



## **Educational Visits Policy**

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*Sandra Fawcett*

## Contents

Definitions .....	31
1. Introduction .....	32
2. Aims.....	32
3. Curriculum Links.....	33
4. Residential Activities .....	33
5. Authorisation of Visits.....	33
6. Risk Assessment.....	35
7. Transport.....	36
8. Communication with Parents/ Carers.....	36
9. Further Health and Safety considerations .....	36
10. Group Leaders planning.....	37
11. Visit Plan.....	37
12. Monitoring and Review.....	37
13. Useful Links .....	37
14. Linked Policies.....	37
Appendix 1 Staffing and Pupil Ratios .....	29
Appendix 2 Taken from the First Aid Policy .....	30
Appendix 3 Educational Visits Off Site Volunteer Agreement.....	31

## Definitions

In this **Educational Visits Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Educational Visits Policy** and Procedure and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Chair'** means the Chair of the Board of the Directors or the Local Academy Committee appointed from time to time.
- vii **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- viii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- ix **'Local Academy Committee'** means the governing body of the School.
- x **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- xi **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xii **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xiii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiv **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.

## 1. Introduction

The Board of Directors delegates responsibility for the monitoring of Educational visits to Academy Committees. Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governance and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the health and safety of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school. Our Multi-Academy Company adopts the Coventry LA guidance and uses their proforma when planning Educational Visits.

Key points:

- Schools must follow current CCC educational visits guidance and the Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking responsible steps to manage risks
- There is also an LA requirement for schools to appoint an Educational Visits Coordinator (EVC) and ensure they attend CCC EVC training as part of their competence
  - The current school academy plan details who the EVC is for the academic year.
- The EVC is a member of the school staff who has completed EVC Coordinator training should be provided with sufficient time and resources to carry out the role effectively
- Schools must develop an emergency plan for outdoor educational visits in line with the national guidance and Coventry City Council's Outdoor Education Visits policy

For more information regarding Coventry City Council contact Sarah Atkins Educational Visits Advisor:  
email [sarahatkins@plasdolymoch.co.uk](mailto:sarahatkins@plasdolymoch.co.uk)

## 2. Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- as Catholic schools, we recognise the importance of how our faith can be deepened through strong links with parishes, opportunities to go on retreat to places such as Alton Castle (Primary) or Soli House (Secondary) as well as pilgrimages to sacred places such as Lourdes.
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our pupils as learners, and enable them to grow and develop in new learning environments.

### 3. Curriculum Links

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA:

- **RE** visits to St Chad's, retreats Lourdes/Soli House/Alton, centres of worship, visits with parishes
- **English** theatre visits, visits by authors, poets and theatre groups;
- **Mathematics** use of shape and number trails in the local environment;
- **Science** use of the school grounds, visits to botanical gardens;
- **History** castle visits, study of local housing patterns, residential to the trenches, local museums;
- **Geography** use of the locality for fieldwork, village trails;
- **Languages** visits abroad to apply language learned;
- **Art and design** art gallery visits, use of the locality;
- **PE** a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- **Music** access specialist music teaching, extra-curricular activities, local schools' orchestra, concerts
- **Design and technology** visits to local factories or design centres;
- **Computing** its use in local shops/libraries/secondary schools etc;
- **PSHE** visit to the fire station or an old people's residential home, visits by local police officers

### 4. Residential Activities

Children in from Key Stage 2,3,4,5 have the opportunity to take part in a residential visit. The residential visit enables children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We undertake this visit only with the written agreement of the LA. We provide qualified instructors for all specialist activities that we undertake.

### 5. Authorisation of Visits

The EVC will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator, who may be the Principal, will be involved in the planning and management of off-site visits. The EVC will;

- ensure that risk assessments are completed;
- support the Principal and governing body in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company assures us their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available in school). All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the EVC before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made. The EV pack is available from the staff handbook, school office, or EVC.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Principal will seek the approval of the **Academy Committee** and the **Local Authority** before permitting the activity to take place. (See RACI Matrix)

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Before a visit is advertised to parents the Principal and EVC will approve the initial plan. The Principal and EVC will also approve the completed plan and risk assessments for the visit before departure. The checks needed will be undertaken using EVOLVE as the planning and approval system (LA link is Sarah Atkins)

The school has agreed a policy for categorising its visits in line with NCC guidance:

<b>Levels</b>	<b>Type of Visit</b>	<b>Approval</b>
Level 3	Overseas, residential or adventurous visits – these will be submitted to the LA via EVOLVE at least <b>eight weeks</b> prior to the visit taking place although ideally when planned	Level 3 visits must be approved via EVOLVE and the <b>LA's</b> online approval gained as well as the <b>Academy Committee</b>
Level 2	Day visits not in your establishments list of level 1 visits must be approved - these will be approved by the Principal at least <b>four weeks</b> prior to the trip taking place	Level 2 visits must be approved at school level via EVOLVE by the <b>EVC</b> and <b>Principal</b>
Level 1	Local and regular visits that you have generic risk assessments and local operating procedures for. These include sports fixtures and regular low-risk offsite activities. A list of regular local visits to be compiled in each school and maintained and agreed by the EVC and the Principal – these will be approved in EVOLVE by the Principal at least <b>one week</b> prior to the trip taking place	Level 1 local regular day visits must be approved at school level via EVOLVE by the <b>EVC</b> and <b>Principal</b>

**Failure to comply may result in the visit being cancelled**

## 6. Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

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

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety.

Venues providing *instructor-led* activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group Leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The LA sign off via Evolve will not be given or its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide appropriate ratios (see Appendix 1). Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

The risk assessment must also cover transport to and from the venue. Any coach companies we use should be able to provide details on request of health and safety measures it routinely takes, including:

- the provision and required use of seat belts and booster seats (if required);
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The group leader will double-check that all adults helping to supervise the trip have been subject to police checks.

