

# NEWMAN CATHOLIC COLLEGE



## Educational Visits Policy

**GOVERNING BODY APPROVAL:** Autumn 2017

**COMMITTEE WITH RESPONSIBILITY FOR MONITORING AND REVIEW:**

Curriculum Committee

**NEXT REVIEW DATE:** Autumn 2022

# Introduction to the Educational visits policy

As a Catholic School, we aim to:

- Provide opportunities for our students to enrich their lives and flourish through every aspect of the school's curricular and extra-curricular programmes and activities.
- Offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning, and raise levels of achievement in many aspects of their life and education.
- Enable students to gain a deeper, and broader, knowledge and understanding of our culture and of the world.

## Educational Visits

### 1. **If you are planning an educational visit, you must:**

- a) Discuss the proposal first with the Assistant Head teacher with responsibility for Educational Visits. The following points will be considered:
  - Scheduling the visit within the school year
  - The contribution of the visit to the curriculum and pupils' educational opportunity
  - The feasibility of proposed numbers and the year group of potential pupil participants
  - The proposed staffing needs
  - A preliminary risk assessment of the visit using appropriate documentation.
- b) Provisionally book the date in the school diary at least two weeks prior to the visit, with the Assistant Headteacher responsible for Educational Visits, Cover Administrator, Curriculum and Year Leaders, SENCO, Kitchen Manager and Finance Officer as appropriate.
- c) At least two weeks prior to the visit complete the Educational Visits Approval Form (Appendix 1) from the staff shared area (J: Drive). Ensure all signatures including that of the Headteacher have been collected.
- d) Return the completed form to the nominated Assistant Headteacher Educational Visits Coordinator. Ensure that a copy of all relevant documentation including itinerary, venue information, letter to parents etc. is attached to the copy of the Educational Visits Approval Form (Appendix 1).
- e) If the visit is deemed appropriate the Assistant Headteacher Educational Visits Coordinator will seek final authorisation from the Headteacher. The

Educational Visits Approval Form (Appendix 1) is a request for permission to go. The form provides details necessary for the Headteacher to make a decision. The head teacher and the SLT reserve the right to refuse trips.

- f) For all Educational Visits, the necessary documentation and insurance arrangements must then be completed. A checklist must also be completed to verify that each step of the planning process has been properly covered.
- g) Check financial arrangements with reference to recent legislation (School Charging Policy). Ensure you have read and made note of the LEA guidelines concerning school Educational Visits. A copy of these is kept in the main school office.

## **2. Organising the Visit:**

### **a) Staff Accompanying the Educational Visit**

Confirm staff accompanying the trip with the Educational Visits Coordinator. Then ensure that all staff and their line managers are informed well in advance that they will be accompanying the visit. If support staff are used permission must be given by the Inclusion Leader. Ensure that if staff from another department are used, that the Subject Leader is approached and has time to consider the implications of the proposal if the visit takes place in the school term.  
Inform other colleagues that their routine is likely to be interrupted.

### **b) Staff/Student Ratios**

Escorting staff should be in the ratio of:-  
One escorting member of staff to ten pupils in the UK  
One escorting member of staff to eight pupils overseas.  
On activity-based visits a qualified first-aider will be amongst the escorting staff.  
(TFL- Transport for London free travel requires a ratio of one to ten)  
Escorting staff should be serving members of the school staff. If other adults are proposed as accompaniers, the Headteacher must approve them.

### **c) Informing Parents**

Write a letter to parents. A copy of the letter must be given to the nominated Educational Visits Coordinator before it is distributed to pupils. Examples are in the staff Shared area (J: Drive); Whole School – School Visits the letter must make clear:

- Where the visit is to, and its purpose
- The dates and times for leaving and returning to school
- The year groups for whom the visit is suitable, and the names of the staff accompanying the party, and the party leader
- The transport to be used
- The cost per pupil and the arrangements in place for the receipt of visit payments
- Any special risks involved

- It is reasonable to add a statement to your letter informing parents that we reserve the right to refuse a place to pupils whose behaviour has given cause for serious concern and whose presence would jeopardise the safety and well-being of the party.
- All pupils should be given opportunities to go on trips. If concerns arise, the teacher will negotiate with the Head of School.

