

2021-22

Educational Visits Policy



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

Written: October 2021

Date of Review: September 2022

Leader: Mr M McNally

At St Matthew's Catholic Primary School an educational visit could be a short-term visit in the local community, local area visit to our outdoor classroom in Windsor Gardens, 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 (School Improvement Liverpool) documentation before any educational visit is authorised. This includes processing all necessary paperwork via the 'Evolve' communication system in the given time frame *and is non-negotiable*.

Payments:

The school will always strive to offset costs of any educational visit/ residential and will contribute towards transport costs were applicable.

If parents have more than one child participating in school trip in the same period (week/2weeks) the second child will be charged at 10% discount of overall cost and further 10% discount will apply to any further children from the same household.

If parents have more than one child participating in residential trips or overnights stays *in the same academic year*, the second child will be charged at a 10% discount of overall cost and a further 10% will apply to any further children from the same household.

All trip/party leaders are responsible for processing the necessary paperwork themselves and will be given the correct training by LA to access and use the Evolve system and supported by the EVC. Interim training will be given by EVC. Formal training will be provided in the Spring term of 2022. The trip will be rejected if the relevant paperwork is not processed correctly in the given timeframe. *See attached flow chart **

Same week - Local area visit

Two weeks - day trip beyond the local area

35 days for all overnight stays, beach visits, theme parks, water sports, zoos, farms or animal parks.

We will strive to provide outdoor learning outside of the school grounds at least once per term. This trip/visit will complement the children's learning and will provide a wow experience during a particular topic of study.

A residential overnight stay will be offered to all children in transition/test years and will be reintroduced in 2023.

This will include:

Year 2 overnight stay tbc

Year 4 3 days/2nights tbc

Year 6 3 days 2 nights tbc

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 Party Leaders have appropriate training and are sufficiently competent and experienced.

The Educational Visits Coordinator will support the *Party Leader* who will undertake appropriate training and be competent and experienced to undertake the role in organising any trips/outings including all relevant paperwork. They will ensure that all documentation is in place before the Visit Plan/Risk Assessment can be checked for medical needs by the Deputy Head Teacher and then 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 be the booking person in charge and will be supported by the EVC to complete the following Visit Plan before any visit is authorised:

- Covid plan - which may include arrangements for 'parent pick up' if symptoms arise plus arrangements for the replacement of any staff if symptoms arise.
**In the case of residentials and a wider outbreak occurs have pre-arranged flexible return with transport provider.*
- a Risk Assessment(s) and supplemental paperwork based on a pre-visit that includes being processed on The Evolve communication system.
- the nature, purpose and length of the visit;
- accommodation details - in the case of residential.
- the year group and pupil numbers.
- pupil names;
- contact details;
- emergency contact details;
- parent consent forms;
- medical records- to be checked by the Deputy Head Teacher
- the number of adults.
- CRB checks of parent helpers if applicable.
- adult pupil ratio;
- insurance - stating clearly if Covid outbreak is covered; * Please note LA insurance does not cover Covid outbreaks.
- travel arrangements.
- itinerary of visit;
- medical and first aid.
- school mobile phone.
- emergency procedures; - Including Covid Plan
- costings of the visit (with support of the admin team)
- coach firm and contact details; (with support of the admin team)
- check any external provider has LOtC 'Learning Outside the Classroom' quality mark
- complete relevant paperwork with external provider if LOtC is not in place.

- ring parents/carers if any queries arise.
- Complete standard review/evaluation of the trip that includes the opinions of all party adults.

Risk Assessments will cover:

- Medical needs of children - to be checked and signed by DHT
See flow chart for time frame and sequence
- 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?
- Parent/Carer helpers must have individual risk assessment carried out in advance of the 35-day time frame if trip requires it. This must take into account the suitability/safety/mobility of the parent helper for the particular visit.

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 and ensure suitability. We will aim to use the following adult pupil ratios as a maximum:

- Early Years: 1-10
- Key Stage1: 1-10
- Key Stage2: 1-15

However, ratios may be reduced depending on cohort needs, destination and experience of staff in an aim to reduce risks and apply appropriate control. This will be confirmed by Head Teacher.

Parents will:

- Be informed of all educational visits by the school and will be given full detailed information of the visit including costings, itinerary and if swimming is involved.
- 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 most *UpToDate* emergency contact details before a Residential visit takes place.
- Confirm an agreement to retrieve their own child/children if Covid symptoms arise.
- Confirm the knowledge that a financial risk may occur to the parents in the event of a Covid outbreak and that school cannot be held responsible
- 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 processed by the Evolve System *at least* 35 school days before the date of the visit. (This must include SEN checks by DHT and EVC approved signature). Where this is not possible, due to the involvement of external agencies or short notice local area visits, 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 SIL's E.V.O.

It is the responsibility of the school's Party Leader - with the support of the EVC to liaise with and establish the authorisation of School Improvement Liverpool EVO. This must be completed and approved by the Head Teacher

AT LEAST 35 DAYS PRIOR TO ANY TRIP OR VISIT.

Failure to do so will lead to the likely hood of the trip being cancelled!

Upon returning from any trip, it is the group leaders' responsibility to complete a trip Review form (Form 5) and this must be attached with all paperwork and filed with EVC for school records. This includes copy of parental correspondence, risk assessment/s, permission slips and contacts list.

Appendix 1:

As From September 2021 - Corona Virus/COVID-19 school will follow all DfE guidance in relation to educational visits and follow all public health advice. The school will look to reintroduce residential visits from Spring 2023.

Appendix 2:

As from Spring 2021 the school has set in place an outdoor venue/classroom established at Windsor Gardens, Clubmoor, Liverpool. This venue is classed as a 'local area destination' and can therefore be used by the school, staff, external providers and children with the relevant paperwork and approval of the Head Teacher but can be produced in a shorter time frame.

Appendix 3: See attached flow chart