

*St Edmund's Catholic Primary School*



*St Joseph's Catholic Primary School*

## EDUCATIONAL VISITS POLICY

**Policy Adopted: 2012**

**Reviewed: Summer 2023**

**Review Date: Summer 2025**



## Introduction

This policy forms the basis of St Edmund's and St Joseph's practice when planning and taking part in educational visits. It is the duty of all staff to follow the procedures laid out in this policy for the safety and well-being of all those who attend school visits.

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, *St Edmund's and St Joseph's*:

1. Adopt the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'**
2. Adopt National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA).
3. Use EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities which require LA approval.

## Rationale

We believe educational visits are a vital part of the school curriculum. They provide the opportunity to enrich the curriculum, to place learning in a real-life context and to make a significant contribution to the ethos of our school. We believe children benefit from educational visits socially, emotionally and academically.

At St Edmund's and St Joseph's schools we aim to:

- Develop and live by our Christian values as shown by the Catholic Church
- Enable all concerned with the school to have a sense of Christian purpose, a feeling of being valued and the opportunity for personal growth
- Grow in self confidence, apply self discipline and take responsibility for our actions
- Value and care for ourselves and those around us
- Develop an enthusiasm for learning within a secure environment
- Ensure all children have access to a broad and balanced curriculum
- Develop positive links between pre-school organisations, other schools, our parishes and the wider community for the benefit of all
- Recognize that we are all unique and have a contribution to make
- Encourage a sense of wonder about the world in which we live
- Develop creative, aesthetic and cultural awareness in all its multicultural facets.

The purpose of this policy is to offer guidance on the planning, participation and supervision of educational visits to support and further these aims. Visit leaders should be able to undertake their responsibilities with confidence that all reasonable precautions have been taken to ensure the safety of those undertaking an educational visit.

## Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visits that are either overseas, residential and/or involve adventurous activity

## Guidance Planning

1. Permission for visits outside of the immediate vicinity of the school or involving vehicle transport should be sought from the headteacher using Form A at least six weeks in advance.
2. In the case of residential visits, the LA guidance and registration through Suffolk Evolve ([www.suffolkvisits.org.uk](http://www.suffolkvisits.org.uk)) must be completed at least six weeks in advance.
3. Wherever possible, the visit leader should undertake a pre-visit to carry out an on-site risk assessment and familiarise themselves with the site and activities.
4. Parental permission must be obtained at least two weeks in advance for all trips outside the immediate locality of the school. Admin staff will supply a model letter for amendment, and Form B is provided in the appendix.
5. Local visits should be notified to parents/guardians, although permission is not required as general permission is given when the children are first admitted to school. See appendix for additional guidance
6. The activities undertaken on the visit should support aspects of the EYFS, National Curriculum programmes of study and schemes of work. Medium and short-term plans should outline how educational visits will be used to enrich the curriculum.
7. At least one teacher must accompany a visit and there must be one teacher per class group. An adequate number of other adults should be sought to accompany the visit to ensure minimum supervision requirements. Permission will only be given if adequate supervision is available - \*see table below
8. All adults on residential visits must have an enhanced criminal record check; for other visits a standard check is sufficient.

Supervision ratio	<b>minimum</b>
All visits yrs, 1 & 2	1:10
All Visits yrs 3, 4, 5 & 6	1:15
Residential visits	1:15

## Travel

1. If vehicle transport is required, the group leader must liaise with the office staff to ensure it is booked with the best value kept in mind and including disabled access if required.

2. Seat belts must be worn at all times and adults must ensure that the children are securely fastened before the coach is allowed to depart.
3. Adults should be placed throughout the vehicle and must ensure that expected standards of behaviour are met.
4. Pupils must be supervised when boarding and leaving the vehicle and counted regularly.
5. Adequate stops should be made to ensure the comfort of the passengers and sufficient rest for the driver.
6. The group leader must check the correct destination and route with the driver prior to departure.
7. The group leader should agree the arrival and departure times with the driver and communicate them to the other adults participating in the trip.