**d) School Procedures for Residential and Overseas Trips**

When the Educational Visit Form(Appendix 1) is received, the Finance Department will complete the relevant Insurance Form (EV2) (accident and life).

**e) Risk Assessment**

A risk assessment must be carried out. Please see the nominated Educational Visits Coordinator for guidance and information. Staff should be aware of Standard Risk Assessment management procedures(Appendix 2) Examples of specific risk assessments can be found in the shared area (J:Drive)

**f) Overseas Visits**

Additional insurance is required for overseas visits. A form for completion is available in the shared area (J:Drive); Whole School – School Visits. This must be signed by the Headteacher.

**g) Child Protection**

The school's Child Protection Policy will remain in place during a visit.

**3. Before the visit takes place**

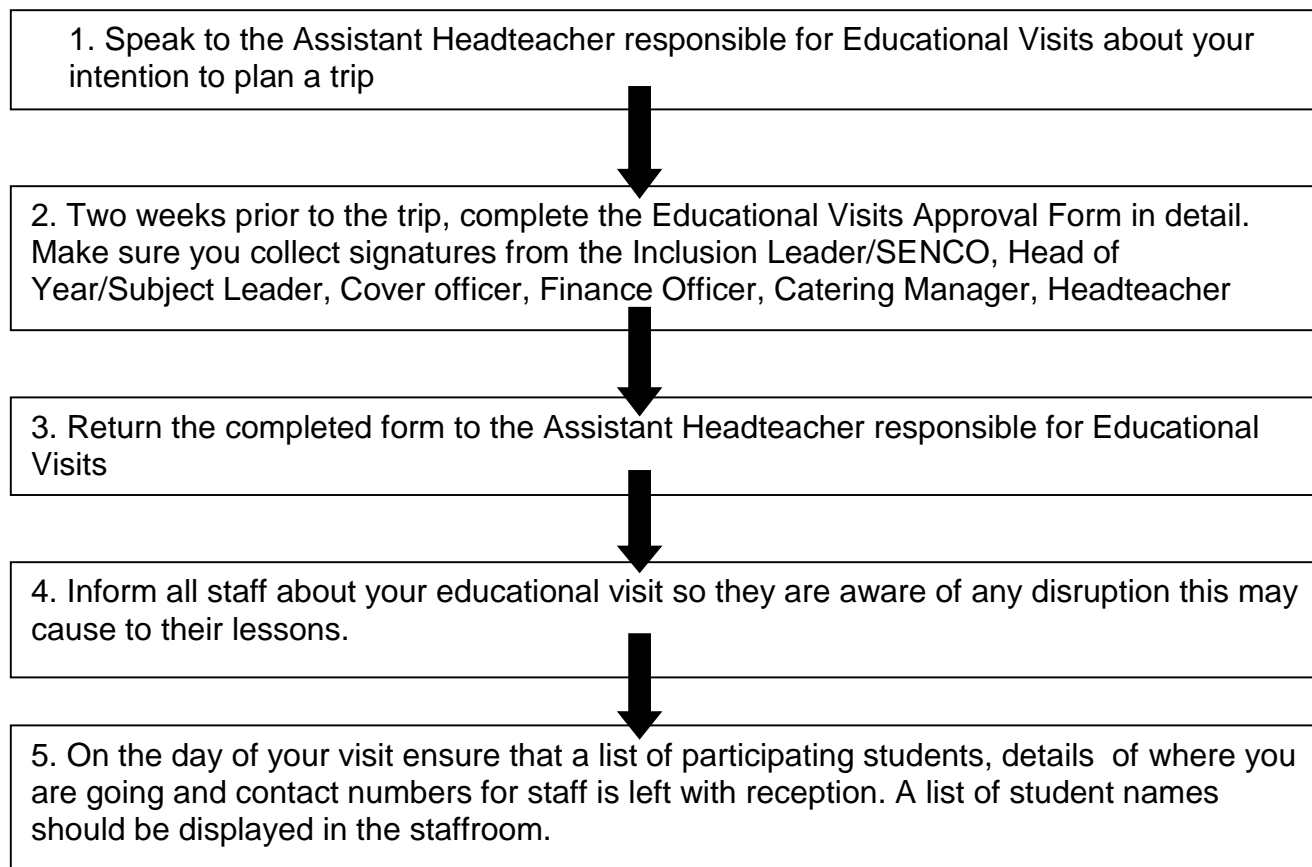
- a) Familiarise yourself with the appropriate guidance on school trips
- b) Place the pupils in supervision groups according to the legal ratio of staff: pupils. Name the supervising teacher for each group. Place a copy of the participants list in the staffroom. Give a copy of the participants list to reception along with the mobile phone numbers for accompanying staff.

