

St. Joseph's Catholic Primary School

Educational Visits Policy

Here at St Joseph's Catholic Primary School, we learn and grow through the love of Jesus. Our community is a safe, caring and happy place where everyone is supported and valued. We encourage and challenge everyone to achieve their full potential, spiritually, academically, morally and socially. We inspire others with a love of learning and aim for excellence in everything we do. Through our own faith, we treat one another the way we would like to be treated. We help every child to be gentle and fair: to always do their best.

'Learning through the Love of Jesus Christ'

Introduction

Here at St Joseph's we are committed to giving all of our children every opportunity to achieve the highest of standards. We offer a broad and balanced curriculum and have high expectations of all the children. The achievement, attitude and well-being of all our children matter. This policy helps to ensure that this school promotes the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender or background. We do this by taking account of pupils' varied needs.

St Joseph's is committed to providing a safe and secure environment for its pupils and staff. The governors and staff are committed to promoting British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths, cultures and lifestyles.

The school has formally adopted, through its Governing Body, the London Borough of Bromley Code of Practice – 2.32 (Health and Safety of Children/Young People on Education Visits). An up to date version of this document is on the LB Bromley EVOLVE website. Further school procedures have been agreed with the Governing Body to ensure that this policy is used by all those involved in education visits.

The following policies should be read in conjunction with this policy: Charging and Remission, Single Equality Policy, Behaviour Policy.

Aims and purposes of Educational Visits

St Joseph's has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned Educational visits. This is part of the schools requirement to provide a broad and balanced curriculum and prepares young people for the opportunities and experiences of adult life. Each year teachers will arrange a number of activities that take place off site and sometimes these activities may take place outside the normal school hours such as school journey for Year 5 and Year 6.

The Governing Body are required to give approval for residential trips. There are a variety of activities available to the children. Some activities or trips are free however for other activities or trips parents are asked to make a voluntary contribution to the costs. If a pupil receives Pupil Premium funding that funding may be used to pay for their costs.

The school has separate policies for 'Charging and Remissions' and this policy lays out the School's policy on charging for activities and trips.

The school offers an variety of Out of hours Clubs, School teams away fixtures, regular nearby visits as well as day visits for particular year groups, Residential visits which may include adventure activities.

St. Joseph's Catholic Primary School

Educational Visits Policy

Visits are planned to support the curriculum, however some visits can be to extend learning opportunities and develop new skills. Out of hours clubs are sometimes limited to a particular key stage however within the remit of the club all pupils are welcome. Where a club is oversubscribed a waiting list is kept. Pupil Premium funding can be used to pay for those pupils who are eligible for the funding. All pupils are expected to attend trips and activities that take place during the school day and which are part of the curriculum. Arrangements are made to enable children with Special Education Needs and Disabilities (SEND) to attend unless the activity too detrimental to their health or condition. Such decisions are made through discussion with the child's parents and school staff.

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. If a child's behaviour is likely to put themselves or others at risk or prevent the rest of the class' enjoyment, they may be prevented from attending clubs or trips. A decision would be made by school staff and in consultation with the child's parents. The final decision on the matter rests with the Headteacher.

Approval Procedure and Consent (including use of EVOLVE)

Mrs Holmes is the Educational Visits Co-ordinator.

As such she has attended the LA EVC training course (and updates) and is given sufficient time and resources to carry out the role. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher however the governing body has to approve the following visits:

- 1) The visit extends to 24 hours or involves an overnight stay
- 2) Travel outside the UK is involved
- 3) Adventure activities are involved

The Head will keep the Governing Body aware of its Educational Visits events & programme via the normal Head to Governors reporting process.

The school will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents the school's EVC and Headteacher must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. (The External Provider/Contractor details form provided by the LA will be used)

All payments for the visit will be made through the school's accounts.

For regular out of hours clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their child starts at the school. Parents will be informed of the activities that pupils are involved in and if an activity has to be cancelled they will be contacted via Parent mail or phone call.

