Our Lady of the Assumption

Catholic Primary School

Approved Educational Visits Policy

Approved by Full Governing Body: 30th March 2021

Signed **Chair of Governors.**

To be reviewed: March 2024, or dependent on any legislative changes

Reviewed by Headteacher April 2026

To be reviewed: April 2028

Safeguarding Statement:

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents, governors and volunteers to share this commitment.'

Our Vision

As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to 'Be the Best They Can Be'

Values and Ethos

We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.

Context

We believe that educational visits are an integral part of the entitlement of every child 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 Our Lady of the Assumption 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 independence, critical curiosity and resilience
- Opportunities for meaning making, creativity, developing learning relationships and practising 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.
- Enhanced opportunities for 'real world' 'learning in context' and the development of spiritual, moral, social and cultural knowledge and understanding.

- 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.
- 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.

Our Lady of the Assumption School adopts Coventry City Council's most up-to-date **Policy for the Management of Visits, Trips and Learning Outside the Classroom** (currently dated October 2011 and 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 Our Lady of the Assumption.

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 in conjunction with accompanying colleagues and the children.
- Making appropriate checks of any third party providers and carrying out a pre-visit if necessary.
- Gaining sufficient commitment to make any visit financially viable.
- Completing the risk assessment and EDVIS in full for any visit in good time (see appropriate timings below).
- Ensuring the continuous smooth and safe-running of any visit whilst it takes place.

Staff should obtain outline permission for a visit, from the Head teacher, before beginning to plan and certainly before making any commitments.

The Educational Visits Coordinator is Jodie Liggins who will:

- Support and challenge colleagues over visits and learning outside the classroom.
- Check final visit plans on EVOLVE before submitting them to the Head teacher.
- Deliver INSET in supporting staff in the planning, running and evaluation of educational visits.

She is the first point of call for advice on visit-related matters.

The Head teacher has responsibility for monitoring and final approval of all visits.

The Governors have a responsibility to ensure the educational provision at Our Lady's is of a high standard and delivers value for money. As part of their role, they may:

- Challenge and support the learning impact of educational visits.
- Accompany educational visits to observe the implementation of this policy.
- Challenge and support the safeguarding procedures implemented in the preparation, delivery and evaluation of visits.

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:

- Opportunities for new or inexperienced staff to 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

In deciding whether any member of staff is competent to be a visit leader the 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 will follow the extending learning territory policy (appendix 1)
2. Visits within the UK excluding adventure activities – these are put on EVOLVE and approved internally by the Head Teacher. Visits should be submitted to the EVC via EVOLVE at least 7 days in advance.
3. Visits involving adventure activities 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 an LOTC quality badge (http://www.lotcqualitybadge.org.uk/search).

   If they don't then they must complete a Provider Questionnaire (National Guidance document 8p)

4. Visits Abroad 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 a Provider Questionnaire (National Guidance document 8p), which visit leaders should scrutinise. The head will need to submit final plans to the Local Authority 28 days before the departure date.

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 bi-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.

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
- Involve children in the planning of the visit, and how it will be managed, wherever possible.
- 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.

Parental Consent

The school obtains blanket consent, for all local, non-residential visits, at the start of each year. For any visits not covered by the extended learning territory, information should be sent home giving the parents information on the visit and including a request for information on any changes in their child's medical details.

For residential visits, visits extending beyond the school day or visits out of the City specific consent should be requested using the EDVIS form.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. Reasonable adjustments must be made to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises.

It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Visits will be planned with special attention being given to ensuring that appropriate supervision ratios and additional safety measures are in place to enable pupils with SEND or medical needs to access a visit. All staff accompanying a visit will be fully aware of pupils' relevant IEP and medical details.

Transport

Use of staff cars to transport pupils - Staff cars may only be used to transport pupils when the driver has business insurance and a clean driving licence (a record of both of these being checked will be kept by the EVC). Any use of private vehicles will be subject to a specific risk assessment.

Insurance

Visits are insured through Coventry City Council.

Appendix 1 Extended Learning Territory Policy

Boundaries

The boundaries of the territory are that which are within walking distance of the school.

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

Operating Procedure

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/EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and operating procedure of the extended learning terrain 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 practised appropriate management
- All medical equipment necessary for the specific pupils participating in the visit is taken, along with care plans.
- Children have been trained and practised 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 territory is done in 'buddy' pairs as a minimum. Children's clothing and footwear is checked for appropriateness before leaving school and staff carry additional spare clothing and a first aid kit
- Staff carry student medical information and emergency contact details (collect this from the office on the way out)
- Staff will deposit in the office a list of all pupils and staff, a proposed route 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 (eg 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). Outside of school hours a Senior Manager would be the base contact.
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 following 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 2.1 VISIT LEADER EMERGENCY ACTION CARD

TO BE PRINTED BY THE VISIT LEADER AND TAKEN ON THE TRIP

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

In the event of an incident overwhelming your team's coping mechanisms 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 other members 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**

This is (your name**) from** (establishment**). This is an emergency and my phone number is** (see below). **I am requesting help from the establishment /LA. We are a party of** (no) **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 in terms of shelter, refreshments, transport/repatriation.**
- **Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.**
- **Control communications - prevent group members from using telephones/mobiles or going online until approval is given.**
- **Keep a written log of all actions taken, conversations held and a 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
Visit Leader	
Our Lady of the Assumption	02476 466655
Rachel Askew (HT)	
Local Authority	024 76 832673
Local accommodation/hotel (if residential)	
Travel company (if appropriate)	

Appendix 2.2- INITIAL CONTACT EMERGENCY ACTION CARD

This card must be available to any 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? (eg visit leader, member of staff etc)**
    - **What number can they be called back on?**
    - **What establishment are they are 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**
Local Authority	

Appendix 2.3 - **SENIOR MANAGER EMERGENCY ACTION CARD**

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

DELEGATE 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 DESIGNATED AS CONTROLLER OF THE INCIDENT RESPONSE AND THAT IT 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) o
    - 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 - eg 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 onwards travel of the party or arrange transport for parents to the scene / hospital
- Control communications and flow of information to 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