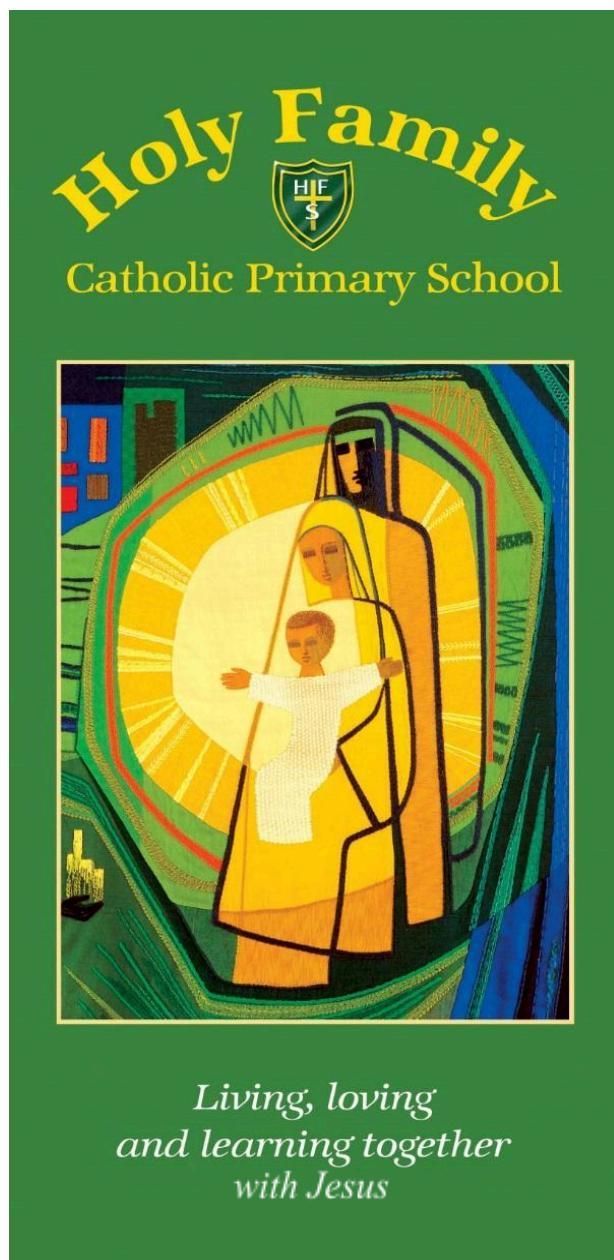


Juniper Holy Family Catholic Primary School

The Rosary Trust



Educational Visits Policy



Establishment type	Primary School (Academy)
Name of establishment	Holy Family Catholic Primary School
Who is employer	The Local Governing Board of the School
Responsibility for offsite visits	Headteacher: Mrs Julia Murray Deputy Headteacher/EVC: Mrs Zoey Scott
Training (renew every 3 years)	Mrs Julia Murray: Mrs Zoey Scott
Policy agreed	Reviewed: September 2024
Signed off by	Mrs Ann Kelliher and the Governing Body
To be reviewed	Autumn Term 2026
Other Policies Related	Induction, Inclusion, Safeguarding / Child Protection. Inclusion, Health and Safety DfE H&S advice on legal duties & powers November 2018
Relevant documents and other Paperwork Attached (appendix)	https://evolve.edufocus.co.uk/evco10/docs.asp (login required to Evolve) Extended Learning Locality (Local Area Activity) Generic and Site/Person specific risk assessment EMERGENCY PROCEDURES ACTION PLAN

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EDUCATIONAL VISITS POLICY

1 Introduction

1.1 The Local Governing Board has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Holy Family School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Holy Family School, we offer a range of educational visits and other activities that add to what they learn at school.

3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups.
- Science – use of the school grounds, visits to local woods and parks.
- Mathematics – use of shape and number trails in the local environment.
- History – castle visits, study of local housing patterns, museums.
- Geography – use of the locality for fieldwork, field work further away.
- Art and design – art gallery visits, use of the locality.
- PE – range of sporting fixtures, extra-curricular activities.
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear.
- Design and technology – work with local secondary schools.
- ICT – its use in local shops/libraries/secondary schools etc.
- RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.

4 Gaining approval for a trip

4.1 Governors

Governing Board As part of their responsibility for the general conduct for the school, the Local Governing Board has adopted this policy for the effective and safe management of educational visits.

including Local Area Visits and overnight visits. The Governors delegate to the Headteacher the responsibility to approve all visits

The Governors have adopted a charging and remissions policy.

