

St. Benedict's Catholic School

Educational Visits Policy

1. Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes St. Benedict's Catholic School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

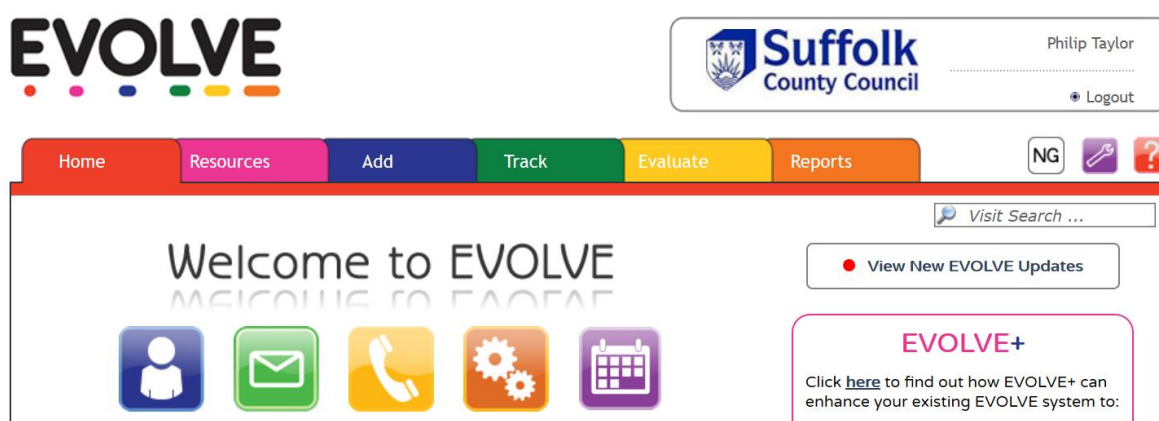
- Extend, enlighten and enrich the curriculum and the student's learning experience.
- Stimulate enquiry
- Bring breadth to learning experience
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Possibilities for genuine team working including enhanced communication skills.
- Improvements in their ability to cope with change.
- 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).
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- 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.

2. Application

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. Benedict's Catholic School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE)
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses **EVOLVE**, the web-based planning, notification, approval, monitoring and communication system for off-site activities.



All staff are required to plan and execute visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

3. Types of visit

There are three types of visit based on distance and complexity:

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. Visit that are either overseas, residential, and/or involve an adventurous activity.

1. Non complex "Local Learning Area" Activities.

An educational enrichment opportunity that takes place out of the school grounds. For example a Geography survey of Bury Market.

Where activities are planned, a local area visit form must be completed on EVOLVE to ensure that it is recorded. Local area visits do not require permission from the Headteacher but must

be discussed with line manager and outage request form via Microsoft form (appendix 1) submitted to SLT for approval.

To qualify for a local learning area visit, the following guidelines should be true.

- The visit will take place during the school day and students return in time to take their usual method of transport home.
- If walking is within 1 our walking distance from the school site.
- The activity is not outside of the student's everyday experiences.

4. Roles and responsibilities

The Head Teacher has responsibility for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. Individual governors may request 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

The Educational Visits Coordinator (EVC) Mr P Taylor

- The primary functions of the above-named person are to co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.
- This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
- In particular, the above-named person has responsibility for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved, follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.
- In addition, the above-named person is responsible for ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.
- The above person can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

Visit Leader 1.

Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. The EVC is available to liaise with and support the planning of visits. Their responsibilities include:

- Once approval has been given, the visit leader must arrange cover (Defew) and Timetable Changes (Tatum) where appropriate,
- Email Stephanie Buchan and John D'Melio to log onto school and staff Calendar.