## **Organisation**

1. A visit checklist must be completed and a copy given to Headteacher.
2. An itinerary must be given to all adults accompanying the visit, with a copy left in the office.
3. The group leader must have a list of the adults and children accompanying the visit and each adult should have a list of the members of their group. Use attached form, Adult Volunteer Guidelines.
4. There must be an emergency contact number for the group leader and all adults are to be clear as to their role in an emergency.
5. The group leader must ensure the visits' equipment bag, including medicines and a first aid kit is taken with the party.
6. Children and adults must be made aware of the purpose of the visit and have some prior knowledge of what to expect, including a risk assessment where appropriate.
7. All children must have appropriate clothing and understand the rules regarding behaviour and safety, eg if they become lost.
8. Adequate arrangements must have been made for meals
9. During the visit, accompanying adults must count their group regularly, be responsible for being at meeting points at the designated times and supervising the behaviour and safety of their group.
10. Wherever possible, a First Aider should accompany all visits and the "travel first aid kit" must be taken on the visit. The group leader should check relevant medication and ensure that a care plan is taken for any children who have ongoing medical needs.
11. School uniform must be worn on day visits and on residential visits for travel (where requested) to and from the venue, unless specialist clothing is required.

## **Residential Visits**

1. The above procedures form the basis for a residential visit.
2. Where appropriate, an initial letter should be sent, consulting parents/guardians about the cost, length of stay, volunteers and level of interest.
3. A site visit should be made and detailed risk assessment completed.
4. Payment will include a non-refundable deposit, although children in receipt of free school meals may be entitled to support.

5. A letter should be sent approximately two terms in advance, setting out the costs, venue(s), and activities.
6. All monies must be paid six weeks prior to the start date of the visit.
7. A meeting will take place approximately one month before departure to provide details of the visit to parents/guardians.
8. Adults accompanying the group will meet prior to the parents'/guardians' meeting to discuss and agree roles and responsibilities.
9. All medical, dietary, and special needs forms are to be completed four weeks prior to departure.

## **Health and Safety**

All visits carry an element of risk and the purpose of considering the health and safety of the visit is to reduce the risks to a reasonable level.

A risk assessment must be carried out by the group leader before the visit begins. All adults accompanying the visit must have a copy of the risk assessment and a copy must be given to the Headteacher at least two weeks prior to the visit. The generic risk assessment can be used and amended for each visit and activity. A visit will not be authorized unless an up to date risk assessment has been completed.

Further advice and guidance on risk assessments for specific activities can be sought from the LA. Where activities are being provided on site by a third party, the group leader must ensure that risk assessments have been carried out and are available for scrutiny.

In the event of an emergency or accident, if appropriate, the group leader should

- Assess the situation and establish the facts
- Check the safety of other group members
- Ensure adequate care of the casualty
- Inform emergency services
- Notify the Headteacher, chair of Governors and LA
- Elect an adult to accompany the casualty to hospital (where required)
- Complete an incident report, detailing events, witnesses, times and dates
- Refer media enquiries to the Headteacher or LA press office. The matter is not to be discussed with unauthorised personnel unless permission is given by the Headteacher, LA or professional representative.

The Health and Safety policy and Critical Incidents Management policy may also have to be implemented.

## **Medical Needs**

Reasonable adjustments will be made to enable children with medical needs to participate fully and safely in visits. Any risk assessments undertaken will take into account the needs of these children.

Staff supervising excursions must be aware of any medical needs and relevant emergency procedures. A copy of any health care plans are to be taken on visits in the event of the information being needed in an emergency.

If a child receives an injury on a school day visit, a member of staff will carry out a visual inspection of the injury, which will be recorded in the medicine log (appendix to risk assessment). A copy of the risk assessment, including the medicine log, is to be kept at school. Any injury or treatment is also to be recorded on a school accident/injury form.

If a child receives an injury on a residential visit, a member of staff is to carry out a visual inspection of the injury at least once per day and this is to be recorded in the medicine log as above. An accident/incident report book should be taken on any residential trip so the yellow copy slips can be ready to hand to parents/guardians as they collect their child at the end of the visit.

It is the responsibility of the visit organiser to ensure that the above procedures are carried out correctly.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP.

