



*Joyfully, unique in Jesus' family, we learn to use our special gifts to love, serve and make the world a better place.*

<b>Educational Visits Policy</b>			
<b>Approval</b>	Board of Governors	<b>Chair</b>	Anna Murphy-Sullivan
<b>Head of School</b>	Simon Lennon	<b>Signature</b>	
<b>Date of last review</b>	March 2021	<b>Date of review</b>	March 2024
<b>Date of next review</b>	March 2027	<b>Maintenance</b>	FGB

*In exceptional circumstances this policy may be subject to change in accordance with the school's risk assessment (approved by SLT and Governors) which will override current policy guidelines.*

*‘He will put his angels in charge of you to watch over you carefully.’ Luke 4:10*

### **Purpose**

We believe that outdoor learning and educational visits are an integral part of the curriculum and the learning experience for every child. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes Corpus Christi Catholic Primary School a supportive and effective learning environment.

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at Corpus Christi is to ensure that all visits are safe, educational and enjoyable.

### **Objectives**

All children will take the opportunity to take part in at least one residential experience. cost permitting, whilst in Key Stage Two at Corpus Christi.

### **Application**

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Corpus Christi Catholic Primary School:

1. Adopts the Local Authority’s (LA) document: Bournemouth, Christchurch and Poole (BCP) Borough Council Policy Guidance for learning Outside the Classroom.
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info)

All staff are required to plan and deliver visits in line with this school policy and National Guidelines. Staff should be familiar with the roles and responsibilities in this guidance and agree to adhere to them.

### **Types of Visit and Approval**

There are three ‘types’ of visit:

- **Visits/activities within the ‘School Learning’ that are part of the normal curriculum and take place during the normal school day.**
- **Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc.** These are risk assessed by the visit leader and submitted to the Education Visit Co-ordinator (EVC) for checking. The EVC then submits to the Headteacher for approval.

- **Visits that are residential, or involve an adventurous activity.** These follow the point above, and in line with BCP guidance the “Evolve system” is used for risk assessing Residential Visits.

## **Roles and Responsibilities**

**Visit leaders** are responsible for the planning of their visits, and for informing the EVC at least 21 days prior to the visit. They should obtain outline permission for a visit from the Headteacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. All risk assessments must be seen by the EVC 10 days before the visit to check all risks are actioned. Risk Assessment documentation is available on the staff shared file, EVC & Risk Assessments Folder on GoogleDrive.

### **All teachers in the year group must carry out the risk assessments together.**

The visit leader is responsible for ensuring a risk assessment is carried out and that a risk assessment, signed by the EVC and Head of School, at least 10 days in advance of the visit. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The visit leader will share information with all staff involved in the visit.

The visit leader is responsible for ensuring the Emergency Card, mobile phone, first aid kit and pupil medication are taken on the visit.

It is the leader’s responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be informed and the information shared with the Headteacher, EVC and parents.

After the visit, leaders must ensure they inform the EVC and Headteacher of how the trip went and fill in an evaluation sheet available in the EVC & Risk Assessments Folder.

**The Educational Visits Coordinator** will support and challenge colleagues over visits and Learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will do a final check on visit plans and risk assessments.

**The Headteacher** has responsibility for authorising all visits, and ensure the EVC submits those that are residential or adventurous to BCP for approval.

**The Governing Body** will approve the Educational Visits policy, and will ensure it is reviewed every 3 years.

**The Local Authority** —we adhere to the guidance issued by the LA as detailed in the BCP Policy Guidance for Learning Outside the Classroom.

## **Emergency procedures**

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

The school has a **Critical Incident Policy** which will be also followed in the event of a critical incident outside of the school location.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from BCP Council and Critical Incident teams.

There is an Emergency card to support the actions of the school team, which is also located in the Main Office.

In the unlikely event of a missing child the missing child policy will be referred to. The visit leader must read the missing child policy prior to submitting the visit risk assessment.

