

St Osburg's Catholic Primary School



Educational Visits Policy

November 2023

Review by 2026



Introduction

This policy reflects the ethos of our school, our mission statement:

‘We are a community of love, learning and growing in the image of Christ’

Our mission statement reinforces the approach we take to teaching and learning at St Osburg’s. We believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum.

Educational visits support and deepen the daily learning in the classroom. They also provide children with valuable experiences to enhance the curriculum and improve attainment and so form a key part of what makes St Osburg’s a supportive and effective learning environment. The benefits of children taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change and novelty
- Increased critical curiosity and resilience
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Improved achievement and attainment across a range of curricular subjects. Students are active participants, not passive consumers and a wide range of learning styles can flourish.
- Enhanced opportunities for ‘real world’ ‘learning in context’ and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility
- 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.

Application

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

St Osburg’s School adopts Coventry City Council’s ***‘Guidance for Educational Visits and Related Activities with National Guidance*** and EVOLVE. These documents are available via the EVOLVE homepage. EVOLVE is the web-based notification, approval, monitoring and communication system, used by Coventry City Council, to which all staff have access.).

All staff are required to plan and execute visits in line with Coventry City Council’s policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

The rest of this policy explains how visit approval and planning takes place at St Osburg’s.

Types of visit

There are three types of visit, for each of which the approval process is slightly different:

1. Staff using the local area to deliver lessons
2. Other visits within the UK excluding adventurous activities
3. Any visit involving adventure activities and / or involving travel abroad

Roles and responsibilities

Visit leaders are responsible for:

- The planning of visits but should involve both accompanying colleagues and the children in this process.
- Making appropriate checks of any third-party providers.
- Obtaining outline permission for a visit, from the head teacher, before beginning to plan and certainly before making any commitments.
- Completing the Risk Assessment for any visit in good time (timings below)
- The smooth and safe-running of the visit whilst it takes place
- Evaluating the visit on return to school
- Staff must obtain outline permission for a visit from the Head teacher before beginning to plan and making commitments.

The Educational Visits Coordinator (EVC) is Lisa Bardell who will:

- Set up and manage staff accounts on EVOLVE
- Support and challenge colleagues over visits and learning outside the classroom. (LOtC)
- Check final visits plans and Risk Assessments on Evolve before submitting them to the head.
- Plan / deliver inset to support staff to plan, run and evaluate educational visits
- Be the first point of call for advice on visit related matters

The Head teacher - Nicola Rynott and Lisa Bardell (Visit Head approved) have the responsibility for monitoring and final approval of all visits and for submitting overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governors (Critical Friend)

- Have the responsibility to ensure all educational provision at St Osburg's is of a high standard and can challenge and support the impact of educational visits.
- May accompany educational visits to observe the implementation of this policy.
- They have ultimate responsibility for the health and safety of all pupils and staff on any educational visits.
- Through full governor meetings or committee meeting discuss and view risk assessments if requested to challenge and support the safeguarding procedures implemented in the preparation, deliver and evaluation of this visit.

The Local Authority

- Responsible for the final approval, via EVOLVE of all visits that are overseas, residential, and / or involve and adventurous activity.

Staff Competence

We realise that staff competence is the single most important aspect of safe trip management and so we support staff in developing this competence in the following ways:

- A shadowing system, where staff new to visits assist and work alongside experienced trip leaders before taking on a leadership role
- Supervision by Senior staff of some educational visits
- Support for staff to attend training courses relevant to the role of visit leader where necessary

In deciding whether any member of staff is competent to be a visit leader the EVC and Head Teacher will take into account the following factors:

- Level of relevant experience
- Any relevant training undertaken
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the children, the venue and the activities to be undertaken

Visit Planning and approval

The internal school approval process is as follows for each type of visit:

1. Local area visits (within 20 miles of the school)

These will follow the Extending Learning Locality Policy - Operating Procedure and Risk Assessment (appendix 1)

These must follow the SAGED risk assessment and be put onto EVOLVE

2. Visits within the UK excluding adventure activities

These are put on EVOLVE and approved internally by the Head Teacher or EVC. Visits should be submitted to the EVC via EVOLVE at least 7 days in advance.