For any visit lasting a day or more or involving significant travel, or adventurous activity parents will be asked to sign a letter, which consents to their child taking part. The school has a standard model letter, which should be used for this purpose.

St. Joseph's Catholic Primary School Educational Visits Policy

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential *visits* parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. Parents will also be asked to give permission for the visit leader to administer medication for relief from allergic reaction or pain.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

All school visits should have a teacher as the leader and another member of staff as their deputy. Additional support is usually provided by parents who are regarded as Voluntary Staff. Each parent is required to read and sign the school's Voluntary Staff sheet, a copy of which is kept in the office. Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The following guidance is from 2.32

THESE RATIOS ARE INDICATIVE AND SHOULD ONLY BE USED AS A GUIDELINE. THE ACTUAL NUMBER OF ADULTS TO CHILDREN SHOULD BE ARRIVED AT BY CAREFUL CONSIDERATION OF THE PROGRAMME AND PROPOSED ACTIVITIES.	
These indicative ratios refer to overall staffing ratios and not those that are necessary to cover the safe supervision of specific activities. For example 2:15 might be a satisfactory ratio for a residential visit, but not for the activity of a mountain walk. Often the correct ratios for activities are prescribed, but on all occasions effective management involves determining appropriate ratios for the party and activity concerned.	
For those participating in low risk activities in normal circumstances, national minimum recommended ratios are as follows:	
Under fives	Ratio could be as high as 1 adult to every 1-2 children and will not be less than 1 adult to every 4-5 children
Year 1 – Year 3	1 adult for every 6 children
Year 4 – Year 6	1 adult for every 10-15 children
Year 7 onwards	1 adult for every 15-20 young people
Swimming – open water	1 adult to 10 children or young people is the minimum for Year 4 and older. LBB recommends that younger children should not be allowed to swim or paddle in open water

There is further detail about residential and swimming pools in 2.32.

St. Joseph's Catholic Primary School

Educational Visits Policy

Emergency Procedures

The school will appoint a member of the leadership team as the emergency school contact for each visit (which is usually the Headteacher).

As part of EVOLVE, the local authority monitors off-site visits, schools are notified of any incident that might impact on any of their off-site visits. The Headteacher then decides if the visit is to continue or to cancel the visit. In the event that a group has already left the school, the visit leader will be contacted by the Headteacher and advised of the situation and what action to take.

All major incidents that occur during a trip should immediately be related to the appointed member of the leadership team, especially those involving injury or that might attract media attention.

The Visit leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The visit leader will take with them a copy of the school's Emergency Procedures for education visits.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Visit leader where required.

When planning a trip to central London

In light of the current high state of emergency the following steps should be taken when a trip to Central London is planned:

1. Reconnoitre the route you will be taking, noting buildings where you could take shelter in case of an attack (e.g. hospitals, police or fire stations, restaurants...)
2. A ratio of 1:8 for KS2 and 1:5 for KS1 of adult to children is a minimum.
3. Each adult should have a list of the children they are responsible for and it should be made clear that at all times they should be close to those children. They must keep scanning and head counting to ensure all the children are with them.
4. In the event of an attack each adult is responsible for those children (if their own child is not in that group their first responsibility is to those children).
5. If a member of staff is unable to guide the whole group to safety, each adult should take their children and any other child that has become separated from their own group to a place of safety.
6. As soon as possible all adults should phone the school and inform the office: where they are, the names of all the people in the group. Staff should have the telephone number of the group leader for communication reasons only.
7. The school office will liaise with the group leaders and where appropriate must also keep the HT informed of any actions/decisions.
8. Adults should follow guidance from the authorities (i.e. police or security) as the building they are in is likely to be in a lockdown situation.
9. Once it is safe to do so the whole class should reunite but if that is not possible, each adult is responsible for ensuring that they bring the children safely back to school. This decision will be made in conjunction with the HT/DHT.

St. Joseph's Catholic Primary School

Educational Visits Policy

Evaluation

The Visit Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body on request.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

School Self-Evaluation

The school will ensure it highlights the benefits of its Educational Visits in self-evaluation reports.

This Policy will be reviewed in four years.