## **Inclusion and Equal Opportunities**

All children are to be encouraged to participate in educational visits. Provision will be made to enable access for those with special educational needs and disability. Pupils are not to be disadvantaged as a result of the cost of the visit, and the Charging Policy must be followed. Children who are in care will need permission from the assigned professional from the social care team.

Children may be refused participation in a visit if there is a concern that their behaviour is likely to pose an unreasonable risk to the health and safety of the other participants or to themselves. Where their behaviour is linked to a specific disability, a risk assessment must be completed and a decision based on the risk taken by the Headteacher in consultation with the LA, governors and parents/guardians if necessary.

## **Roles and Responsibilities**

### **Governing Body**

The governors will have overall responsibility for the monitoring of the health and safety of educational visits and to ensure the correct procedures are followed. They will approve Type 3 visits. Governors are to be invited to accompany visits and can provide feedback about the visit using the Governor Report form.

The Governor responsible for Health and Safety will monitor risk assessments as part of their Health and Safety audit each year.

### **Headteacher**

The Headteacher or Head of School will have day to day responsibility for the management of school visits, including the monitoring of the procedures as detailed in this Policy, and will undertake the role of educational visits coordinator. The Headteacher will report to the Governing Body each term about planned visits, for approval.

### **Class teachers**

Class teachers are responsible for the planning and organisation of visits to support the curriculum planned for their class. They must ensure that the appropriate procedures are followed and the requisite documentation is completed.

If a class undertakes a visit individually, the class teacher will fulfill the role of group leader. When two or more classes undertake a visit, if one is a senior member of staff, that person will fulfill the role of group leader; otherwise the group leader is chosen by mutual agreement between the members of staff .

### **Pupils**

Pupils have a responsibility to follow the instructions given by adults accompanying the trip and must observe the Code of Conduct agreed by the school. Pupils must be mindful of their own and others' safety and enjoyment while participating in a school visit.

### **Further Guidance**

Further guidance is available from the documents listed at the beginning of the policy, from the LA Outdoor Education Manager (see below) and the Suffolk Evolve Website.

### **Appendices**

**Form A- Internal permission form**

**Volunteer Guidelines**

**Checklist for group leaders**

**Emergency contact list**

**Generic risk assessment with review**

**School Medical Form**

Approved at .....

Dated .....

Signed .....(Chair of Governors)

Signed ..... (Headteacher)

## St Edmund's and St Joseph's Catholic Primary Schools

### Permission for Educational Visit

Date of visit..... Timing.....am/pm to .....am/pm

Year group..... Classes.....

Venue.....

Costs: Entrance fees Estimated transport cost Pocket money

Reason for visit.....

Pre Visit Reconnaissance made on..... by.....

Tick as appropriate

Adequate toilet provision ☐ Potential Hazards (list):

Bad Weather Provision ☐

Emergency arrangements ☐ Risk assessment on reverse completed ☐

Activities to be undertaken.....

.....

Transport Required (tick or state no.) Coach/es ☐ Disabled ☐ 53 / 57/ 70 seater ☐

Group Leader.....

Other staff accompanying visit.....

.....

Other adults accompanying visit.....

.....

#### Pupil Numbers

Class	Boys	Girls	Total
Total			

#### Adult Numbers

	Male	Female	Total
Teachers			
Other staff			
Other adults			
Total			

Permission given.....Headteacher

date.....



**St Edmund's and St Joseph's Catholic Primary Schools**  
**Adult Volunteer Guidelines**

**Adult's Name:** \_\_\_\_\_

**The teacher in charge on this visit is** \_\_\_\_\_

**Thank you for helping on our visit to** \_\_\_\_\_

**You will be in charge of a small group of children. Their names are:**

_____	_____
_____	_____
_____	_____

**Please keep the group close to you at all times. When walking along a street, the children should be in pairs.**

**If a child in your group causes a problem, TELL THE TEACHER IMMEDIATELY. Write their name [whose name?] at the bottom of the sheet.**

**YOU MUST NOT LEAVE YOUR GROUP UNATTENDED. If there is an emergency, join up with another group so one adult can sort out the problem and the other can supervise the children.**

**Please ensure your group follows the rules regarding behaviour and conduct.  
Please ensure your mobile phone is not used during the trip unless for emergency reasons. Potential hazards on the visit are:**

## Checklist for planning and undertaking a school trip

Please complete the checklist at least five working days prior to the visit. This is for the benefit of the group leader to ensure that the visit will be successful. Please ensure it is available for evidence if required.

