

St. Paul's C of E Primary School

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Educational Visits Policy

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Reference to other documents: Child Protection and Safeguarding Policy

Health and Safety Policy

The Staff Code of Conduct

Educational Visits Policy, Newcastle City Council

Management of Health and Safety in Trust, Voluntary

Aided and Academy Schools - *General Risk Assessment and Guidance*, Newcastle City Council, September 2017

Keeping Children Safe in Education: Statutory guidance for schools and colleges, DfE September 2023

Supporting Pupils at School with Medical Conditions, DfE, September 2014

The Outdoor Education Advisers Panel (OEAP) guidance

St. Paul's C of E Primary School

Educational Visits Policy

1 Rationale

- 1.1 St Paul's School was established in 1862 to serve Almighty God and the community by providing, within a biblical Christian ethos, a broad, balanced, and engaging education and learning experience.
- 1.2 St Paul's School is an inclusive school in which, through the provision of a broad, balanced, and engaging curriculum and within a caring and supportive environment, each pupil is motivated to develop and flourish as he or she acquires skills for life and a love of learning.
- 1.3 The Governing Body recognises that all people owe their existence to God and are dependent upon him for their preservation day by day.
- 1.4 The Governing Body acknowledges that all people are accountable to God for all that they think, say, and do, including the way they care for, promote the well-being of others, and respect the property of others.
- 1.5 The Governing Body recognises, without prejudice to a parent's or a carer's responsibility for their child(ren), that those who work in St Paul's School act in the place of parents and carers.
- 1.6 The governors and staff of St Paul's Church of England Primary School are committed to provide a broad, balanced and engaging curriculum for all pupils. Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible.

- 1.7 All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.
- 1.8 This policy sets out the key procedures that need to be followed when planning, evaluation and undertaking off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils and staff at all times.
- 1.9 Within these limits we shall seek to make our visits available to all pupils, and, whenever possible, to make them accessible to those with disabilities.
- 1.10 The visits shall usually take place within the school day, but on occasions, they may take place outside of the school day.
- 1.11 St Paul's School adopts the LA guidance when planning Educational Visits
- 1.12 This policy complies with Newcastle City Council's Educational Visits Policy and is in line with The Outdoor Education Advisers Panel (OEAP) guidance.
- 1.13 All off site visits must have the aim of enhancing the curricular and recreational opportunities for our pupils; provide a wider range of experiences for our pupils than could be provided on the school site alone; and/or promote the independence of our children as learners, and enable them to grow and develop in new learning environments.
- 1.14 Pupils in Year 6 shall be given an opportunity to take part in a residential visit which enables them to take part in outdoor and adventure activities as part of their PE work, as well as having links with Communication, PSHE, Science and Geography. In the event of spaces be available they may be offered to Year 5 pupils.
- 1.15 We shall undertake this visit only with the written agreement of the LA.

1.16 We shall provide qualified instructors for all specialist activities that we undertake.

2 Responsibilities and Duties

2.1 Governors

The Governing Body, as the employer, is ultimately responsible for the Health and Safety of all staff and pupils in relation to regular activity and educational visits. They shall ensure that:

- this School policy is up to date and effective;
- training is up to date;
- this policy complies with Newcastle City Council's *Educational Visits Policy* and is in line with *The Outdoor Education Advisers Panel (OEAP) Guidance*; and
- when approval for visits is delegated to the Head Teacher and / or an Educational Visits Co-ordinator (EVC) that risk assessments are in place and effective.

2.2 The Head Teacher shall ensure that:

- staff are appropriately trained, experienced and competent in relation to their roles;
- an Educational Visits Co-ordinator (EVC) is appointed, who shall be a member of staff with sufficient authority and credibility to challenge and influence the safe planning around educational visits;
- a Visit Leader is appointed for each visit;
- sufficient time is given for assessment, planning and approval processes ahead of visits;
- visit risks are adequately assessed and adequate levels of supervision are provided;
- assign a risk category (1-3) to all visits undertaken by the school using the criteria set out in section 3 of this policy;
- category 3 visits are in the Evolve System 4 weeks prior to the visit and that approval is sought from the Newcastle Educational Visits Advisory Service (EVAS);
- category 1 and 2 visits are approved in the Evolve System by the EVC or Head Teacher;

- accident recording, investigation and reporting arrangements are in place; and
- shall check and monitor arrangements to confirm that visit assessment and planning arrangements are appropriate, this normally being undertaken by the EVC.

2.3 **The Educational Visit Co-ordinator** (EVC) shall:

- attend EVC training arranged through the Educational Visits Advisory Service (EVAS), re-validated every three years;
- support the Head Teacher develop and review the Schools Local Educational Visits Policy and generic risk assessment for visits in category 1;
- obtain final approval from the Head Teacher for all visits in category 2;
- liaise with the Visit Leader to ensure assessment and planning processes for category 3 visits are completed in time for the visit to be authorised by the Head Teacher in Evolve at least 4 weeks prior to the visit;
- ensure final approval is obtained for visits in category 3 visits from EVAS via Evolve;
- obtain approval from EVAS for each Visit Leader appointed to lead Adventurous Activities using EVOLVE (*see section 14*);
- monitor the planning, assessment and approval processes for all visits to confirm compliance with this policy;
- ensure that this policy, the Outdoor Education Advice Panel national guidance on visit standards *etc*, and the procedures and assessments produced by the school are available to and followed by all parties involved in planning educational visits;
- organise related staff training sessions;
- keep appropriate records of visits (stored on EVOLVE) and make these available when requested for inspection; and
- deliver induction briefings on this policy, procedures, and generic risk assessment for new staff who may be involved in school visits.