**4. Residential or Overseas Visits**

- a) Arrange a meeting for parents before the visit takes place, so that any queries may be answered and parents are fully briefed regarding the visit arrangements. Remind them that full school attendance is required after a school visit, or pupils will forfeit the right to participation in further trips, if absence cannot be confirmed as a medical reason.
- b) Ensure that you have met with pupils and they have been fully briefed about trip arrangements, school expectations and the proposed itinerary. Ensure that every pupil knows the name of their supervising teacher and their visit group.

- c) Arrange a meeting with all accompaniers to discuss every arrangement including accompanier expectations, supervisory pupil groupings and the itinerary. A senior manager must be present at this meeting.
- d) Overseas Visits- Check that all pupils have the appropriate passport, papers etc. for travel into and out of the UK. A visa document which we hold in school, **MUST** be fully completed with the names of all non-EU passport holders, signed by the Headteacher and school-stamped.
- e) A pack with a participants list (Appendix 3) and all relevant visit details must be given to:
  - i. Headteacher
  - ii. Person responsible for trips
  - iii. Each staff accompanier
- f) Staff are reminded that all letters to parents should be agreed by the Headteacher before being duplicated or distributed, and all meetings with parents must be agreed with the Headteacher before parents are notified.
- g) On return from the visit – a report of the trip and any medical problems/behaviour difficulties etc. that arose must be written by the party organiser and given to the Headteacher.

### **Procedure to be followed when planning an Educational Visit**



# Appendix 1

## NEWMAN CATHOLIC COLLEGE

<p><b>NCC EDUCATIONAL VISIT APPROVAL FORM</b></p> <p>This form should only be used for all Day Educational Visits and should be fully completed by the Overall Visit Leader. Answers to each question in column A should be placed into the adjoining cell in column B. Where appropriate, the answer may simply be: Y = Yes, N = No, N/A = Not Applicable, P = Planned + inc. date if possible. Completed forms should be forwarded initially to the School Educational Visits Coordinator. Outline permission for all visits must be sought from the Headteacher prior to completion of this form.</p>	<p>Responses Y = Yes N= No N/A = Not Applicable P = Planned (incl. date by when)</p>
<p><b>OUTLINE OF EDUCATIONAL VISIT</b></p>	
<p>General title/subject of visit (e.g. Outdoor Activity week)</p>	
<p>Key educational objectives of visit (e.g. Personal and Social development)</p>	
<p>Departure date ( e.g 02/10/07)</p>	
<p>Departure time (e.g. 09.00hrs)</p>	
<p>Return time (e.g. 16.00hrs)</p>	
<p><b>STUDENTS INVOLVED</b></p>	
<p>Total number of students/ gender involved and year group (e.g. 20M/ year7)</p>	
<p>Does the group include young people not from the school e.g staff family members or children from another school? (If yes, give details on separate sheet)</p>	
<p>Are there significant medical/special needs to consider? (if yes, please specify, on separate sheet if necessary)</p>	
<p>Has full up to date group list been given to EVC, Headteacher and School Point of Contact?</p>	
<p><b>GROUP LEADER</b></p>	
<p>Name of the group leader</p>	
<p>Has the visit been organised in accordance with School Policy and the DCSF Health and Safety of Pupils on Educational Visits Guidelines (see RM Staff Shared Area on J:Drive or S.Grace if unsure)</p>	
<p><b>DEPUTY AND ASSISTANT LEADERS</b></p>	
<p>Name of the deputy leader (if applicable)</p>	
<p>Names of other assistant (employed staff) leaders, excluding leader/deputy</p>	
<p>Number of other adult volunteer leaders (parents etc.)</p>	
<p>Have up to date checks been carried out by the Criminal Records Bureau regarding the suitability of the other leaders to work with young people?</p>	

Is there a sufficient number of appropriately trained and currently qualified first aiders amongst the staff?	
<b>STAFF RATIOS AND SUPERVISION</b>	
Total number of adult leaders (including group leader and deputy)	?
Do staffing ratios comply with DfE guidelines?	
Are staffing ratios appropriate for the specific group/location	