4.2 The Headteacher and/or EVC

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)

4.2.2 Is responsible for ensuring that all school activities are properly planned and appropriately supervised, and that this policy is implemented.

4.2.3 Should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010.

4.2.4 Should ensure the suitability of all staff appointed to the visit.

4.2.5 Should ensure that the visit leader fully understands his/her responsibilities.

4.2.6 Should implement effective emergency contact arrangements.

4.2.7 Should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider. See Section <https://evolve.edufocus.co.uk/evco10/docs.asp> (login required).

Provider On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOtC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc).

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3)

6 Parental Consent

See guidance from: OEAP National Guidance Document - www.oeapng.info
4.3d-Parental- Consent.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

consent organised **When to get consent from parents:** *Parental consent to off-site activities. Written from parents is not required for pupils to take part in the majority of offsite activities by a school (with the exception of nursery age children) 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.

7 Visits and staffing

visits for The school uses **Evolve**, the LA planning tool which allows staff to plan and submit approval.

The visit leader must recognise that whilst leading the visit, he/she is in effect representing the Headteacher and holds delegated responsibility for Health and Safety and Duty of Care. It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management.

3.4k Visit **CHECKLIST FOR ALL OFF-SITE ACTIVITIES**
Complete Visit leader checklist: www.oeapng.info 3.3e-Visit-Leader-Check-List and or Activity Leader.

Visit Leader training is offered to all staff annually and can be delivered by the trained EVC.

8 The Visit

8.1 On the day

Leave in the school office:

- An amended list of children attending and going on visit (register).
- Full list of escorts and staff and groups of children for which they are responsible.
- The itinerary for the entire day.
- A copy of the written briefing notes for the escorts.
- Check children out of classroom to ensure bags, lunchboxes and clipboards are taken.
- Take First Aid Kit, sick bags, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

8.2 During the visit

Children must be kept in escort's group at all times. If one urgently requires the toilets, they must be accompanied by other children. If a male escort is not available for the toilets the escort must check out male toilets to ensure no members of the public are in there when sending children in.

Courtesy to the public must be shown at all times, with care taken not to block pathways, etc.

the visit care as Escorts should ensure the safety and well-being of the pupils in their care and inform leader or another member of staff of any relevant incident involving pupils in their soon as possible.

Every escort must be given an emergency procedures card. This will the school's contact and action plan in case of an emergency.

8.3 On Return

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to the area of the playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

9 Financing the visit

When stating the cost for each individual:

Explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. Payments should be made by Parent Pay.

10 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the wellbeing and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

The written consent of parents by the school should always be obtained for the participation of pupils in any activity out of school or outside the planned curriculum. Schools should have appropriate forms available for this purpose.

Please see reference to parental Consent: OEAP National Guidance Document www.oeapng.info 4.3d-Parental-Consent.

Insurance Provision

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits: As of September 2024: Zurich Policy Number KSC-242102-9913 (All details kept by admin in the office).

11 Transport

See guidance from OEAP NG-4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars.

12 Emergency / Critical Incident Procedures

See OEAP National Guidance document: <http://oeapng.info> 1a-Critical-Incident-Management-Employer.

- All leaders must carry the school's 'Critical Incident form' (z Cards) – with Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

DfE guidance : [Health & Safety on Educational Visits](http://oeapng.info) (Nov 2018 Section 6).

13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding into the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

DfE guidance : [Health & Safety on Educational Visits](http://oeapng.info) (Nov 2018 Section 7).

All links to guidance documents noted should be accessed via the www.oeapng.info site

To access the most current advice/guidance. Use the keyword search to locate any document.

Reviewed:	Autumn 2024
Next revision due:	Autumn 2026

Appendix 1 - General – Local Trip Visits (Extended Learning Locality)

General

Visits/activities within the ‘Local Learning Area’ that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Must be recorded on EVOLVE via the ‘Local Area Visit’ module.
- Do not require parental consent – however parents may be informed when their child will be participating on one of these visits via the class newsletter/homework sheet.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the locality are Witham itself that can be walked for the appropriate age of the children. This area includes the following frequently used venues:

- Maltings Swimming Pool Witham
- Witham Library
- Town Centre – high street and shops
- Witham Town Cricket Club
- Chipping Hill School
- The Holy Family & All Saints Catholic Church
- Local parks

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- A lost pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head or Deputy (who is also EVC) must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the ‘Extended learning locality’ is explained to all new parents when their child joins the school.
- There will be a minimum of two adults.

- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group (e.g. on simple road markings in the playground).
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group (e.g. return to school, wait where they are, go to 'x' and ask for help, etc).
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Local Area Visit Module), or leave a completed signing out sheet with the office.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, bag for waste, tissues, etc)
- When walking to Maltings Swimming Pool Witham, use as few busy main roads as possible and ensure children know when to walk single file and to stay on the inside of the pavement furthest from the road.
- Pupils must be informed that they are not allowed to use the vending machines at Maltings Swimming Pool Witham.
- Use all crossings and traffic lights where available and ensure all children are lined up to cross in one go at a traffic light where possible and then return to single file or pairs once the road has been crossed safely.

Generic and Site/Person specific risk assessment

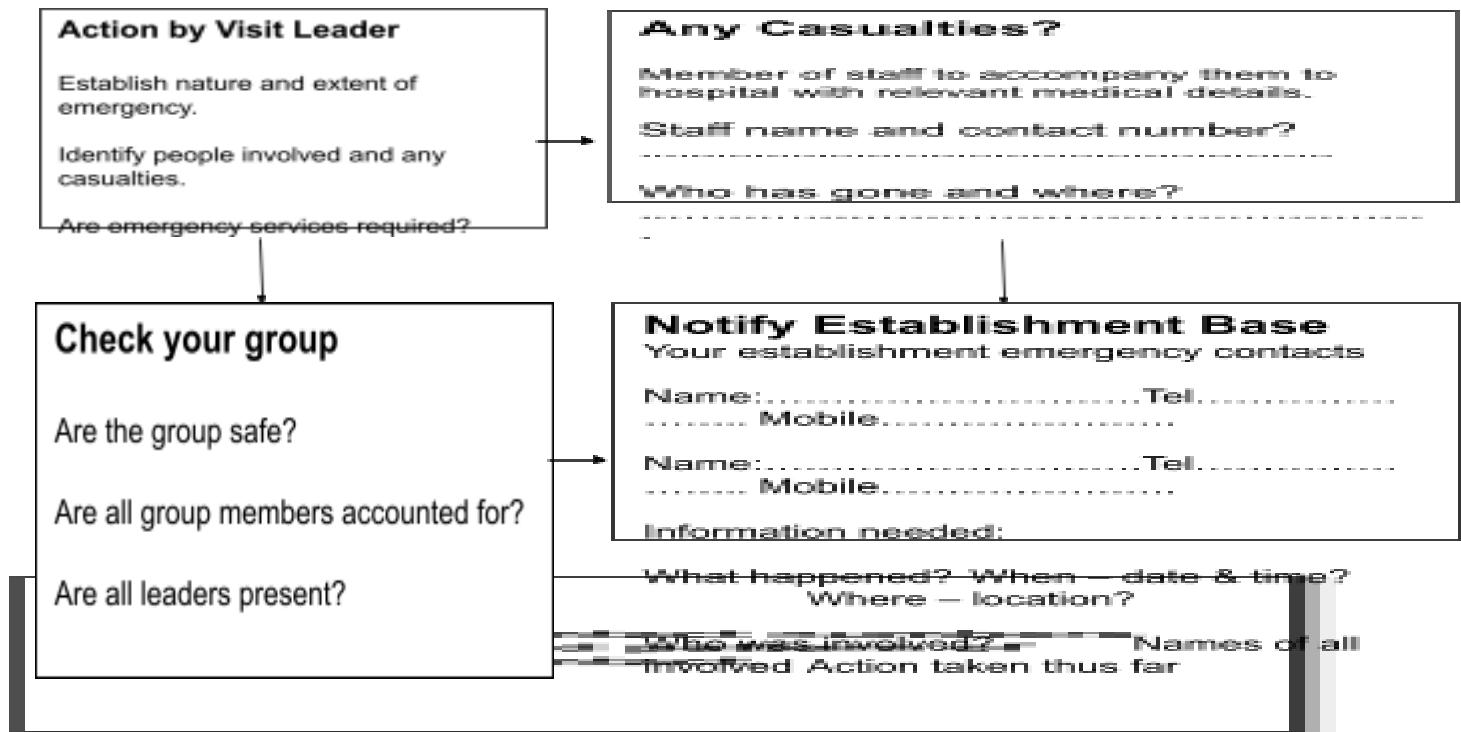
Generic Risk Assessment for Off-site Visit

This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

1. Significant Hazards and Identification of Risks: <i>Those hazards and risks that may result in serious harm or affect several people</i>	2. Control Measures: <i>Controls, including relevant sources of guidance</i>

Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment

Launch the critical incident plan

Follow and adapt if necessary

Involve outside support if required

Is this a Critical Incident?

Agree actions with Visit Leader, e.g.
Contact with parents?

Seek advice from Education Officers?

Seek advice from OE Advisors?

Media management by establishment?

Insurance?