2.4 **The Visit Leader** shall:

- seek the consent of the Head Teacher at the start of the planning process;

- have overall responsibility for the assessment, planning, supervision, conduct and safety of young people on the visit or adventurous activity;
- when necessary undertake pre-visits;
- familiarise themselves with the regulations, advice and procedures published by the LA and ensure that all off-site activities take place in accordance with the LA's instruction;
- use the school event specific risk assessment template when undertaking a risk assessment, identifying the main risks and identify as part of a thorough planning process, that is specific to their group, how these will be controlled;
- inform parents/carers in advance of the nature of the visit and gain their consent and details of medical requirements; and
- use the event specific risk assessment alongside their experience to dynamically assess risks during the visit and encourage young people to take an active role in that process. If they are not confident to dynamically assess a risk then the activity must stop or they must contact school for further advice

3 Visit Approval Process

3.1 Consultation must take place with the Head Teacher at the start of the process and approval must be gained before any commitment is made on behalf of the school.

3.2 For the purpose of Educational Visits Advisory Service notification and approval visits shall be grouped in three categories.

3.3 Category 1

Category 1 visits are visits of a routine, non-complex, low risk natures, for example visits to Summer Hill Square or a WEST School. They shall be covered by generic risk assessments for which blanket approval may be given. These visits shall be recorded in the EVOLVE system. .

3.4 Category 2

Category 2 visits are which require enhanced planning due to the presence of specific risks and comprise all visits not in categories 1 or 3. They require:

- approval by the Head Teacher;
- a specific risk assessment;
- visit specific informed parental consent; and
- use of the EVOLVE system to ensure that documents are accurately recorded and to provide an audit trail.

3.5 **Category 3**

Category 3 visits are high risk visits outside of the UK, visits which include adventure activities, and visits to remote or hazardous locations (*listed in Section 13.1 and 13.2 of Newcastle City Council's Educational Visits Policy*).

They require:

- a specific risk assessment;
- visit specific informed parental consent;
- use of the EVOLVE system to ensure the accurate recording of documents and to provide an audit trail;
- authorisation by the Head Teacher four weeks before the visit; and
- validation by EVAS

4 Event specific risk assessments

4.1 An event specific risk assessment:

- is carried out by the group leader before the proposed visit:
- assess the risks which may be encountered on the visit:
- must indicate measures to prevent or reduce risks:
- must be shared with all accompanying adults

4.2 An event specific risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?
- What are the probable weather conditions and what impact will this have on the visit?

- 4.3 Staff planning an off-site visit should make a preliminary visit to the venue to consider:
- What are the on-site risks that must be included in the event specific risk assessment.
 - What facilities are available and are these suitable to the age, needs and size of the group?
 - What is the venue's approach to security and health and safety?
 - What issues should I record to help inform a suitable risk assessment?
- 4.4 An activity should have sufficient adults to provide correct ratios. Ratios are at the discretion of the Head Teacher who will make an informed decision based on the risks associated with the visit, the experience of the adults and the needs within the group of learners

5 Emergency Planning and Critical Incidents

- 5.1 A critical incident is an incident when a participant in a visit:
- suffers a life threatening injury or fatality;
 - is at serious risk; or
 - has gone missing for a significant and unacceptable period of time.
- 5.2 Emergency arrangements shall be part of the planning for each visit so as to enable the visit leader to respond to a critical incident both inside and outside normal school hours.
- 5.3 All visit leaders shall carry Emergency Planning / Critical Incident cards with relevant numbers and contact details.
- 5.4 As EVAS does not provide an out of hours support service, the Head Teacher shall contact the Business Continuity Risk & Resilience Team on the following mobile telephone number: 07736372567.

6 Monitoring

- 6.1 The Head Teacher shall be responsible for ensuring that appropriate arrangements are in place at the local level to ensure that the assessment and

planning processes are followed and that arrangements are adequate and proportionate to the risks.

6.2 Monitoring shall be undertaken by the EVC, but may also be undertaken by another member of the senior management team.

3.3 All monitoring shall confirm that assessment, planning, and approval processes outlined in this and local policies are followed.

6.4 Monitoring shall include:

- a desk top review of records involved in the assessment, planning and approval process, available through the EVOLVE system or schools equivalent system, undertaken on a sampled basis; and
- direct observation of a visit in progress.

7 Assessing venues and providers

7.1 The EVC and Visit Leader shall follow OEAP national guidance on Preliminary Visits and Provider Assurances.

7.2 The Learning Outside the Classroom Quality Badge provides sufficient reassurance that a provider meets nationally required minimum standards of safety and quality.

7.3 Details of a provider's status can be checked on the Quality Badge website: www.lotcqualitybadge.org.uk.

7.4 When there is no LOC quality badge the Provider shall fill out a Provider Statement Form.

8 Transport

8.1 Each member of the party will have a seat on transport.

8.2 It is our policy to only use coaches fitted with lap seat belts.

8.3 All participants on a visit must wear a seat belt

8.4 When private cars are used for transport, all insurance details are obtained before the use of the vehicle.

8.5 When a minibus is used for transport, each seat used must have a seat belt.

9 Reviewing Visits

9.1 Reviews shall be undertaken immediately following any visit that involves an accident or critical incident.

9.2 A review shall be undertaken by Governors, the Head Teacher, the EVC and the visit leader.

9.3 A review of all other visits shall be undertaken at the end of each term by the EVC and visit leaders.

9.4 The EVC shall report to the Head Teacher following a termly review.

10 Review

The Governing Body shall review this policy every year.