3. Visits involving adventure activities, overseas or residential

These must be put on EVOLVE and submitted to the EVC at least 35 days in advance. The school is required to submit these for Local Authority Approval 28 days in advance. Visit leaders must check if an activity provider holds either an AALA licence

(http://www.aals.org.uk/aals/provider_search.php) or a LOTC quality badge

(<http://www.lotcqualitybadge.org.uk/search>).

If they don't then they must complete an 8P Provider statement (blank forms available to download from EVOLVE)

4. Visits Abroad

These require detailed planning to commence well in advance and the head must be kept up to date with progress. Checks must be made on any third-party providers and permission from the head teacher to use them be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge (see above) do not require further checks. Those who do not hold this accreditation should complete and return an 8P Provider Statement, which visit leaders should scrutinise. Governors would need to approve such a visit. The head will need to submit final plans to the Local Authority 28 days before the departure date.

SAGED

All risk assessments will be **SAGED** and will take in to account the following variables:

Staffing requirements – Trained? Experienced? Competent? Ratios?

Activity Characteristics – Specialist? Overnight / accommodation issues? 'Down' time? Near water?

Group Characteristics – Prior experience? Ability? Behaviour? Special and medical needs?

Environmental Conditions – Like last time? Impact of weather? Water levels? Other people?

Distance from support mechanisms in place at home base – Transport? Residential?

Risk assessments must be put on EVOLVE and evaluated on return to school.

Checking Providers and Venues

All visits should be thoroughly researched to establish the suitability on the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people and is a vital dimension of risk management.

Wherever reasonably practicable a preliminary visit should be carried out. It is good practice for visit leaders to take full advantage of the nationally accredited, provider assurance schemes that are available. Examples of these are:

- AALA Licencing
- LOfc Quality Badge
- Adventuremark

Where a provider of activities does not hold one of these accreditations, they are required to complete a Provider Questionnaire (8P)

EVC's and Visit Leads must be aware under what circumstances an AALA licence is a legal requirement, and ensure that in this case only licensed providers are used. The AALA licence is an assurance of safety, it does not accredit educational or activity quality.

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 an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability; where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from the local authority. (see Appendix 3,4 &5)

Effective Supervision

The law does not prescribe activity-specific staffing ratios, but it does require that the level of supervision and the group management is 'effective'. Effective supervision is determined by consideration of the following:

- Age (including developmental age) of the group
- Gender issues
- Ability of the group (including learning needs, behavioural, medical and vulnerability characteristics etc)
- Nature and location of the activity (including activity type, duration, skill level involved, time of year and prevailing conditions)
- Staff competence

EYFS provision must ensure the requirements of the Statutory Framework are met regarding a qualified paediatric first aider to accompany any visit and the requirements for staffing qualifications.

The Visit Leaders job list

The visit leader will ensure all the following steps are completed for any type 2 or 3 visit:

- Gain outline approval from the head to begin planning the visit and agree funding mechanism / charging policy.
- Ensure the visit:
 - has clear learning outcomes
 - has activities appropriate to the group
 - is planned to maximise benefits to the children while managing significant risks
 - is appropriately staffed

- complies with the school's safeguarding policy
- Add the date of the visit to the school calendar
- Inform the school office of all the details of the trip to enable them to write a letter to inform parents.
- Involve children in the planning of the visit, and how it will be managed, wherever possible.
- Liaise with the office to confirm bookings and pay deposits
- Ensure the LA procedures are followed and that the visit plan is recorded on EVOLVE.
- Ensure all other staff, accompanying adults and children are:
 - fully briefed about their roles and responsibilities during the visit
 - know what to do in the event of an emergency
 - are given information they need about individual pupil needs.
 - Emergency procedures must include what would happen in the event of illness or injury affecting the party leader.
- Ensure the base contact back at school is fully briefed and has copies of all relevant information.
- Complete the evaluation on EVOLVE detailing, attendance, any issues or potential issues that may have occurred and add any suggestions to improve future visits.

