

St Francis Catholic Primary School



Educational Visits and Off-site Activities Policy

Jesus said 'Love one another as I have loved you'

St Francis School is a loving community, respecting every child and adult and caring for God's world, as we help each other to do our best and grow together in Christ.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Educational Visits and Off-Site Activities

Responsibilities:

Name of establishment	St. Francis Catholic Primary School
Responsibility for offsite visits:	EVC
Policy Date	October 2015
Signed off by	EVC or Head Teacher
To be reviewed	October 2018
Other Policies Related	Child Protection, Inclusion, Charging, staff training and COP28.
Other Paperwork Attached (appendix)	Parental consent forms, staff training list, Major Incident Plan and emergency contact details, ECC Emergency Contacts, Incident form, Visit Leader Checklist, Risk Assessment Checklist.

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1: Introduction

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

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 St. Francis Catholic Primary 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 LEA: 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.

3.3 Within each class's programme of work, the teachers plan educational visits and activities that support the children's learning. Parents are given details of these activities well in advance of the event.

3.4 We follow the LA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission the child will be unable to participate.

4: Gaining approval for a trip

4.1 Governors

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

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Head Teacher/ EVC the responsibility to approve all other visits. The Governors have adopted a charging and remissions policy.

4.2 The Head Teacher or EVC:

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 see SEN and Disability Act 2001.

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 using the Evolve System.

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.)

A preliminary visit should seek to:

- Check for potential hazards
- Check timings (local services, length of walks, tides etc.)
- Agree in advance, between party leaders and centre staff the division of supervisory responsibility, if applicable.
- Inform the site specific risk assessment.

In situations where a preliminary visit is not possible, on-the-spot reconnaissance is essential to ensure that assumptions made about the area are accurate.

6: Parental Consent:

Signed parental consent must be obtained.

One parental consent may cover a programme of similar activities over a maximum of one year.
(Sporting fixtures)

Parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

- Venue(s) and travel arrangements
- Dates and times of departure and return where visits exceed beyond the school day
- The nature of activities planned (including plan B)
- Kit list
- Arrangements for supervision
- Code of conduct or standard of behaviour expected during the visit
- Financial contribution expected from parents
- Insurance arrangements
- Contact system in case of emergency, as well as written consent to authorise medical treatment and/or medication, including anaesthetics* as considered necessary by a qualified medical practitioner.

*as the administration of an anaesthetic would prove fatal for one child with a rare medical condition.

- Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.

7: Staffing – competence and training

- There must be a qualified teacher in charge as visit leader. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.
- All staff should be assessed for competency and training provided for visit leaders.
- The staff-pupil ratio must be determined as part of the risk assessment. Staffing ratios for visits:
 - 1:4 in Reception
 - 1:6 in years 1-3
 - 1:8 in years 4-6
 - 1:10 on KS2 Residential VisitsThese are considered maximum ratios; however, we would recommend the following ratios are followed: 1:6 in Years 4 – 6 and 1: 8 for residential visits in KS2.
- Considerations : SEN / behavioural / age / activity / location / transport / Visits lasting longer than one Day / Visits of one Day or less
- Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these. If students under the age of 18 are supporting the visit they are not considered in your adult ratios and must be treated as a minor.
- County policy must be followed with regard to DBS checks.
- If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.

Supervision

- Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.
- The visit leader must determine when supervision must be 'direct' and when it may be 'remote':
- Direct supervision – pupils are to always remain within close sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group.
- Any other school determined consideration.

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Head Teacher and holds delegated responsibility for Health & Safety and Duty of Care.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group. First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.

8: The visit

8.1 On the day

Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Leave in the school office:

- an amended list of children present and going on visit.
- 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 bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.
- Keep tight control of head counts. You cannot count too often. All adults should keep account of their group.

8.2 During the visit

- There should be a system in place to safeguard young people at all times (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.
- Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

- Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.
- Every escort must be given an emergency procedures card. This will have 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 area of 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 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. Advise parents that payments will be made via ParentPay.

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 well-being 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.

Insurance Provision

Teachers should be aware of the school provision for insurance.

Essex County Council Insurance covers all pupils on Education and Off-site visits.

No forms of indemnity or 'insurance waivers' may be signed without reference to the ECC Legal Service.

11: Transport

11.1 On the Coach

- Pupils should not use front seats on the coach, especially when there is nothing to stop them falling down the stair wells. Seat belts **MUST** be used.
- Adults should be spread amongst the children so there is always an adult in close proximity to any pupil. A teacher should be seated at the front and an adult near the back.

12: Emergency / Critical Incident Procedures

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if requires, plus access to first aid equipment and a nominated person with first aid knowledge.
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.
- A list of pupils with parental contact and medical information, must be held by the visit leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.
- All leaders must carry the school's 'Critical Incident form' – 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.

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 in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head, Governors and Local Authority.

14: Summary Checks

- Seek approval in principle from EVC/Head Teacher.
- Plan and prepare for visit.
- Complete submission form.
- Assess risks.
- Define roles and responsibilities of other staff and pupils.
- Ensure effective supervision of pupils and what they do.

Signed (Chair of curriculum Committee):	Name: M Catchpole	Date: October 2015
Signed (Head):	Name: S Ginzler-Maher	Date: October 2015
Next Review: October 2018		



RISK ASSESSMENT FORM
(Focus on the things over which you have control)

Educational Visits Support Team / NF

Establishment: St Francis Catholic Primary School

ACTIVITY:

Group Leader:

Assessment by:

Position:

Date:

Significant Hazards and Associated Risks

Those hazards which may result in serious harm or affect several people

Those who might be harmed

Persons at risk from the significant hazards identified

Control Measures(CM's):

Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, OEAP National Guidance, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)
Tick those that apply to this visit

Additional CM's required?

If existing CM's cannot be met or circumstances have changed

Residual Risk Rating (H / M / L)

REVIEWS

DATE OF REVIEW:

REVIEWED BY:

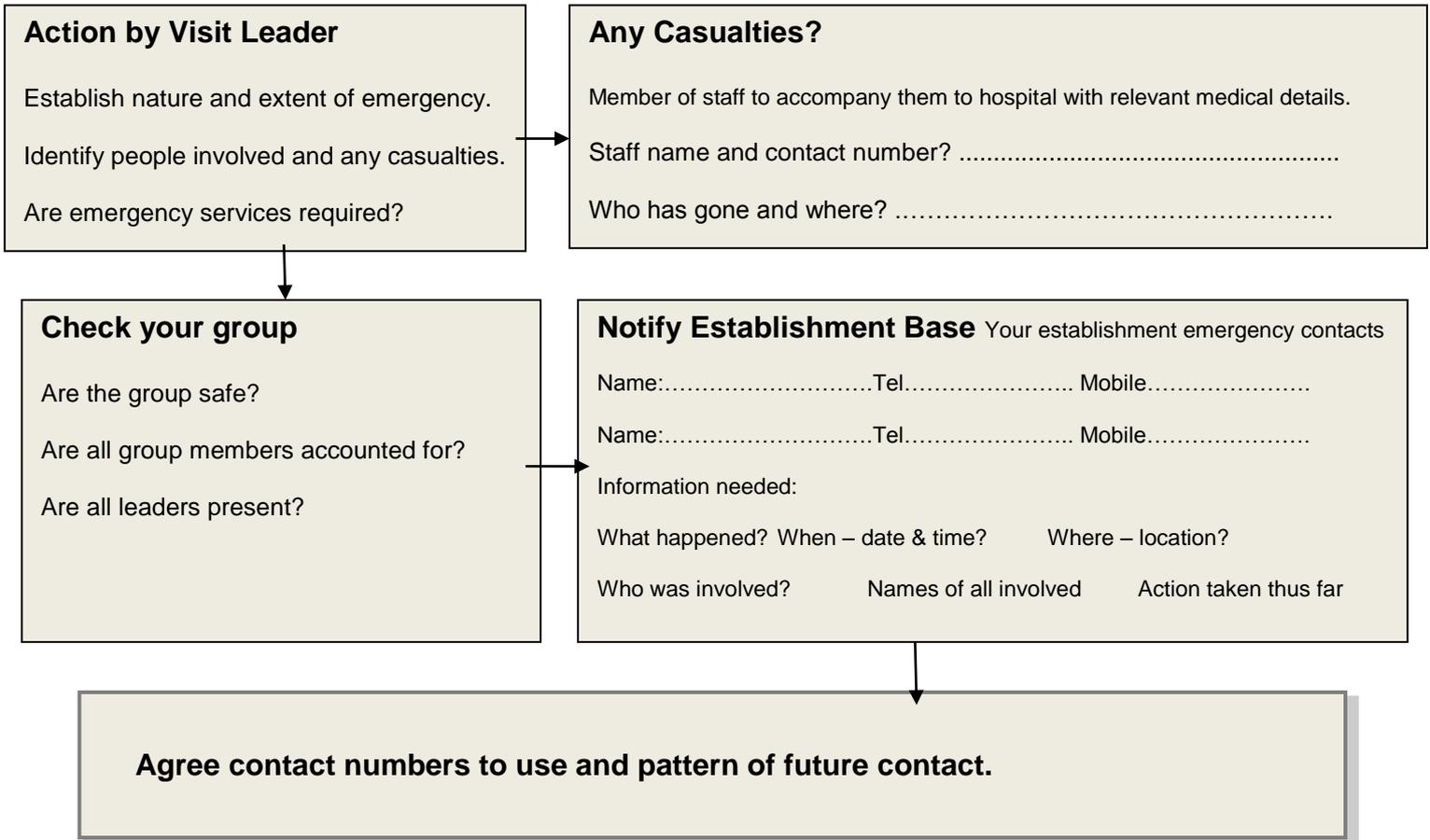
COMMENTS

Risk / Benefit Assessment

Generic Benefits		Specific Outcomes		
Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions

EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively:



ACTION BY ESTABLISHMENT