### **Food**

The school will provide a packed lunch that has been ordered by the parents for children in Reception and KS1 . Children in KS2 should either order a packed lunch or bring their own. No nuts, fizzy drinks or glass bottles should be included in the packed lunch.

Food should not be shared with other children due to health and safety and children's allergies.

### **Supervision**

It is important to have a sufficient ratio of adult supervisors to pupils with a minimum of 2 adults with any group.

<b>Day Visits</b>	
Age of group	Recommended Ratio
Reception to Year 3	6 children to 1 adult
Year 4 to Year 6	10 children to 1 adult
<b>Residential Visits</b>	
Under 16 years	10 children to 1 adult

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

### **Additional support**

Parent helpers are welcome on educational visits and will attend a briefing with the teacher before the visit. Helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times.

### **Mobile phones and social network**

- Staff are strongly advised not to use their own phones/devices for the taking of photos and videos. All photos/videos should be downloaded to the school's system and deleted from their own devices.

- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'. (Only the Lead teacher and class teachers will have the phones switched on to communicate with the school or in case of any emergency).
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Head of School.
- If there is a need to make an emergency call please speak to the Lead teacher who will support you in any way possible.
- Parent helpers should not use their phone during the trip in sight of any pupils at any time.

### **Parental Consent**

Parents should be given information about the purpose and details of the visit at least two weeks in advance. Consent is given at the beginning of each school year by parents, for outside activities within the school learning that are part of the normal curriculum during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all visits. The visits must include sufficient information, which must be made available to parents- via letters, meetings, etc. so that consent is given on a 'fully informed' basis.

### **Inclusion**

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At Corpus Christi Catholic Primary School we will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits.

### **General visits**

These visits/activities:

- Consent is given at the beginning of each school year by parents
- Do not normally need additional risk assessments/notes
- Risk Assessments should be completed if regular, e.g. swimming lessons

### **Evaluation**

Following each visit Every group leader should

- Undertake a post visit evaluation ensuring they consider whether the objectives were met,
- Evaluate how effective the planning was (if the risk assessment was effective),

- Consider if the organisation could be improved for future events,
- Evaluate the effectiveness of the contingency plan, the group management and review any near misses and other safety issues.

A debrief of all the staff involved is recommended and a post event report to the Headteacher, Deputy Headteacher and/or EVC.

### **Role and responsibilities of parent/volunteer helpers**

Parents are welcome to assist on all school trips to support the staff in the care of **all children**. Staff will select parents from a list of available helpers on a rolling programme so that if possible all suitable volunteers have a chance to attend trips.

Teachers are advised to share this with parents on the morning of the school trip along with an outline of the plan for the day and a list of the pupils who will be in their care.

**Parent/carer helper responsibilities** for the care of all the children on the trip:

- To ensure the safety and security of all children
- To engage with the children in order to enhance their learning experience
- To help ensure that all children participate fully and independently in all activities
- Volunteers are asked to read any briefing information which relates to the trip
- Volunteers can not bring any siblings or additional children on a school trip
- Volunteers should not leave their group/class at any time without notifying the teacher
- Volunteers should not interfere with their own child's social interaction with their friends - you are there to support the staff
- Volunteers who experience any difficulties with a child/children in their group should inform the class teacher as soon as possible
- Volunteers who are not DBS checked cannot take children to the toilets or take charge of a group of children on their own
- Volunteers who have not been invited as designated helpers on a trip cannot join the group without the prior agreement of the teacher
- When walking in public places volunteers should encourage children to walk in twos rather than a group
- Volunteers should not take any photographs of children during the visit. The school will manage this aspect
- Volunteers may not use their mobile phones while any child is in sight either to receive or make phone calls or take photographs or videos even of their own child.

*The school retains a right not to invite a parent again if they have not fulfilled these responsibilities on a previous trip.*

### **Charging/Funding for Trips**

Please refer to the [Charging and Remissions Policy](#).

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### **Data Protection**

Please refer to the [Data Protection Policy](#)