Visit to.....

Date of check.....

Has consent been received from all parents/guardians?	
Have the children been prepared for the trip- do they know the expectations regarding activities and behavior?	
Has the Kitchen Manager been informed?	
Has the office been informed?	
Have arrangements been made with regard to payment for visit/transport?	
Have you got all the emergency details?	
Are any cars used by staff or other adults correctly insured?	
Has a risk assessment been completed?	
Have all adults attending the visit been briefed and given a risk assessment, group list, emergency procedures and other necessary information?	
Is the emergency procedure in place and do all adults understand their roles?	
Is the pupil:adult ratio appropriate?	
Are there enough adults of each gender in each mode of transport?	
Have all appropriate people been informed?	
Is a First Aider accompanying the visit?	
Have arrangements been made with staff who might be affected by the impact of the visit to the school's routine?	
Have duties been altered as necessary?	
Have any care plans been obtained?	

Signed..... group leader

## Emergency Contact Numbers

**These numbers are confidential and should only be made available to those in the critical incidents management team.**

	<b>St Edmund's</b>	<b>St Joseph's</b>
<b>Telephone</b>	<b>01284 755141</b>	<b>01787 373365</b>
<b>LA Code</b>	<b>420</b>	<b>509</b>
<b>DFES code</b>	<b>9353311</b>	<b>9353310</b>

<b>Headteacher Mrs M Kemble</b> <b>01284 755141</b>	<b>Home: 01359 240546</b> <b>Mobile: 07989 986658</b>
<b>Chairs of Governors</b>  <b>Mr Chris Oldroyd</b> <b>Mr Ian Cameron</b>	  <b>Mobile: 07714752248</b> <b>Mobile: 07415 174116</b>
<b>Head of School St Edmund's</b> <b>Mrs Katie Copeman 01284 755141</b> <b>Head of School St Joseph's</b> <b>Mrs Anne-Marie Price 01787 373365</b>	<b>Home:</b> <b>Mobile: 07834520091</b> <b>Home: 01638 429219</b> <b>Mobile: 07443531370</b>
<b>Business Manager Mrs J Herlihy</b> <b>01284 755141</b>	<b>Home: 01284 735129</b> <b>Mobile: 07500896858</b>

*ST EDMUNDS AND ST JOSEPHS CATHOLIC  
PRIMARY SCHOOL  
PARENTAL CONSENT AND HEALTH FORM*

Surname

First Names

Date of Birth

Visit to .....

Date(s) of Visit(s): (highlighted to indicate which dates your child will be attending)

I have received and read details of the above visit.

I consent to my child taking part in the visit and the activities indicated. I acknowledge that the staff will be liable in the event of any accident only if they have failed to take reasonable care of my child during the visit.

I have read any information provided with regard to the standard of behaviour and/or the Code of Conduct expected during the visit and I undertake to reinforce this information with my child.

In an emergency you should contact the following person:

Surname

First Names

Relationship

Address

Postcode .

Telephone: day: evening:

National Health No

Family Doctor

Address

Telephone:

Hospital Consultant (if applicable)

Hospital Address and Tel No

Does s/he suffer from asthma, chest complaint, wheezing or hay fever, migraine, fits or faints, diabetes, or any other illness or disability? Yes/No

If Yes, please give details

Is s/he allergic to anything (antibiotics, any particular food or drug, etc)? Yes/No

If Yes, please give details

Does s/he have any medically diagnosed dietary requirements? Yes/No  
*(Supporting paperwork will be required if, as a school, we are not already aware of these details)*

If Yes, please give details

Does s/he have any specific care needs, for example turning at night? Yes/No

If Yes, please give details

Is s/he going to require any medication or medical treatment whilst on the trip in order to meet the needs of a known medical condition? Yes/No

If Yes, please give details

We will need to be made aware of any contact that your child has had with any infectious illnesses within the 14 days prior to attending the trip. Please ensure that you communicate these details via the school office.

