

Our Lady's Catholic High School

Educational Visits & Trips Policy

'Our Lady's is first and foremost a Catholic school. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognise the unique value of each individual. Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community'.

(from OLCHS Mission Statement)

Reviewed – Spring Term 2018

Review Date – Spring Term 2020

EDUCATIONAL VISITS AND TRIPS POLICY

RATIONALE

Visits and trips are valued as part of students' educational experiences, providing opportunities to develop skills not available in the classroom, enriching their curriculum and enhancing their knowledge of the world.

All visits are ultimately the responsibility of the Headteacher, whose consent is always required (delegated to Educational Visits Coordinator - EVC).

PURPOSES

- To enable students to apply a different range of skills than those used in the classroom.
- To enable, support and complement the work of the School's curriculum
- To enable pupils to develop spiritually
- To allow students to be involved in experiential (first hand) and memorable learning
- To allow students to be involved in assessing and managing risks (safety education)
- To allow students to associate the work of the School and teachers directly with the world outside the School
- To enable students to develop latent talents, abilities and interests, which can be motivational and have lifelong relevance

A 'Visit' in this policy, is defined as any off-site experience with students [accompanied or unsupervised] either during or outside school time, organised under the school's auspices.

CHILD PROTECTION ON EDUCATIONAL VISITS

All Party Leaders must be confident in implementing the School's Child Protection Policy and ensure that they take with them any necessary forms to manage any disclosures made during the visit. It may be necessary to gain the written consent of a Social Worker for some students (children looked after – CLA).

It is the responsibility of all members of staff participating in a visit to ensure that appropriate work is set for their classes during their absence and that the necessary resources are readily available.

GUIDELINES

The Party Leader is responsible for ensuring that this 'duty of care' is performed properly throughout the visit.

VISITS ARE CATEGORISED AS TYPE A & TYPE B

Type A visits

- Initial approval is sought to check against the School diary and purpose of the trip/visit etc.
- A Form 1a (approval and planning) is then submitted along with Form 5 (risk assessment)
- Parental approval is sought either via a generic letter template (Form 3a) or a tailored letter from the visit leader.
- Emergency procedures and base contact are established.
- Lists of all those participating and details are logged on the day and the final approval from the EVC

Type B Visits (all Foreign trips, residential, on or near water, outdoor and adventurous and those with higher element of risk such as ice skating)

- Initial approval is sought to check against the School diary and purpose of the trip/visit etc.
- Approval is sought from the Headteacher
- A form 1b (approval and planning) is submitted along with Form 5 (risk assessment) to the EVC for approval (at least 6 weeks before if outside of the UK)
- Parental approval is sought along with medical information (Form 3b)
- Additional briefings and information is provided to Parents, depending on the nature, circumstances and particulars of the trip, visit or activity.
- The EVC will only proceed once Final Approval has been granted by the Headteacher/EVC

PREPARATION & APPROVAL

1. The Party leader/EVC is responsible for the health and safety of all those taking part in an educational visit or trip.
2. Approval for all trips must be sought from the Headteacher or EVC initially and the appropriate approval form completed.
3. Governing Board approval must be sought for trips on or near water; trips abroad; residential trips; outdoor adventurous trips (Type B). The EVC will seek approval via the Governors' PP&C Committee. The paperwork should be submitted at least 4 weeks before the event. The paperwork to be submitted

is found in the educational Visits folder on the m: drive and includes a risk assessment that should also be submitted.

4. All personnel accompanying the trip should be police cleared (CRB clearance) where 'significant access to the pupil(s)' is likely.
5. Parental consent must be obtained in writing for their children to participate in trips and visits out of the School and they should be given careful instructions as to what their children will require, for example in terms of clothing, footwear, food, money etc. Parents must be asked to give details of any special medical, dietary or any other conditions or needs for their child, depending on the nature of the trip (see parental consent form 3).
6. It should be made clear that all children's medication must be handed to the visit leader together with parents' written authorisation to administer it. The correct dosage must be clearly marked.
7. It is important to have a high enough ratio of adult supervisors to students for any visit. The factors to take into consideration include:
 - Sex, age and ability of group
 - Students with special educational or medical needs
 - Nature of activities
 - Experience of adults in off-site supervision
 - Duration and nature of journey
 - Type of any accommodation
 - Competence of staff, both general and on specific activities
 - Requirements of the organisation/location to be visited
 - Competence and behaviour of students
 - First aid cover

A general guide for visits to local historical sites and museums or for local walks would be 1 adult for every 15 – 20 students in School year 7 onwards.

Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. A Form 5 (Risk Assessment) is required for all Educational Visits.

8. Party leaders must explain clearly to all adult supervisors what their particular responsibilities are, preferably in writing, and always in advance.
9. The Headteacher must be satisfied that any accompanying adults who are not teachers are fully suitable and prepared and able to undertake supervisory responsibilities. Adults who are not prepared and able to undertake supervisory responsibilities must not form part of School trips. It is desirable that all accompanying teachers should be employed at the School or schools if a joint trip is arranged.
10. The general level of direct supervision throughout the trip including evenings must be appropriate to the particular circumstances. There must always be at least two responsible adults on duty and children must know who to contact at all times.
11. When overnight stays are to be included, steps must be taken to ensure that the premises have adequate Fire Safety precautions. Party leaders must ensure that students understand emergency procedures and how they should vacate premises quickly and safely.

