

# **St. Paul's C of E Primary School**

Documentation Information and Control

## **Educational Visits Policy**

*Current Status:* Approved December 2020

*Review date:* Annually in December

*Persons responsible for review:* The Governing Body in consultation with the Head Teacher

*Reference to other documents:* Child Protection Policy

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 2019

*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 Recognising its historic foundation, St Paul's Church of England Primary School, Newcastle upon Tyne, exists

(1) to glorify Almighty God, and

(2) to serve the community by providing, within the context of biblical belief and practice, an excellent education.

1.2 The Governing Body recognises that all people owe their existence to God and are dependent upon him for their preservation day by day.

1.3 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.

1.4 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.

1.5 The governors and staff of St Paul's Church of England Primary School are committed to provide a broad, balanced curriculum for all pupils. Outdoor learning and educational visits are key features of this provision. We are committed to provide inspirational, real-world educational experiences through visits and to welcome visitors to enrich and enhance the learning experiences of pupils that deepen knowledge and understanding and increase skills and confidence.

1.6 This policy sets out the key procedures that need to be followed when planning and undertaking outdoor learning and educational visits, in order to ensure they are worthwhile learning experiences that are undertaken in a safe and responsible manner.

1.7 This policy complies with Newcastle City Council's Educational Visits Policy and is in line with The Outdoor Education Advisers Panel (OEAP) guidance.

## **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:

- the School policy is up to date and effective;
- training is up to date;
- the 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 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;
- keep appropriate records of visits 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:**

- 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;
- undertake a risk assessment identifying the main risks and identify as part of a thorough planning process how these will be controlled;
- inform parents in advance of the nature of the visit and gain their consent and details of medical requirements; and
- continually assess risks during the visit and encourage young people to take an active role in that process.

**3. Visit Approval Process**

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

**3.2 Category 1**

Category 1 visits are visits of a routine, non-complex, low risk nature, for example visits to theatres and museums. They shall be covered by generic risk assessments for which blanket approval may be given. These visits shall be recorded in the Evolve system.

**3.3 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.

**3.4 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 Emergency Planning and Critical Incidents**

4.1 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.

4.2 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.

4.3 All visit leaders shall carry Emergency Planning / Critical Incident cards with relevant numbers and contact details.

4.4 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.

#### **5 Monitoring**

5.1 The Head Teachers 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.

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

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

5.4 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.

## **6. Assessing venues and providers**

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

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

6.3 Details of a provider's status can be checked on the Quality Badge website: [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk).

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

## **7. Reviewing Visits**

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

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

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

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

## **8. Review**

The Governing Body shall review this policy every year.