVE system. Approval will be arranged by the Health and Safety Manager.

- Coastal Visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

- Water Margin Activities

Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the DCFS 'Group Safety at Water Margins' will be followed.

- Farm Visits

St Marie's School recognises that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections. The proposed farm will be checked to ensure that it is well

managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

## **ROLES AND RESPONSIBILITIES**

### **The Governing Body**

The Governing Body will approve the Educational Visits policy and will ensure it is reviewed annually.

The Governing Body will approve residential visits.

### **Headteacher – Alan Dewhurst**

The Headteacher will ensure a suitable Educational Visits Co-ordinator is appointed.

The Headteacher will ensure suitable Visit Leaders are appointed.

**The Deputy, Head teacher or SLT Member and the Office Manager or Educational Visits Co-ordinator** will sign off the Risk Assessment.

### **Educational Visits Co-ordinator (EVC) – Jenny Jones**

The EVC will oversee the administration of residential visits and will ensure all approvals are received. See office check sheet attached within the appendices.

### **Visit Leader**

There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Head teacher. This will usually be a Senior Teacher.

The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the a member of the Senior Leadership Team and either the Office Manager or EVC at least two weeks in advance of the visit. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers.

The Visit Leader is responsible for ensuring the Emergency Details, mobile phone, first aid kit and pupil medication are taken on the visit.

### **Other teachers and staff involved in a visit**

Teachers and staff on school-led visits act as employees of the School and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Headteacher and Governors if some of their time on the visit falls outside normal hours.

### **Parent Helpers**

Parent helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit when they **will sign the Risk Assessment and be given a written list of the children in their group.**

Those helpers who are not CRB checked will not be alone with children and must be guided by school staff at all times.



**EDUCATIONAL VISITS/  
EXTRA CURRICULAR ACTIVITY**



**REQUEST FORM**

<b>Activity:</b>			
<b>Visit Leader:</b>	<b>Visit Location:</b>		
<b>Visit Date:</b>	<b>Year Group:</b>		
<b>Staff Needed:</b>	<b>Volunteers Needed:</b>		
<b>Supply Needed?????</b>	<b>Y/N</b>		
<b>Transport Needed:</b>			
<b>Special Instruction</b>			

Signed (Visit Leader) \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Head \_\_\_\_\_ Date: \_\_\_\_\_

Appendix 2

<b>School: St Marie's School A Catholic Voluntary Academy</b>			
<b>Activity:</b>	<b>Location:</b>	<b>Date:</b>	<b>Assessed by:</b>
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
List the Hazards	List Groups of people who are especially at risk from the significant risks you have identified	List the types of controls you can put in place. Also list which risks are not adequately controlled and any actions needed	How frequently should this assessment be reviewed? Which aspects are most changeable

Signed: ..... Checked: ..... Agreed: .....

### Appendix 3



## EDUCATIONAL VISITS/ EXTRA CURRICULAR



### Procedures for Office Staff

Visit to: .....

Date: ..... Organised by:.....

Year Group/Class: .....

**Prior to booking any visit the following procedures need to be in place and discussed with the Headteacher approximately four weeks before the anticipated visit.**

- |       |  |                          |
|-------|--|--------------------------|
| 1.    | Check Date is entered in School Diary both paper and VLE                           | <input type="checkbox"/> |
| 2.    | Risk Assessment form received copy made for office files                           | <input type="checkbox"/> |
| 3.    | Quotations for coaches/buses   | <input type="checkbox"/> |
| 4.    | Letter to parents including:   | <input type="checkbox"/> |
| 4.1.1 | Price  | <input type="checkbox"/> |
| 4.1.2 | Drop off point   | <input type="checkbox"/> |
| 4.1.3 | Collection point   | <input type="checkbox"/> |
| 4.1.4 | Medical  | <input type="checkbox"/> |
| 4.2   | ParentMail   | <input type="checkbox"/> |
| 4.3   | Website  | <input type="checkbox"/> |
| 4.5   | Permission slip, including deadline date   | <input type="checkbox"/> |
| 5.    | Inform Kitchen of trip and how many children affected                              | <input type="checkbox"/> |
| 6.    | Organise Free School Meals with kitchen  | <input type="checkbox"/> |
| 7.    | Request for parent helpers   | <input type="checkbox"/> |
| 8.    | Check list to include all of items in 4 above                                      | <input type="checkbox"/> |
| 9.    | Ensure that teachers or informed of who has not returned permission                | <input type="checkbox"/> |
| 10.   | Check Leader has a charged mobile phone and has informed the office of the number  | <input type="checkbox"/> |
| 11.   | Provide pupil emergency contact list   | <input type="checkbox"/> |
| 12.   | Check what money is needed eg bus fare .....                                       | <input type="checkbox"/> |
| 13.   | Give teacher file including Risk Assessment, contacts, permission list, groups etc | <input type="checkbox"/> |
| 14.   | Inform music groups  | <input type="checkbox"/> |

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*St Marie's School Trust is an exempt charity and a company limited by guarantee, registered in England. Company Number 8181858.  
Registered office at St Marie's School, Fulwood Road, Sheffield S10 3DQ*



**EDUCATIONAL VISITS/  
EXTRA CURRICULAR ACTIVITY**



**EVALUATION FORM**

**Activity:** \_\_\_\_\_ **Activity Date:** \_\_\_\_\_

**Activity Organiser:** \_\_\_\_\_ **Year Group:** \_\_\_\_\_

**Conduct of the visit:** (during the visit regular review should be undertaken to support the process of ongoing risk assessment. This will allow you to make appropriate and considered changes to your arrangements should this be necessary. It is essential to record any incidents/near misses or deviation from your expected outcomes.) Space is provided below:

**Visit Review:** (Consider the visit from planning stage to the end of the visit and list any things you felt went really well and any things you would alter if you ran the trip again)

Signed (Visit Leader) \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Headteacher) \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed this trip and will ensure any comments made are addressed/taken in to account/ shared with relevant staff when planning future visits.