- Where so instructed and delegated by the responsible person named in this policy, to plan the proposed visit taking into account the health and safety risks that may arise before, during and after the visit.
- To appoint, where considered appropriate, any competent deputy or deputies in support of any visit.
- Ensure relevant information is obtained on any proposed visit, Inc. program, ongoing profile of student needs, and the venue to enable an appropriate risk assessment to be carried out. (Staff cannot be responsible and not liable for a known historical medical condition if information is withheld from the trip leader prior to the visit.)
- To ensure that the needs of all those included on the visit are assessed and provided for.
- To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aid provision is sufficient and any other specifically trained and/or experienced personnel.
- Trip organisers using an outside organiser or tour operator must check that they have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards.
- Ensuring that all equipment and materials required for the visit are adequate and arrangements are made to store them safely and correctly.
- To ensure parents are provided with all the necessary information about the educational visit, any equipment etc. they need to provide and the standards of conduct expected of their child(ren).
- To ensure that all relevant information required sections are complete and complete on Evolve in good time.
- To brief all group members, including students and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
- To brief all staff involved on the trip of expectations and procedures, discussing STAGED approach risk assessment as best practice.
- To finalise all details and arrangements with the responsible person named in this policy.
- To explain school's expectations on outcomes and behaviour and any other relevant rules related to that activity.
- To ensure that staff have capacity to lead at all times.
- To make decisions during the trip where they arise.
- To complete an Evaluation of the Trip Via Evolve to highlight whether the trips outcomes met the aims.
- Record of any incidents, accidents and near misses.

Staff involved with educational visits

- Support the Trip Leader in all requirements and follow instructions.
- Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility. Be aware of the risks and controls.
- Assist in general control and discipline requirements.
- Inform the Trip Leader of any concerns, observed or otherwise.
- Do not to force students to partake in any activities during the visit that they may not wish to do.
- To be professional throughout the trip and be role models within the ethos of the school to students at all times.

Parents/Carers

- Must provide emergency contact details prior to the educational visit.
- Sign and return a consent form whether this is electronic or hard copy
- Provide any relevant information known to them regarding the (current) health of their child and if necessary, complete an Individual Healthcare Plan (IHP) and/or Administration of Medicine Form. (Staff cannot be responsible for any history that is not disclosed)
- To disclose any specific details of concerns for their child that may be appropriate to the nature of the visit and any activities planned.
- Update staff if medical conditions/needs change.

Students

- Must follow the dress code of the trip and behave sensibly and strive to meet the expectations placed upon them.
- Must follow the instructions given to them by any accompanying adults.
- Must not take any unnecessary risks or place their fellow students at unnecessary risk.
- Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities.

5. Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- New or inexperienced staff will be required to attend Trip Leader training/arrange formal induction with the EVC before they can lead a visit.
- An apprenticeship/Support system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

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

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgments, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

6. Procedures for Approval of trip

The approval process is as follows for each type of visit and the trip leader should consult with the EVC for any additional support in planning.

The school reserves the right to cancel visits in the event of a serious concern raised or inadequate being available.

Local learning or day visits within the UK that are more complex and needs additional planning.

1. Meet with line manager to discuss the trip and details including trips objectives and outcomes and check with school calendar for any potential clashes.
2. Outage requests (Appendix 1) should be completed and submitted via Microsoft form to the EVC for discussion at Senior Leader team (SLT) meeting for a decision. This should be a minimum of two weeks before the visit departure date.
3. A decision should be returned to the trip leader within 5 working days after the next SLT meeting where the trip will be discussed.
4. The outage request should include approximate full cost of the visit, including options to ensure the best provision has been researched to ensure parents/carers costs are taken into consideration.
5. Inclusivity of students (Equality Act 2010).
6. If a visit/trip is part of an exam course or planned curriculum, all students must be allowed to participate.
7. The curriculum impact to students and cover requirements for attending staff.

Approved outage request for Educational Visit/Event Co Ordinator actions once approval granted.

1. Email Mr D'Melio and Ms S Buchan the dates of the trip!
2. Book Cover with Mrs Defew including room changes where required.
3. Ensure all trip staff team know what cover they need to prepare and ensure this is with cover 24 hours before the trip.
4. **Start the completion of Evolve form and finish by:**
 - **Local learning visits completed 48 hours prior to the trip.**
 - **For day trips that require extra risk assessment or planning 1 week**
 - **Residential in Uk or adventurous activities 6 weeks prior to trip**
 - **For residentials abroad 7 weeks prior to the departure date**
5. The final approval for trips overseas, residential and/or involving adventurous activity will come from the LA.
6. Communications to parents should be checked with line manager for proof reading and then sent to S.Buchan (please state whether the letter needs to be on parent pay). S Buchan will forward any emails to N.Ellis to publish on parent pay.
7. The visit co Ordinator is responsible for costings of the trip.
8. Consult with N.Ellis regarding any passports or identification is required prior to the trip.
9. Arrange a team meeting to discuss the trip and risk assess any potential issues.

