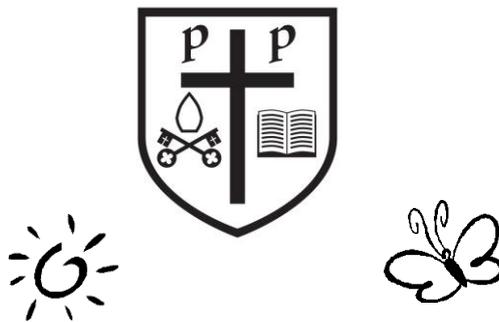


SS PETER & PAUL CATHOLIC PRIMARY SCHOOL
(Little Learners and Kids' Club)

Educational Visits Policy



Mission Statement

With Jesus as our guide, we learn, pray and live together, in a safe and happy way.

EDUCATIONAL VISITS POLICY

1. Provision of Employer Guidance

The school adopts the 'Outdoor Education Advisers' Panel 'National Guidance' (NG) as its guidance for the management of off-site visits and learning outside of the classroom (LOtC). This guidance can be found on the following web site:

<http://oeapng.info/>

It is a legal expectation that employees **must** work within the requirements of their employer's guidance; SS Peter and Paul School follows Staffordshire's guidance, systems and processes for supporting and monitoring LOtC .

1. Procedures

- 1.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the headteacher or educational visits co-ordinator (EVC) for permission to plan the visit. Once granted the school uses an online system (EVOLVE) for notification and approval. This should be authorised a minimum of 7 days before the visit.
- 1.2 A key feature of this system is that visits and LOtC activities requiring approval are automatically brought to the attention of the Local Authority (LA). Those visits and activities not requiring approval may be viewed, sampled or monitored using the database and diary facilities of the system. Visit forms submitted **three working weeks** before a visit is set to take place, and **before anyone is financially committed**. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.
- 1.3 Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day. Parents are asked to complete a one off consent form for all off site visits during school hours. If parents wish to withdraw this consent, they must do so in writing.
- 1.4 Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the headteacher or EVC.

- 1.5 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

Note: Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action.

2. Local Responsibilities

- 2.1 The headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

- 2.2 The Educational Visit Co-ordinator is Claire Faulkner who has received relevant training and induction and is delegated with the following indicated tasks:

To grant verbal piece permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.

To inform office and initiate online authorization, ensuring office has all necessary information.

3. Emergency Procedures

- 3.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency. The risk assessments will be attached to online authorisation system.

- 3.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the headteacher or designated deputy so that they can decide: -

A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.

However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the headteacher, deputy or the home contact will follow the NG Guidance document [Critical Incident Management](#)

The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication.

These numbers should be carried by leaders at all times during an off-site activity.

Under no circumstances should these numbers be given to young people or to their parents or guardians.

3.3 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

4 Charges for Off-Site Activities and Visits

The School takes account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996. (For further information please refer to NG document [Charges for Off-Site Activity](#) and school's Charging Policy)

5 Vetting and DBS checks

Any volunteers who are accompanying children as part of an educational visit, **must** be DBS checked. It is the teachers' responsibility to ensure that the office is notified of any such person at least two weeks prior to the visit to ensure the necessary checks can be made.

Staff who work *frequently* or *intensively* with, or have *regular access* to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

For the purposes of this guidance:

- *Frequently* is defined as once a week or more
- *Intensively* is defined as four days or more or overnight

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common-sense risk-benefit assessment process has been considered.

For further information please refer to NG document [Vetting and DBS Checks](#) and 'Staffordshire's' [Criminal Records Bureau Policy](#)

6. Requirements to Ensure Effective Supervision

In general terms, the law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is 'effective'.

Effective supervision should be determined by a proper consideration of:

- Age (including the developmental age) of the group; (see appendix 1)
- Gender issues;
- Ability of the group (including special learning needs, behavioral, medical and vulnerability characteristics etc);
- Nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions)
- Staff competence

As an exception to the above Ofsted and DfE guidance prescribe ratios for Early Years.

For further information please refer to NG documents:

[Ratios and Effective Supervision](#)

[Group Management and Supervision](#)

7 The Governing Body

7.1 The governing body wishes to be informed about the following categories of visit prior to them taking place (if any): -

residential visits

.....

7.2 The governing body will receive reports from the headteacher detailing the school visits that have taken place in her termly report to governors.

Adopted by Governors: February 2019

Review date: February 2021

The policy will be reviewed bi-annually.

Appendix 1

Adult ratios for Education Visits

Early Years

Nursery 1 -> 4

Reception 1 -> 6 at least

KS1 and KS2

Years 1-3 1 -> 6

Years 4-6 1 -> 10/15 (depending on activity)

These ratios must be adhered to.

Any parents accompanying groups must work with a member of staff at all times and not be left in sole charge of any groups or individuals.