A copy of the completed risk assessment will be given to the EVC and all adults supervising the trip.

## 7. Transport

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party.

- **Coaches** It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.
- Where **private cars** are used for transport, the group Leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.
- Our **minibus** meets LA guidelines, and each seat has a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.

The school makes a charge to parents if their children are transported in the school minibus to sporting fixtures. The charge covers the expenses of the journey only; we do not make any profit from this.

## 8. Communication with Parents/ Carers

The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent/carer to make a contribution. Parents/carer will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Principal to make a decision about the financial viability of the activity in reasonable time.

## 9. Further Health and Safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Principal the possibility of making additional arrangements for that child. More detailed guidance on procedures and requirements can be obtained from the LA's Off-Site & Hazardous Activities File.



## 10. Group Leaders planning

Group Leaders must read thoroughly the appropriate guidance for off-site activities. They must consult the LA's documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

## 11. Visit Plan

The visit plan for intended educational visits must include the following:

- risk assessment
- report on preliminary visit
- applications for approval of visit
- general information
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- travel schedule
- accommodation plan (if applicable)
- full plan of activities
- fire precautions and evacuation procedures
- intended arrangements for supervision
- insurance arrangements for all members of the group
- emergency contacts and procedures
- general communications information
- guidance for party leaders
- guidance for the emergency contact and Principal
- medical questionnaire returns
- first-aid boxes
  - See First Aid policy for full details of what is needed for day visits and residential visits

## 12. Monitoring and Review

- The Board of Directors delegate the implementation of this policy to the Academy Committee of each school.
- This policy will be reviewed by CC3 Quality Provision, Performance and Standards.
- Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Principal regarding the outcome of the visit. This should inform any future policy development
- This policy will be reviewed every three years, or before if necessary.

## 13. Useful Links

[DFE Health and Safety on Educational Visits](#)

[OEAP National Guidance](#)

## 14. Linked Policies

- Charging and remissions policy
- Minibus policy
- Pupil premium policy/statement
- Inclusion policy
- Behaviour policy
- First Aid Policy
- Supporting Pupils with Medical Conditions and Administration of Medicines
- RACI Matrix

## Appendix 1 Staffing and Pupil Ratios

### Staffing and Pupil Ratios

#### [OEAP National Guidance Ratio and Effective Supervision](#)

Establishments must ensure that the staffing of visits enables leaders to supervise young people effectively. Decisions about the staffing and supervision should take into account:

- The nature and duration of the visit and the planned activities.
- The location and environment in which the activity is to take place
- The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational).
- Staff competence.
- The consequence of a member of staff being indisposed, particular

Activity	Age of young people	Staff: young person ratios – typical range <i>NB actual ratios must be determined by a process of risk assessment</i>	Visit Leader competence
Category A and B1 i.e. visits in the UK but not:- residential adventurous	Nursery	1:2-3 (minimum 2 staff)	Previous experience
	Reception	1:3-6 (minimum 2 staff)	
	Years 1-2 (KS1)	1:6-10 (minimum 2 staff)	
	Years 3-6 (KS2)	1:10-12 (minimum 2 staff) occasionally 1:15, see note below*	
	Special schools	1:6-10 (minimum 2 staff)	
Category B2 and C i.e. Visits abroad or adventurous and residential visits	All years	1:10-12 (but minimum 2 staff)**	Previous experience and qualified where adventurous
	Special schools / centres	1:5-8 (but minimum 2 staff)	

**\*Note:** for KS2 local visits to AT7, or similar, 1:15 ratio is appropriate.

## Appendix 2 Taken from the First Aid Policy

### Travelling First Aid kits for visits off school sites

Each school should have a number of first aid kits for trips. There is no mandatory list of items to be included in kits for travelling workers - the contents should be guided by the outcomes of your need's assessment.

However, these kits may typically contain;

- a leaflet giving general guidance on first aid e.g. HSE leaflet – basic advice on first aid at work,
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary),
- 2 individually wrapped triangular bandages, preferably sterile,
- 2 safety pins,
- 1 large sterile un-medicated dressing,
- 1 individually wrapped moist cleaning wipes,
- 2 pairs of disposable gloves (preferably latex free).
- **Additional Item For residential trips**
  - Ear Thermometer or forehead (scan) thermometer
  - On residential trips, it may be necessary to administer pain relief medication to a pupil if parental consent has been given. Pain relief may need to be administered to a pupil if their temperature exceeds 38.3°C an ear thermometer or forehead (scan) thermometer will be taken on the trip to ensure an accurate temperature reading is taken. Parents will be asked to complete a medicine administration form. As detailed in the **Supporting Pupils with Medical conditions and Administration of Medicine Policy**

Clearly all schools must undertake an Educational Visits Risk Assessment. Each class teacher or person responsible for organising the trip must ensure that any specific medication i.e. inhalers or epi-pens must be taken on the trip.

### Appendix 3 Educational Visits Off Site Volunteer Agreement

School trips are an integral part of learning at our MAC Schools and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

#### Role of the Volunteer Helper:

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. Staff, volunteers and students are go as ambassadors of our school.
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact the class teacher/member of staff if there are issues with first aid, safety and/or behaviour

#### Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff
- follow the MAC's Child Protection Policy

#### What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and **under no circumstances are we to come into physical contact with a child.**

### **First Aid**

- For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs.
- If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

### **Emergencies**

- You are expected to inform a member of staff as soon as possible.
- If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

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***I have read the Educational Visits Policy***

***I agree to the terms and conditions as stated in the policy***

***I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.***

**Signed :** \_\_\_\_\_ **Date :** \_\_\_\_\_