Parental Consent

- The school obtains blanket consent, for all local, non-residential visits and visits that are under 20 miles when the child starts the school.
- For any visits not covered by the extended learning locality, but still within the boundaries, information should be sent home giving the parents notice / information of the visit, but further consent is not required.
- For residential visits, visits extending beyond the school day or visits over 20 miles, a specific EDVIS form will need to be completed by the parents / guardians with this there will be a letter containing information regarding the trip.

Inclusion

At St Osburg's Catholic Primary School, every effort is made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every reasonable effort is made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be involved.

Staff should take all reasonably practicable measures to include all young people. The principles of inclusion are prompted and addressed for all visits and reflected in our policy, thus ensuring an aspiration towards:

- An entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

The Equality Act 2010 states that the responsible body of a school must not discriminate, harass or victimise a pupil (to whom one of the protected characteristics applies, Disability; Gender reassignment; Pregnancy and maternity; Race; Religion or belief; Sex and sexual orientation) in the way that it affords the pupil access to a benefit, facility or service or by not affording the pupil access to a benefit, facility or service. There is a duty of care to make reasonable adjustments.

Charging / funding for trips

- Visit lead to give all the details of the trip to the school office so they can produce a letter to inform parents / gain permission where necessary and detail costings.
- All trips must be paid for using 'The School Gateway' unless the business manager states otherwise or there is a problem with 'The School Gateway.'

- Special consideration for charging of visits may be at the discretion of the Head teacher and in certain circumstances, on a case by case basis.

Transport

Children may go on educational visits using the following modes of transport:

- On foot – with appropriate staff ratios and safety procedures for crossing roads etc
- Coach – using a reputable company with fitted seat belts
- **Use of staff cars to transport pupils** - Staff cars may only be used to transport pupils when the driver has business insurance and a driving license with no more than 3 endorsements (a record of both of these being checked will be kept by the EVC and the School Office). Any use of private vehicles will be subject to a specific risk assessment.

Insurance

St Osburg's Catholic Primary School and Nursery insures visits through Coventry City Council.

Additional Adults

In most cases additional adults will consist of school staff. When this is not feasible parents / volunteers may be asked to accompany the trip. When additional adults are invited to accompany a trip, they must be added to the EVOLVE volunteer list and contact information shared with the visit lead. Any adult accompanying a visit who does not have an up-to-date DBS check must never be left alone with a child or group of children and must always remain in sight of the group leader or other members of school staff.

Lunches

Some visit will require pupils to bring a packed lunch this should be made clear to parents on the information letter. Pupils who are in receipt of Free School Meals can request a packed lunch to be provided by the school's catering service. This request must be made 48 hours before the day of the visit. Pupils who do not receive Free School Meals, but who do have school lunches must provide their own packed lunch. Packed lunches will usually be requested to be in a disposable bag with the child's name on.

Sports Matches

A generic sporting risk assessment of the procedures to ensure safety of participants involved in sports matches / tournaments / competitions. The risk assessment will detail:

- Transport to and from matches
- First aid procedures including inhalers and epi-pens
- Procedures ensuring pupils understand health and safety and behavioural expectations during any visit
- Procedures for ensuring members of the group are accounted for throughout the visit, including trips to the toilet
- Procedures to follow in the case of the group leader becoming indisposed

The generic sporting risk assessment will contain the following:

- A dated register as a record of pupils and staff attending
- An evaluation if any issues occurred (first aid etc)

Swimming Lessons

Swimming lessons will take place in KS2. A risk assessment will be conducted to ensure the procedures are followed. The risk assessment will detail:

- Transport to and from the Swimming Baths
- First aid procedures including inhalers and epi-pens and other specific medications
- Single sex changing rooms and staff supervision
- Procedures to ensure pupils are safe at the poolside
- Health and safety procedure at the swimming Baths and behavioural expectations
- Procedures to follow to ensure the group are accounted for throughout the visit, including trips to the toilet.