12. Each accompanying adult must read the Risk assessment and carry the LEA form 10/Z. The party leader must have several copies of registers of names. Regular checks on names and numbers must be carried out. This list should also be left with the School office and/or base contact along with copies of forms 3a/3b.
13. Students should carry means of identification at all times and should be 'buddied' to other students.
14. Students should be encouraged to choose partners or a 'buddy' in groups of two or three so that partners can report if one is missing or in difficulty.

DURING THE VISIT:

All the adults on a visit have a statutory duty of care towards the students. Teachers act 'in loco parentis'.

'Authorised staff' are, in addition to teachers, Teaching Assistants, mentors or counsellors, all of whom must be CRB checked. Teaching Assistants, other paid staff and voluntary helpers 'may accompany visits' but 'must work under direction and be fully briefed with a clear role'. In all cases Staff and other adults 'must take such care of their students as a prudent parent would'.

THE PARTY LEADER MUST:

- Contact the EVC on arrival and return
- Monitor presence, safety, health and welfare of all participants (including adults).
- Ensure an ongoing review of the Risk Assessment to respond to any unexpected changes in local conditions during the visit.
- Respond appropriately to any changes in students' behaviour, medical or SEN during the visit.
- Inform the EVC of any changes in return time.
- Ensure that an accident form is completed if necessary.
- Ensure that emergency procedures are followed if necessary.
- Ensure that the School Child Protection procedures are followed.

SUPERVISION:

If students are to be allowed to walk around an attraction unsupervised, they must:

- be given a meeting time and shown the meeting place
- stay in a group of at least 3 students
- be reminded of the need to be considerate of others who are also there to learn and enjoy themselves

- have the limits of their freedom explained clearly to them, especially if there are no man made or natural boundaries to contain them.

The Party Leader should be an experienced member of staff with previous experience of accompanying visits.

CONSUMPTION OF ALCOHOL ON RESIDENTIAL TRIPS:

15. On residential trips alcohol may be consumed by staff but must only be consumed by staff during designated 'free time'. 'Free time' must never be when responsible for directly supervising pupils or in the sight of pupils.
16. **At all times**, at least 2 staff will be designated as 'on duty' and so not consuming alcohol. This will allow them to make professional decisions or take professional actions without the danger of impairment. It must be clear on the risk assessment what the arrangements are for the consumption of alcohol.

EXPERTISE IN ACTIVITIES:

17. Accompanying adults must have reasonable knowledge, experience and skills in activities to be undertaken. Where a centre based instructor(s) are used the centre must be from the LCC approved list. Where they do not have CRB clearance the visit leader must assess carefully the nature of the activity and consider any unsupervised activity that could prevent it from taking place. Where supervision can be offered by School staff this may allow the activity to take place and control measures should be identified on the risk assessment, form 5
18. Leaders must be satisfied that students are medically fit to undertake any activities and obtain a declaration to this effect from parents, depending on the purpose and nature of the visit or trip.

KNOWLEDGE OF THE AREA AND CONDITIONS:

19. Leaders must ensure they are familiar with the nature of the conditions likely to be encountered. If this requires a prior visit by a teacher the cost of travel and subsistence will be met by inclusion in the total cost of the trip charged to parents. Where a prior visit is to take place in term time, the request for leave of absence must be made in the usual way.
20. Prior information must be obtained about local hazards and safety requirements that are likely to be encountered. Contact should be made in advance with local agencies, wardens etc. in order to ascertain local conditions.

Under no circumstances should any member of the party speak directly to the media.

21. Informed and responsible local advice must always be heeded and acted upon accordingly.
22. Students must be suitably clothed and equipped for particular activities and the conditions likely to be encountered.

EMERGENCY ARRANGEMENTS:

23. All accompanying adults must carry a means of contact (mobile phone, whistle if in remote setting etc.) and a code of signals must be devised and understood by students and adults for use in outdoor pursuits. The party leader must ensure that accompanying adults are familiar with local emergency procedures, agencies to contact and telephone numbers of services. The party leader should carry a first aid kit and all staff must carry form 10/z.
24. The party leader must ensure that students are warned carefully about local conditions, what to do if an emergency arises, if they get lost, or are in any difficulty.
25. The party leader must ensure that parents can be contacted readily in cases of emergency. A point of contact at the School to pass information between the party and parents will need to be established. Mobile phones should be used and numbers logged. During School hours this will be the office staff. Outside School hours, party leaders should seek advice from the EVC/Headteacher

If there is an emergency during the visit:

THE PARTY LEADER:

- will contact the local emergency services
- will contact the School EVC
- will confiscate all mobile phones – neither staff nor students should phone home
- will ensure the safety and welfare of all others [both students and staff] on the visit

THE EVC:

- will contact the Headteacher or her or his representative
- will initiate the Critical Incident Policy
- will set up a team to open the School, of at least 3 people
- will contact a caretaker to open the School
- will arrange for all parents to be contacted

THE HEADTEACHER [OR HIS REPRESENTATIVE]:

- will come into the School
- will make a decision about invoking the Serious Incident Policy
- will manage the team and deal with issues as they arise

All forms are available electronically in the education visits folder on drive m: