

# **St. Anne Line Catholic Junior School**



## **Educational Visits Policy**

**Reviewed : January 2021**



**Wickhay,  
Basildon  
Essex.  
SS15 5AF**

## **Educational Visits Policy**

Date of Policy: January 2021  
Date last review adopted by Governing Body: October 2017  
Date of next review: October 2024

**With Jesus, through the St Anne Line Way,  
We Love, We Learn, We Share, We Pray.**

**Together, we grow Our School each day**

**Educational Visit Co-ordinator:** Mrs Lisa Short (Deputy Head Teacher)

### **Purpose**

Educational visits are planned as part of the topic. They are not “days out”. They are intended to reflect, enhance and extend mastery skills and knowledge of a particular subject or cross-curricular topic. Therefore great care is taken in choosing a location to ensure that the activities are safe and suitable to the level intellectually and socially, of all the pupils involved.

Whenever possible the member of staff organising the visit will already have made a visit to the location and taken notes on:-

- Toilet facilities
- Lunch facilities if it rains
- Shop
- Any dangerous areas or activities to be avoided. A risk assessment of these should be undertaken using appropriate form

They will have purchased a map or guide and any relevant materials which will help in planning the visit to maximum effect.

Adult helpers will normally be given a list of written instructions to ensure that all pupils experience the same level of work from the visit (They cannot supervise on their own.) When planning a visit the teachers are asked to complete a risk assessment form and return it to the Head Teacher.

### **Safety**

- Safety is of paramount importance in planning an Educational Visit. The ratio of adults to pupils normally exceeds County recommendations set at 1:6 for Infants and 1:15 for Juniors. At St. Anne Line Catholic Junior School we try to set our ratio at 1:8.

- Depending on the type and location of trip, the children and staff may be required to wear high-visibility vests.
- When travelling by coach, or the School Mini-bus there are no more than two children sharing a two seat unit and they are constantly supervised to ensure that they are seated at all times. Seatbelts must be worn at all times.
- When travelling in parent/staff cars - the adult is requested to sign a form assuring us that they have the appropriate insurance and also that they have a seat belt for each child they carry.
- A list of designated staff drivers is available. A record of all other adults used is kept with evidence of MOT, Car insurance and Driving Licence.
- Any medication necessary is carried by the group leaders with written instructions as to who it belongs to, when it is to be taken and the correct dosage. All leaders are given a basic first aid kit.
- A designated trained First Aider will ALWAYS be amongst the adults supporting a visit. A medical list is also given to Group Leaders with the First Aid Kit.
- Leaders must have a mobile phone with them and the number known to other adults.
- The children are counted frequently and supervised at all times especially in any potentially dangerous situation.

### **Scope and Remit of Staff Accompanying Trips**

The National Guidance Document 'Basic Essentials– Status and Remit' clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any one of the following:

- Direct supervision of young people undertaking experience beyond the boundary of their normal operational base.  
  
Direct supervision of young people undertaking experiences that fall within the remit Educational Visits and Learning Outside the Classroom.
- Facilitating experiences for young people undertaking experience beyond the boundary of their normal operational base.
- Deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base.

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

### **Approval and Notification of Activities and visits**

- Employer guidance must provide clarity on issues where responsibilities and functions are delegated. This particularly critical in establishing requirements regarding formal notification and formal approval of activities.

- All visits are approved at Head Teacher/Educational Visit Co-ordinator (EVC) Level. Governor approval is required for all residential visits and all adventure activities. New Ventures for the school that do not fit into these categories can be put to Governors at the discretion of the Head Teacher/EVC.
- The approval process and procedures for day, adventurous and residential visits are set out in the form provided for a proposed trip. Letters, when approval is given, will be sent to parents.
- Sport fixtures and trips as part of the weekday activities programme are approved by the Head Teacher.
- The competence of the visit leader is the key component in ensuring the safety of the participants. Assessment, training and support, of the visit leaders, is a priority of the EVC.
- An approval of level of competence will be given by Head Teacher/EVC. (Form Available and stored)
- All school trips have named leader who must be a serving member of staff at St. Anne Line Catholic Junior School. The approval paperwork is to be completed by the trip leader.

## **Risk Management**

As an employer, St. Anne Line Catholic Junior School has a legal duty to ensure that risks are managed – requiring them to be reduced to an ‘acceptable’ or ‘tolerable’ level – and not to eliminate risks, as would be a reasonable expectation when risk assessing a piece of machinery, work shop or manufacturing process. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring SAL to provide such support, training and resources to its employees as is necessary to implement this policy.