Dismissal of pupils from after school clubs

- A register of children attending after school clubs is taken at the start of each session.
- Parents will collect their children at the agreed time on the consent letter following an after-school activity.
- In the event of late collection, staff will have access to the school office to contact parents and a late collection fee will be applied where necessary.

Appendix 1 Extended Learning Locality

Boundaries

This area includes the following frequently used venue and locations

- St Osburg's Church
- Upper Hill Street
- Abbots Lane
- Mill Street
- Middleborough Road
- Coundon Road

We use this area on a daily basis for a variety of learning activities and staff are allowed to operate in this area without completing the visit approval process so long as they follow the agreed standard operating procedure.

Operating Procedure and Risk Assessment

The following are potentially significant hazards within our extended territory:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles rubbish etc)

These are managed by a combination of the following:

- The head, or EVC must give verbal approval before a group leave.
- 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 when their child joins the school.
- There is always a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas' and have practiced appropriate management techniques.
- Children have been trained and practiced standard techniques for road crossings in a group.
- Children are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Children's clothing and footwear is checked for appropriateness before leaving school and staff carry a first aid kit
- Staff have access to a mobile to collect information from school if necessary.
- Staff will deposit in the office a list of all pupils and staff and an estimated time of return. A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

Appendix 2 Emergency procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the trip participants (including staff).
4. Both the visit leader(s) and the base contact know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.
5. The National Guidance role specific emergency action cards are carried by:
 - a. The visit leader
 - b. The first point of contact (eg the office receptionist)
 - c. The designated base contact senior manager
6. This procedure is tested through both desk top exercises and periodic scenario calls from visit leaders

Appendix 3 - Visit Lead Emergency Action Card

This card must be carried by all staff accompanying a visit.

In the event of an incident overwhelming your team's coping mechanism use the following to guide your actions.

1. **REMAIN CALM – Assess the situation**
2. **Safeguard yourself and then any other uninjured members of the group. Make sure all member of the party are:**
 - ✓ *Accounted for*
 - ✓ *Safe*
 - ✓ *Adequately supervised*
 - ✓ *Briefed to ensure that they understand what to do to remain safe*
3. **DELEGATE ASSISTANT LEADERS IF POSSIBLE SO YOU CAN KEEP AN OVERVIEW OF EVENTS AND TO ALLOW 'CONCURRENT' ACTIVITY**
4. **Call emergency Services (999 or 112) as appropriate.**
5. **Attend to any casualties**

Once the immediate emergency is contained:

- Inform the school / establishment emergency contact or, if unavailable, the Local Authority with the following information:

This is (your name) from (establishment). This is an emergency and my phone number is (give number). I am requesting help from the establishment / LA. We are a party of (numbers) at (place). Then give brief details of the emergency plus any action you have taken and what you need the establishment / LA to do.

- Liaise with and take advice from emergency services if they have attended the scene.
- Consider the physical needs of the group such as removing them from the scene, providing emotional support (they can offer to do this for each other), giving them useful things to do.
- Control communications – prevent group members using telephones / mobiles or going online until approval is given.
- Keep a written log of all actions taken, conversations held and timescale.
- Refer all press, media, parental or other enquiries to the Local Authority press office.
- Inform the British Consulate / Embassy if abroad.

Emergency Numbers

Name	Telephone	Mobile
My telephone number		
School / Establishment – St Osburg's Primary School	02476 227165	
Nominated base contact		
Head / Manager		
Local Authority (Office Hours)	07943520592 07943520599	
LA Comms Centre (out of hours) CSW Resilience Team 24 hr Emergency contact	02476832673 Ask for the Duty Emergency Planning Officer	
Local accommodation / hotel (if residential)		
Travel Company (if appropriate)		
British Embassy / Consulate (if abroad)		

Appendix 4 – Initial Contact Emergency Action Card

This card must be available to any member of staff likely to take incoming phone calls.

