

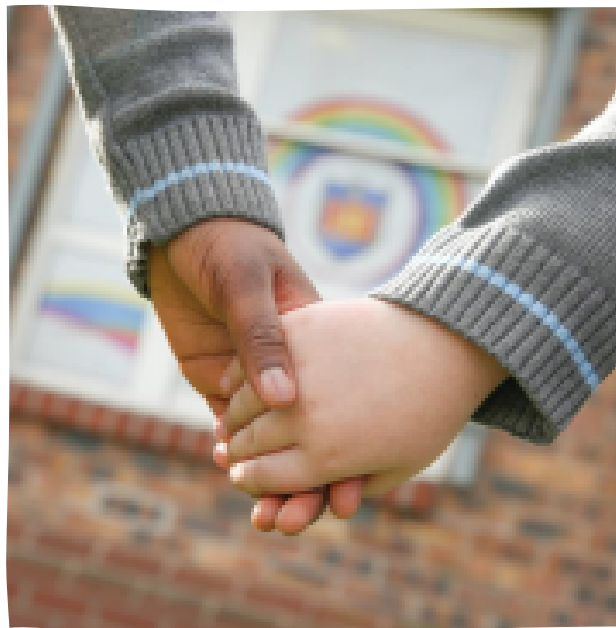


ST MATTHEW'S CATHOLIC PRIMARY SCHOOL

# EDUCATIONAL VISITS POLICY

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2023-2024



WRITTEN: SEPTEMBER 2023  
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LEADER: EDUCATIONAL VISITS  
COORDINATOR

LOVE, LEARN AND SHINE TOGETHER WITH JESUS

# Educational Visits Policy

## Overview

At St Matthew's Catholic Primary School Equal Opportunities plays an integral part in all aspects of teaching and learning. The school acknowledges the great value of educational visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at St Matthew's. Ideally visits will support the work in the classroom and should be as often as practically possible.

Educational Visits Co-ordinator (EVC), will ensure that the planning and supervision of all visits and adventurous activities meet the DfE Requirements and LA guidelines. The EVC for the establishment is the SBM.

## Before the Visit:

1a) Visit leader to discuss the proposal with the Headteacher and complete the Educational Visit Checklist (on EVOLVE) If approved:-

- 2) Book Visit.
- 3) Arrange appropriate transport.
- 4) Complete all relevant documentation eg Risk Assessments as per process on EVOLVE.
- 5) At least two weeks before let the kitchen know exactly how many packed lunches you require for children that are eligible for free school meals.
- 6) Send a letter to parents with a permission slip specific to your outing.
- 7) Arrange for parents and helpers to accompany you on the outing (if required).

## Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to pupils/participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change.

## Approval for Visits

All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC and Headteacher.

Approval of 'normal' day visits are at the discretion of the Headteacher. However, visits that are either:

- residential or
- a visit involving an adventurous activity will require the additional approval of the LA (online through EVOLVE). The governing body will also need to be informed about these visits prior to a commitment being made.
- if an external provider or tour operator is being used, they must complete the detailed Form EV4 (External Provider Form) at the time of the provisional booking.

### Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

### Parent Helpers

All parent helpers should read 'Keeping Children Safe in Education' and sign to say they have understood the information.

### First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Paediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

### Transport

Travel arrangements should be included in the risk assessment. If travel is by coach or minibus, all pupils/participants must wear a seat belt. If a minibus is being utilised the driver must have the appropriate LA driving permit / minibus licence.

### Water 'Margin' Activities

Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in ROSPAs 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE.

### Cost

In line with the schools Charging and Remissions Policy it may necessary to ask for donations towards a visit, to be conducted during the normal school day, in order to cover the cost of transport / entrance fees etc. For residential activity visits, costs will be calculated to cover any board, lodgings, transport and activities as planned.

### Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child: parents/carers are to pay for visits via School Money.

#### The reply slip should read:-

"I give permission for my child to take part in ..... I have read and understand the information about the visit."

#### In the case of sports fixtures, the reply slip should read:-

"My child is able to play in the ..... match (at .....) on .....

I have read and understand the information in the letter, and give permission for my child to take part."

### Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours the mobile phone number of the staff nominated as "home" contact must be with the leader at all times.

### Advice and guidance

The schools Health and Safety advisor can be contacted for any matter concerning off site visits and experiential learning and can also advise on all matters concerning safety.

### Ratios

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group.
- Pupils with special education needs or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.
- Type of any accommodation (if applicable).
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.

- First aid cover.

The following are regarded as the minimum ratio acceptable on any visit:-

- 1 adult for every 6 pupils in Years 1 – 3. (Under fives in the Early Years Foundation Stage should have a higher ratio).
- 1 adult for every 10 pupils in Years 4 – 6.

Procedure on the day:

- Collect packed lunches from the kitchen.
- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate supplies etc (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.
- Take all permission slips with you on the trip.
- Organise the children into groups. Each adult should take responsibility for a small group of children but 2 adults and their groups should stay together.
- Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pick-up point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency.

Never label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

- All adults should wear high visibility vests.

On the minibus bus/coach:

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.

The mobile phone(s) should be switched on during trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc

### **EDUCATIONAL VISITS – FLOWCHART**

#### **Required Actions**

#### **Forms**

**Start of each School Year**

- Obtain consent forms for new pupils
- Review Risk Assessments for regular visits and update as required

Consent form  
Health and Safety Policy

**For each new planned visit**

- For new Adventurous / Hazardous visit request information from Provider and consider initial visit
- Complete Risk Assessments relevant to activities / location / travel
- Obtain Information from volunteer drivers where appropriate
- Complete Proposal for Approval by Head Teacher – for Adventurous / Hazardous activities seek *initial* approval and when full information to hand obtain final approval

Questionnaire – provider  
Risk Assessment template  
Application and Proposal form  
Volunteer Driver form

**Before the visit occurs**

- Group Leader to identify actions through use of Procedures Checklist and keep updated
- Obtain relevant information for Contact List
- Use Group Leader Checklist to confirm all actions have been completed

Procedures Check List  
Contact List  
Group Leader Checklist

**Paperwork to be taken on Visit**

- Contact Form with Emergency information on reverse
- First Aid / Incident Form
- Risk Assessment(s)
- Checklists
- Any other relevant paperwork

**Ensure copies of relevant paperwork provided to Home based Contact(s)**

First Aid / Incident Form

**The reverse of this Flowchart provides guidance on the Risk Rating of visits / trips**