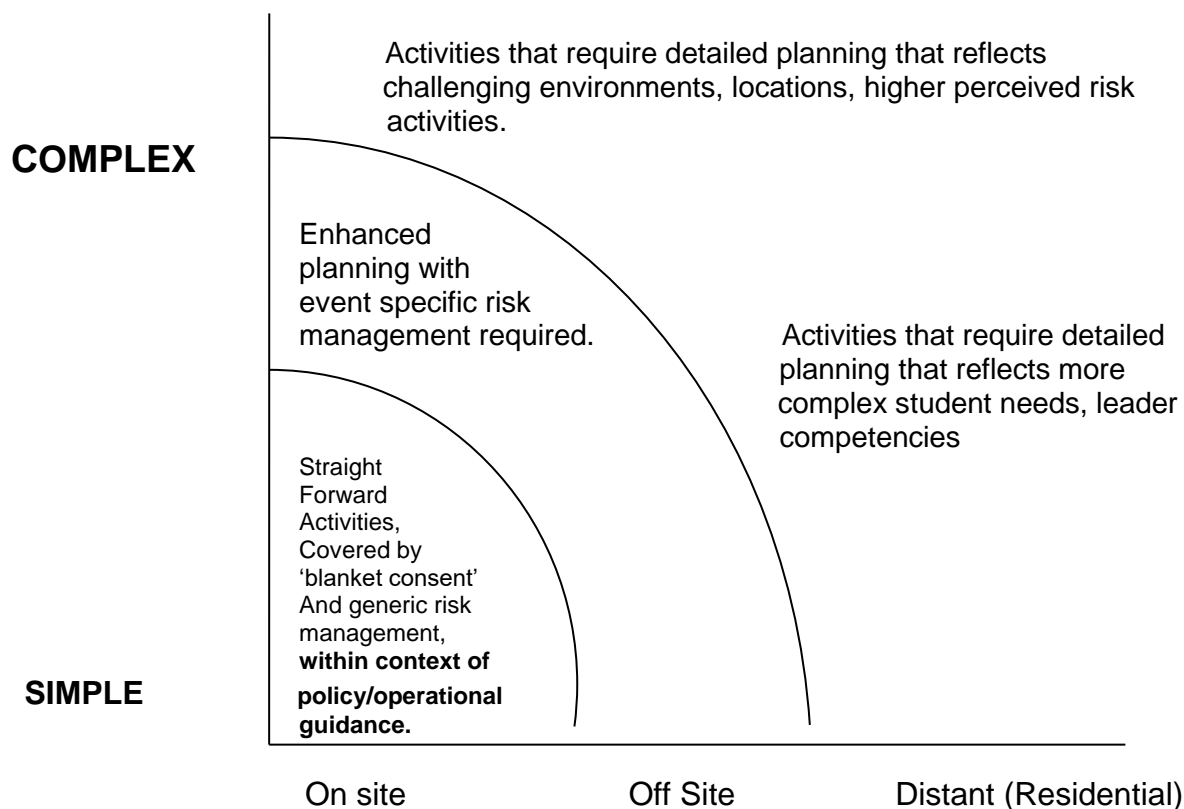
The risk management of an activity should be informed by the benefits to be gained from participating. St. Anne Line Catholic Junior School promotes a ‘Risk- Benefit Assessment’ approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is ‘acceptable’ . HSE endorse this approach through their ‘principles of sensible risk management’ and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves. DfE also make clear that they support this approach their guidance.

There is no legal requirement to produce a risk assessment in a particular format, but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

## **Level of Risk Management Required for a Trip**

- Staffing requirements – Trained? Experienced? Competent? Ratios?
- Activity characteristics – Specialist? Insurance issues? Licensable?

- Group characteristics – Prior experience? Ability? Behaviour? SEND and medical?
- Environmental conditions – Like last time? Impact of weather? Water levels?
- Distance from support mechanisms in place at the home base – Transport? Residential?



### **Adventure activities using licensed providers**

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulation. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change.

### **Emergency Planning and Critical Incident Support**

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- Either suffered a life threatening injury or fatality
- Is at serious risk
- Or has gone missing for a significant unacceptable period

As an employer, St. Anne Line Catholic Junior School is committed to providing emergency planning procedures to support establishments in the event of a critical incident.

All trip leaders are provided with a critical incident card detailing our emergency procedures and contact details for the critical incident team.

All residential trips have a nominated critical incident base contact(s) who has trip details and is 'on call' at all times.

**To ensure the message is clear staff should report, in the first instance, by text to ensure correct message is obtained and no misunderstanding is given.**

## **Monitoring**

As an employer, St. Anne Line Catholic Junior School ensures that there is monitoring of the visits and activities undertaken by its staff. Such monitoring should be in keeping with the recommendations of Employer Guidance. There is a clear expectation that the monitoring function is a delegated task put in place by the EVC and principally carried out by experienced staff acting as mentors/advisors for colleagues.

## **Role – Specific Requirements**

Employer Guidance sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found within St. Anne Line Catholic Junior School Management Structures. These are:

- Governing Body – approve all residential trips. Delegated approval for day trips to Head Teacher/Educational Visits Co-ordinator.
- The named Governors for Educational Visits are: Lisa Short & Chair of Governors

## **Vetting and DBS Checks**

The school follows National Guidance which is in line with the school Child Protection and Safeguarding Procedures. All adults accompanying trips for more than one day will be DBS checked.