10. Ensure all the staff team know their responsibilities.
11. Ensure that student list is given to the attendance officer on the date of departure.
12. Ensure you understand all the medical/SEND/Behaviour needs to the group and discuss with Trip team any strategies.
13. Ensure good communication with parents/carers and respond to any concerns or queries.
14. Seek support from the EVC when needed.
15. Trips/Visits can only take place upon receipt of final approval from the EVC.

Trips that are Overseas, Residential and/or involving Adventurous Activity

1. Adventure activities including caving, climbing, trekking, and water sports should be identified and risk assessed as part of the visit beforehand. Staff managing or leading visits must not decide to add such activities during the trip. Organisations need a licence to provide some adventure activities. Organisations who hold the LOtC Quality Badge should hold a licence for the activity they provide. When organising water sports, trip organisers must consider the need for instructors and lifeguards.
2. Trips that are overseas, residential and/or involving adventurous activity should follow all steps involved in preparing for day visits within the UK that do not involve an adventurous activity first.
3. Upon receipt of the approval from the EVC, the Head Teacher must also approve the trip. Please allow a further 5 working days for this to be completed.
4. The final approval for trips overseas, residential and/or involving adventurous activity will come from the LA.
5. Please complete all Evolve planning documentation 6 weeks prior to departure.

7. 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 3). All staff on visits must be familiar with the emergency procedure.

When an incident overwhelms the establishment's emergency response capability, or 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

8. Educational Visits Checklist

St. Benedict's Catholic School Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the Outdoor Education Advisers' Panel National Guidance generic checklist. A visit should only go ahead if the answer to all relevant questions in the 'in-advance of visit' section, is 'YES'. St. Benedict's Catholic School Educational Visits Checklist may be downloaded from EVOLVE Resources.

The checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process; however, alternative approaches to considering the relevant issues are equally as valid.

9. Parental Consent

Consent is not required for children to participate in off-site activities (such as local studies and visits to a museum or library) that take place during the establishment's normal hours and which are a part of its secular curriculum (Education Act 2002 section 29).

However, when a student begins enrolment to St-Benedict's parents will be issued a consent form (Appendix 4) for visits/trips that take place during the school day as a local learning trip which is endorsed by the Department for Education (DfE). This consent will last the duration of education for the student at St Benedict's.

Trips leaders must ensure to effectively communicate the details of the trip/visit to parents in appropriate timescale.

For trips and events other than extra curricular clubs (outlined no.5) that are outside normal school hours, specific trip/ visits will seek consent from parents' carers.

10. EXTRA CURRICULAR CLUBS

Where extra-curricular activities regularly take place off-site, e.g. sports fixtures, debating teams parent will be asked for permission alongside local learning visits consent form. This will include the following:

- Consent to participate
- Appropriate medical information
- Emergency contact details

A single member of staff may supervise a sports team or extra curricular club. Adults other than teachers (AOTTs) may act as additional supervisors. However, a DBS check must be completed if staff anticipate that supervisors will be left alone with students or will be supporting events on a regular basis. If the AOTT is a volunteer, the Faculty must ensure a Volunteer Risk Assessment Form is completed and submitted to the Personnel Department at least 2 weeks prior to the event The Personnel Department will decide whether or not a full DBS is required. For all volunteers a List 99 check is mandatory.