In the event of receiving an emergency call from a group on a visit follow the actions below:

1. Take down the following information:
 - **Who is calling?**
 - **What is their role in the group? (e.g. visit leader, member of staff etc)**
 - **What number can they be called back on?**
 - **What establishment are they from?**
 - **What has happened? What is the nature of the emergency?**
 - **What is their current location?**
 - **What is the number and status of any casualties?**
 - **What is the total number of people in the party?**
 - **Are they staying where they are or moving? If moving where to?**
 - **What help do they require?**

2. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).
3. Note the time of the call.
4. Contact staff in the following priority order and give them the information you have noted.
5. Keep all notes you have made.

Emergency Numbers

Name	Telephone	Moblle
Head Teacher		
Senior Leaders		
Local Authority (office hours)	07943520592 07943520599	
LA Comms Centre (out of normal hours) CSW Resilience Team 24 hr emergency contact	02476832673 Ask for the Duty Emergency Planning Officer	

Appendix 5 – Senior Leader Emergency Action Card

In the event of being alerted to an emergency on a trip or visit use the following guide to your actions:

1. **STAY CALM – consider the actions you need to take and the people you need to contact to help you. Decide what immediate help you need and contact these people.**
2. **TAKE CHARGE of the incident until relieved by a more senior colleague**
3. **Contact the group in difficulty to reassure them, get up to date information and keep them informed of your actions.**

DELIGATE TASKS AS AND WHEN POSSIBLE / APPROPRIATE TO ALLOW YOU TO MANAGE THE SITUATION AND ALLOW FOR 'CONCURRENT' ACTIVITY

IT IS ESSENTIAL THAT ONE PERSON IS CLEARLY DESIGNIATED AS CONTROLLER OF THE INCIDENT RESPONSE AND THAT IS CLEAR TO ALL WHO THIS IS.

Some or all of the following will need to be considered:

- Inform your own senior managers – establish a Critical Incident Management Team (CIMT) and Incident Controller
Possible required roles (combine if insufficient staff)
 - Overall Controller
 - Coordinator / contact with group (consider keeping the same person to always speak to the group leader)
 - Communications (could be a number of people dealing with different aspects)
 - Logistics – arranging transportation, accommodation etc for group and any travelling team
 - Resources – e.g. office space, reception for any visitors (parents , media etc), refreshments / food
 - Record / log keeper
- Inform the LA and, if media interest is possible the LA communications team. The LA will implement an emergency plan to give support to you, the party, and the parents.
- Keep a log of all actions, communications and decisions including people involved and times
- Arrange alternate and additional phone lines so that incoming calls do not swamp communications. Consider other means of communication such as internet, email and text
- Liaise with the LA over provision of links with emergency services, media, tour operators, insurance companies etc – as appropriate
- Carry out the actions required by the visit leader
- Inform governors
- Is a 'travelling team' needed to provide support at the scene / in country?
- Arrange for the return or onward travel of the party or arrange transport for parents to the scene / hospital
- Control communications and flow of the affected group, parents, other establishment staff (beware of other establishment staff inadvertently starting rumours circulating)
- Control information to the media – use the expertise of the LA communications team and direct all media enquiries to them
- Make arrangements for any visitors to the establishment seeking information
- Arrangements for meeting the group back in Coventry and returning children to parents
- Consider the possible need for future emotional support and care for anyone involved (don't forget other staff, young people and the incident response team as well as those directly involved)

Emergency Numbers

Name	Telephone	Mobile
Leaders Telephone number		
School / Establishment – St Osburg's Primary School	02476 227165	
Head teacher		
Senior Leaders		
Chair of Governors Vice Chair of Governors		
Local Authority (Office Hours)	07943520592 07943520599	
LA Comms Centre (out of hours) CSW Resilience Team 24 hr Emergency Contact	02476832673 Ask for the Duty Emergency Planning Officer	
Local accommodation / hotel (if residential)		
Travel Company (if appropriate)		
British Embassy / Consulate (if abroad)		