## **Requirement to Ensure Effective Supervision**

Effective supervision should be determined by proper consideration of:

- Staff competence.
- Activity – nature and location of the activity (including the type of activity, duration, skill levels involved).
- Group – age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc.)
- Environment – nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions.
- Distance away from the base.

Supervision will always be in line with National Guidance.

## **Insurance for Off-site Activities and Visits**

- Employer's Liability Insurance is a statutory requirement and St. Anne Line Catholic Junior School have arranged a policy that will respond and, if

appropriate, indemnify against all claims for compensation for bodily injury suffered by any person with a contract of employment. This cover also extends to those persons who are acting in an authorised voluntary capacity as assistant supervisors.

- St. Anne Line Catholic Junior School also holds Public Liability insurance, which will indemnify the school against all claims for compensation for bodily injury from persons not in its employment as well as for the accidental loss of, or damaged caused to, third party property where St. Anne Line Catholic Junior School are deemed to have been negligent. Employees (as agents of the employer) are indemnified against all such claims, as are volunteer helpers acting under the direction of the employer's staff if they commit a negligent act. The indemnity includes activities such as off-site activities and outside visits organised by all departments for which SAL may be considered responsible.

The school also holds comprehensive travel insurance for staff and pupils linked to Essex County Council Policy No. UCPOP3646575

## **Inclusion**

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every reasonable effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and actively involved.

Establishments should take all reasonably practicable measures to include all young people. The principles of inclusion should be promoted and addressed for all visits reflected in establishment policy, thus ensuring an aspiration towards:

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff. The school should view the original documents and certificates when verifying leader's qualifications, and not rely on photocopies.

Where a Volunteer Helper is a parent (or otherwise in a close relationship to of a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the Visit Leader's plans for group management. The Visit Leader should directly address this issue as part of the Risk – Benefit assessment.

## **Medical**

Medical details for students and staff taking part in trips are collected by the trip leader either through a specific medical consent form for residential trips, or by reference to the school database for day visits. Any specific student medical issues are to be included in the trip risk management planning.

Trip specific first aid training is provided for key trip leading staff. It is desirable that at least one staff supervising students on a school trip have knowledge of appropriate first aid.

## **Transport**

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements must be followed.

## **Parental consent to off-site activities**

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The school has prepared a 'one-off' consent form which parents sign when their child starts school. This will cover a child's participation in any of these activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits – including weekends, and during school holidays.

Parents must be informed in advance for each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

## **Finance**

A voluntary contribution is asked from the parents of all pupils who intend to take part. If there is anyone who cannot, genuinely, afford the contribution arrangements can be made to subsidise the pupil. However, if insufficient parents agree to contribute to the cost then the visit will be cancelled. Reference should also be made to Charges and Remissions Policy.

- The visits are non-profit making.
- Trips of Greater than One Day Duration (See Health & Safety Policy )
- Formal parental permission is required. Medical information is detailed and a parents information evening arranged.
- All hotel accommodation must have a valid Fire Safety Certificate.
- Staffing ratios must be as a minimum 1: 8 and reflect the gender balance of any group.
- All trips must have the formal approval of the Governing Body and the reasons for all.
- Such trips fully explained.
- Appropriate approval forms must be completed and approved in line with DFEE Policy.



Staff should be aware of the following guidance documents held in the office in the Risk Assessment File:

- Guidance for Procedures in the event of a critical incident on off –site visits (June 2012 Essex County Council).
- Guidance for Schools for informing ECC in the event of a critical incident.
- Health and Safety Policy.

Exemplar Policies from DfE:

- Educational visits and off-site activities.
- School trips & outdoor learning activities.
- Educational visits Adviser Briefing (Farm visits).
- Educational Visits Adviser Briefing (swimming Generic Risk Assessment).
- Educational Visits Adviser Briefing ( Parent Consent).
- Educational Visits Adviser Briefing ( Booster Cushion seat).
- Educational Visits Adviser Briefing (Adventure Play Parks).
- St. Anne Line Junior School Guidance – in the event of a disaster on an excursion or trip.
- Essex Guidance – Emergency Planning and Response.

Saint Anne Line Catholic Junior School is a level one Rights’ Respecting school. At the heart of our school is the Convention for the Rights of the Child (CRC). This is evident in our planning, policies, practice and ethos.

**Standard A: Rights-respecting values underpin leadership and management**

The best interests of Saint Anne Line pupils are a top priority in all actions. The values and principles of the CRC at the heart of this policy.

**Standard B: The whole school community learns about the CRC**

The Convention is made known to children and adults. They use this shared understanding to work for global justice and sustainable living.

**Standard C: The school has a rights-respecting ethos**

Children and adults collaborate to develop and maintain a rights-respecting school community, based on the CRC, in all areas and in all aspects of school life.

**Standard D: Children are empowered to become active citizens and learners**

Every child has the right to say what they think in all matters affecting them and to have their views taken seriously. Saint Anne Line pupils develop the confidence, through their experience of an inclusive rights-respecting school community, to play an active role in their own learning and to speak and act for the rights of all to be respected locally and globally.