The Trip Leader for each fixture, competition must:

- Provide clear communication of the planned competition and collection times with parents (obtain email confirmation by parent/carer for students in years 7&8)
- Complete local learning visits form on evolve!
- Take a mobile phone
- Have access to medical information
- access to emergency contact details for each student
- a First Aid Kit

11. Inclusion

All visits must comply with the Equality Act 2010. The key principles for planning should be:

- Entitlement – the right to participate
- Accessibility – direct or by realistic adaptation or modification
- Integration – participation with peers
- Integrity – the learning outcomes identified at the start of the planning process are not compromised or lost in the process of adapting the visit

12. Ratios and Effective Supervision

Establishments must ensure that the staffing of visits enables leaders to supervise young people effectively. Decisions about the staffing and supervision should take account of:

- The nature and duration of the visit and the planned activities;
- The location and environment in which the activity is to take place;
- The nature of the group, including the number of young people and their age, level of development, sex, ability and needs (behavioural, medical, emotional and educational);
- Staff competence.
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

When planning a repeat visit or a series of activities, it is important to review the previous plan (no matter how well it worked in the past) to ensure that it meets current group needs and any other changes (e.g., time of year). Staffing ratios are a risk management issue and should be determined through the process of risk assessment.

There is no absolute requirement for children to be accompanied by staff of the same sex, even on residentials, but if this is not to be the case then there should be a sound plan to manage the potential issues involved, including the needs for privacy, safeguarding and pastoral support. See OEAP National Guidance document 6q “FAQ – Staff Supervising Mixed-Sex Groups”.

13. Charging/ funding for visits

Refer to school’s Charging and Remission Policy.

14. Transport

The school follows the National Guidance on Transport and refers to the LA’s guidance document for the use of staff cars to transport pupils.

The school operates two minibuses which are driven by those staff who have been trained to do so, and who are responsible for carrying out pre-use checks on the vehicle prior to it being driven, to ensure that it is in a safe condition to carry passengers.

Staff must book the mini bus via N.Ellis to ensure there are no clashes with other department or school activities.

15. Insurance

We are covered by the Department for Education's Risk Protection Arrangement (RPA). This is not an insurance policy but is a mechanism through which the cost of risks that materialise are covered by government funds.

16. Dismissal of pupils after evening activities

Trip leaders should make clear to parents the expected time of arrival back following a trip or visit. It is the responsibility of parents to pick their son/daughter up following a trip in a timely fashion or authorize an alternative way of the student returning home. Trip leaders should remain with all students following a trip, until they have been picked up in an authorized way. If a student has not been dismissed in a timely fashion the trip leader should make contact with the parent/guardian. If this is not possible the emergency procedures should be followed.

17. Monitoring and reviewing

Monitoring is a legal requirement. It is important to monitor all aspects of the process so as to:

- Enable the school to celebrate success and share good practice
- Help to identify areas to improve and CPD requirements
- Help to ensure high quality learning experiences
- Help to keep young people safe

Monitoring may take place:

- Observations by the EVC or Head Teacher
- Peer monitoring
- Feedback from students
- Feedback from parents

What will be monitored?

- The planning and approval process
- The quality of visit plans
- Reports, reviews and evaluations of visits
- Sample monitoring of visit leaders in action whilst leading a visit. Practical observation leading to documented constructive feedback and future training as necessary.

Trip leaders should fill in a review of each trip on Evolve.



Educational Visits Policy

Owned by: Mr P Taylor (Assistant Headteacher)

Reviewed: October 2023

Date for Review: October 2026

Appendix 1 Outage Request: Trip Planning

St Benedict's Catholic School Initial School Trip/Event SLT Approval Form

- Please use this form to seek initial approval for any trip or event that results in loss of curriculum time.
- This must be done at least one month before the event.
- In the first instance the form should be submitted by the trip leader to their Head of Department or Head of Year for a pastoral event.
- Form should then be submitted to SLT EVC by the Head of Department or Head of Year.
- Trip planning and EVOLVE should only commence once SLT approval has been given.

Trip Name:	
Date (s) of trip:	<p>This would be changed to Microsoft form template.</p>
Calendar Check	
Year group (s)	
Approximate number of students:	
Number of lessons students missed:	
Number of lessons missed:	
Curriculum or pastoral justification for trip/event: (Please explain carefully the reasons for the trip and why the loss of curriculum time is justified.)	
<p><u>Curriculum:</u></p>	
Number	
<p><u>Breakdown of costs per students</u></p>	