<b>VENUE/ ACCOMMODATION</b>	
Name of venue/residential centre/accommodation base (if a number of different bases are to be used, attach details on separate sheet)	
Telephone contact(s) of venue/residential centre/accommodation base	
Have external providers been checked as providing a suitable and safe service? e.g. Secure overnight accommodation, fire certificate, safety management systems etc.	
Has the venue been previsited and found to be safe and suitable?	
<b>PROGRAMME/ACTIVITIES</b>	
Are there clear and valid educational aims/objectives?	
Are there suitable contingency plans in place to take account of changes in circumstances e.g. weather conditions/ transport problems?	
Have appropriate measures been taken to include/involve all members of the group? (e.g. access for wheelchair user)	
<b>RISK ASSESSMENTS</b>	
What Generic Risk Assessment forms have been referred to? Have they been shared with, and signed by group leaders to agree compliance? (e.g. "Travel by Coach", "Stay at Residential Centre" etc.)	
Has a Specific Risk Assessment been completed and recorded, in relation to the particular Venue, Activities and Individuals involved?	
Have the details of the Risk Assessment and Management Plan been shared with and agreed by the other leaders?	
<b>FINANCES &amp; INSURANCE COVER</b>	
Has appropriate insurance cover been provided? (see Finance Officer)	
Have adequate arrangements been made to finance the visit and manage the finances?	
<b>TRAVEL &amp; TRANSPORT ARRANGEMENTS</b>	
What forms of transport are to be used during the trip? M = Minibus, C = Coach, Tr = Train, Bus = B, Tu = Tube F = Ferry, P = Plane, Ta = Taxi	

Have suitable transport arrangements been made in accordance with School policy?	
Have the credentials and safety arrangements of any external travel companies been checked? (e.g. PSV Operator's licence)	
Are there suitable and sufficient qualified/approved drivers for any planned minibuss journeys?	
Is there a contingency plan in the event of an incident or a change in plans - e.g. an accident, breakdown, delay or early return?	
PARENTAL INFORMATION AND CONSENT	
Have parents been fully informed in writing about all significant aspects of the visit - e.g. travel arrangements, hazardous activities, contact details etc.?	
Are the leaders aware of any medical/special needs within the group, and have these been suitably addressed?	
Has parental consent and contact information been obtained?	

STAFF BRIEFING & EMERGENCY PROCEDURES	
Have all adult leaders been fully briefed and appropriately trained with reference to the programme, risk assessments and management measures, roles/responsibilities, standards of behaviour, head counts etc.?	
Is there a suitable and reliable system for communication between staff? (e.g mobile phones with all other leaders' numbers stored)	
Do all staff on the visit understand the emergency procedures, and have access to relevant phone numbers in the event of an emergency?	
Have suitable and sufficient first aid arrangements been made?	
Have the Year Leader(s), Cover Officer (Mandy Artry), Catering Manager (Eva Bozyczko ) and other relevant staff and work colleagues been notified and informed of absences?	
BRIEFING FOR STUDENTS	
Have the students been fully briefed regarding all aspects of the visit - e.g. clothing/equipment, groupings, rendezvous and contact procedures, codes of conduct/behaviour, hazards, relevance to learning, required action if lost/separated from group etc.?	
FOLLOW UP	
Is there a clear procedure for the recording/reviewing/reporting of any accidents and near-misses?	



DOCUMENTATION Copies of these documents must be presented to and assessed internally by the EVC, and Headteacher (and Governing Body representative, if required).	Write "C" if documents already given and checked internally. Write "P" if planned.
Copies of Generic/ Specific Risk Assessments:	
Copy of Parental letters:	
List of all the Group Members' names, together with name and contact telephone of parent/guardian (from SIMS), and any special needs	
List of all Leaders' names/qualifications/relevant experience, including First Aid and date of last validation:	
Copy of Programme/Itinerary (including unsupervised times):	
Copy of visit specific Emergency procedure:	
INTERNAL APPROVALS Signatures should be obtained in the order below	Signature and date
Signature/ date indicating approval advised by the EVC? Comments:	
Signature/ date of notification of Key Stage Leader/ Subject leader	
Signature/ date of notification of SENCO	
Signature/ date of notification to Cover Officer	
Signature of notification to Finance Officer	
Signature/ date of notification to Catering Manager	
Signature/ date of final approval by the Headteacher? Please ensure that all relevant information including a final list of group members, details on parent/ carer consent and a detailed itinerary is provided to me at least 7 days before the visit takes place. Comments:	Approved:

## Appendix 2

### Standard Risk Management Procedures

This section sets out the examples of standard risk management procedures that must be followed by staff of Newman Catholic College when leading off site visits.