Date of anti-tetanus:

Any medication required should be given to the trip leader, clearly marked with name and instructions for use.

These medicines will be available if required whilst on the trip. Do you give consent for these to be administered to your child?

PARACETEMOL (soluble)

Yes/No

ANTIHISTAMINE (liquid)

Yes/No

EMERGENCY PERMISSION

I

authorise a responsible adult accompanying the trip to give permission to the doctor to undertake whatever treatment is considered necessary. I agree to

collect my child if they are seriously unwell or require treatment from a medical professional.

Signed \_\_\_\_\_ parent/guardian

Residential Visit Code of Conduct

- I will take responsibility for my own behaviour.
- I will listen to and follow instructions from school staff, volunteers and Horstead staff.
- I will go to bed and stay in my room after lights out (unless there is an emergency).
- I will try to have a go at new things – activities and food!
- I will try to be resilient and keep going even if I'm finding something challenging.
- I will enjoy myself and help others to enjoy themselves too!

Signed \_\_\_\_\_ (child)

Signed \_\_\_\_\_ (parent)

# St Edmund's/St Joseph's Catholic Primary Schools

## Risk Assessment

Date of Assessment:

Name of staff carrying out assessment:

Description of activity:

Date of visit:

Adults:

Possible Hazards	Who is at risk and how?	Level of risk: High/Medium/Low	Method to reduce risk	Responsible:	
Existing Medical conditions:		Low	Use first aid procedures & ensure appropriate equipment is taken.  Medicines taken by teachers to event if required.		Checked by:
Critical Incident during visit e.g. crash	Chn & adults.	Low	Apply CI policy All children to wear seat belts. More than one adult must have a copy of contact details and risk assessment.	All adults	
Getting onto / off coaches	Chn & adults.	Low	Pupils in twos; walking; supervised by adult at front / back of line; count on / off. Adults to be aware of moving vehicles.	All adults	
Walking close to road/ moving vehicle	Children, adults	Low	Walk in pairs / keep to building side of pavement; sufficient adults to supervise.	All adults.	
Lost Child	Whole group	Low	Close supervision of pupils; adult to pupil ratios enforced; adults and pupils aware of meeting place.	All adults.	



Other visitors to venue (Child protection issues)	Children	Low	Supervision of pupils at all time; Correct adult to pupil ratio.	All adults.
Injury during play	Children	Low	Medical bag taken. Museum staff first aid trained.	All adults.
<b>Review</b>				
Risks not encountered				
Additional Risks				

Signed .....Assessor  
.....Head teacher

Signed

Meeting place:  
Contact phone numbers:  
Times of lunch:  
Time of leaving:  
(indicate N/A if not applicable to the activity/trip being assessed)

## Record of Injury/Medication

Visit Location: .....

Date .....

Child's Name	Injury Received (if any)	Details of Medication Administered (type/dose)	Parent Informed?	Signature of Staff Member Responsible

Signed

Date

# **Extended Learning Locality (local visits)**

## **Boundaries**

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues: e.g.

St Edmund's

- Abbey Gardens
- Market place
- Leisure centre
- Care home in Cullum Road
- St Edmund's Church
- Theatre Royal
- The Apex

St Joseph's

- Water meadows
- Market Place
- Leisure Centre
- Our Lady's & St John's Church
- Care Home
- Gainsborough House
- Ormiston Academy
- The Quay Theatre
- Sudbury FC
- Library

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 full visit approval process, provided they follow the Operating Procedure below. A risk assessment must be completed in advance and parents/guardians informed that the visit is taking place.

## **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.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.

- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Medical needs

**These are managed by a combination of the following:**

- The Executive Head or Head of school must give verbal approval for the visit and sign off the risk assessment 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/guardians when their child joins the school and permission obtained through initial induction forms.
- There will normally 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.
- Pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear are checked to make sure that they are appropriate prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)