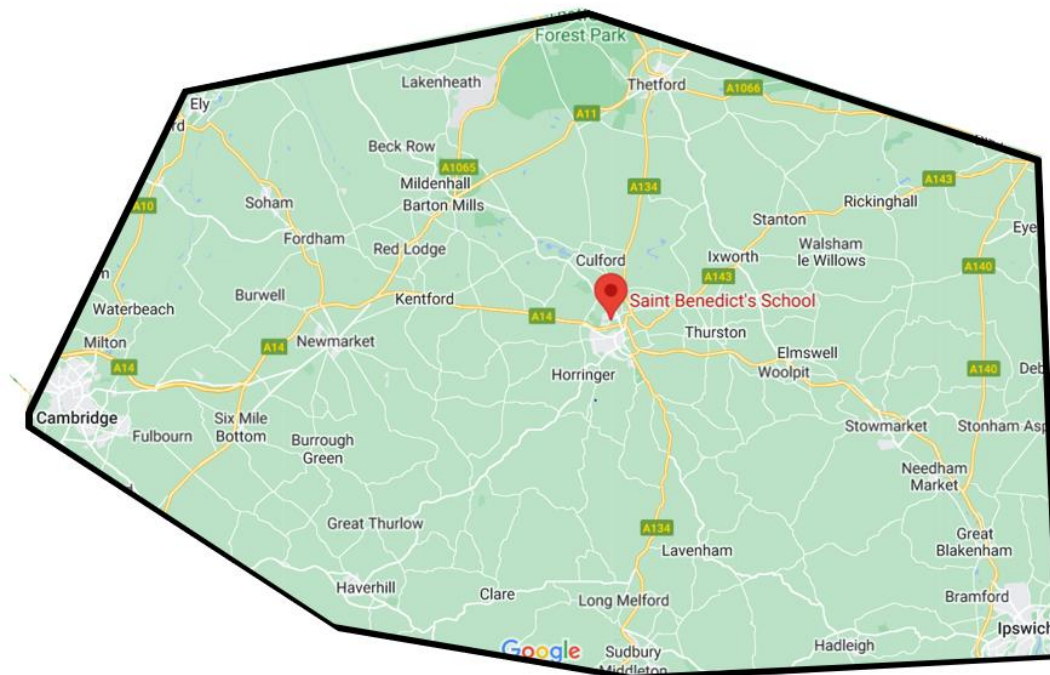
Trip leader	
No: of other staff	
Amount of cover Required in lessons:	
Authorised by: (Head of Department or Year)	
SLT approval given on:	
Number of Staff Off Site:	

Appendix 2 Local learning Visits Area

Fig. 1 represent that local area for transported local area visits within 45 minutes travel time. Any trip/visit will need to depart with an additional 30-minutes travel time in case of traffic to ensure the party return before the end of the school day.

For trips/visits where students walk locally this should be within 1 hour walking distance of school site.

Fig. 1



Appendix 3 – 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 at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. School provision of pre-planned 'Travelling Team' (if support is needed at the scene, or other location).
6. The visit leader/s and the base contact/s 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.
7. For visits that take place outside the 'extended learning locality', the visit leader will carry either:
 - An LA Emergency 'Card' (see EVOLVE Resources), or
 - An OEAP National Guidance Emergency action card (Available via www.oeap.info)
8. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.
9. The visit leader will carry an LA Emergency 'Card' (see EVOLVE Resources).

Appendix 4 parental consent for local learning trips and extra curricular competitions.



Consent form for school trips and other off-site activities

Dear parents/carers

This consent form is for the duration of your child time at St Benedict's from Year 7 to Year 13. Consent is not required for children to participate in off-site activities for local learning (such as local studies and visits to a museum or library) that take place during the establishment's normal hours and which are a part of its secular curriculum (Education Act 2002 section 29).

Please sign and date the form below if you are happy for your child

- a) To take part in school trips and other activities that take place off school premises.
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
- All local learning visits as outlined in the school educational visits policy during the school day.
- Off-site extra curricular clubs during and after the school day. Activities such as (but not exclusively) School sports, debating, art etc.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Educational Trip Leaders may wish to confirm your emergency contacts and medical information where appropriate.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *NAME* suffers from and any medication my child should take during off-site visits:

.....
.....
.....

Emergency Contact information

1st Contact Name
1st Contact Number

2nd Contact Name
2nd Contact Number

Signed.....

Date.....

If any details change regarding medical or emergency contact information change please inform the office by email. office@st-benedicts.suffolk.sch.uk