<b>Risk management form: All off site visits</b>		
<b>Significant hazards and harm which may occur</b>	<b>Who might be harmed?</b>	<b>Safety measures: Measures that are in place and/or will be taken to reduce the risk to a tolerable level</b>
<b>Crossing roads/walking along pavements</b>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Brief children of conduct expected of them when walking/crossing roads</li> <li>• Ensure staff are placed at front and rear of pupils</li> <li>• Members of staff to choose safe place to cross roads (if not using recognised pedestrian crossing)</li> </ul>
<b>School Conduct in public places</b>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Brief all pupils on good behaviour and representing the school</li> <li>• Ensure staff supervise students during the visit</li> <li>• Encourage them to do activities in small groups to avoid large gatherings of pupils</li> </ul>
<b>Emergency evacuation procedures</b>	<b>Pupils and Staff</b>	<ul style="list-style-type: none"> <li>• Staff to brief pupils on fire evacuation procedures of building if known</li> <li>• Venue staff to brief all of fire evacuation procedures if unknown</li> </ul>
<b>Museum/Theatre Visits</b>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Ensure pupils adhere to venue guidelines</li> <li>• Supervise pupils appropriately</li> <li>• Pupils understand correct behaviour during a performance</li> </ul>
<b>Weather conditions</b>	<b>Pupils and Staff</b>	<ul style="list-style-type: none"> <li>• Check weather forecast prior to visit</li> <li>• Brief pupils/parents of possible weather conditions prior to visit</li> <li>• Ensure appropriate clothing/footwear is worn or taken bearing in mind Summer and Winter conditions</li> <li>• Check with parents that it is OK to put sun cream on children</li> <li>• Ensure emergency shelter is taken if in demanding environment</li> </ul>
<b>Scientific demonstrations at science venues</b>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Newman Catholic College staff to ensure that pupils follow instructions of qualified staff at venue and to adhere to rules regarding proximity</li> </ul>
<b>Trips, slips and falls</b>	<b>Pupils and Staff</b>	<ul style="list-style-type: none"> <li>• Ensure appropriate footwear is worn</li> <li>• Brief pupils/staff of possible areas where trips, slips and falls may occur</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure First Aid kit is carried by visit leader and other staff as required</li> <li>• Ensure any medical conditions of pupils are disclosed prior to visit</li> </ul>
Transport to and from venues on bus, coach or train	Pupils and Staff	<ul style="list-style-type: none"> <li>• Ensure recognised Local Authority bus company is used</li> <li>• Coaches with belts – staff ensure they are used</li> <li>• Coaches without seatbelts are avoided wherever possible and are never used on high speed roads</li> <li>• Suitable boarding points are used</li> <li>• Ensure pupils behave in an appropriate manner on journey</li> <li>• Brief all pupils on expected behaviour and staying seated at all times</li> <li>• Ensure staff supervise students during travel</li> </ul>
Beach/coastal visits - washed into sea caught by rising tide	Pupils and Staff	<ul style="list-style-type: none"> <li>• Check tide times before embarking on trip</li> <li>• Check weather forecast for day of visit</li> <li>• Ensure appropriate clothing is worn</li> <li>• Brief pupils and staff to adhere to guidelines given by visit leader</li> </ul>
Accident/Emergency	Staff and Pupils	<p>Follow emergency procedure guidelines carried by visit leader</p> <ul style="list-style-type: none"> <li>• Ensure suitable staff helper (in addition to visit leader) understands emergency procedure</li> <li>• Brief children of what to do in an emergency</li> </ul>
Illness or injury to member of group	Pupils and Staff	<ul style="list-style-type: none"> <li>• At least one leader within each group with a first aid kit</li> <li>• All staff know how to contact emergency services</li> <li>• Mobile phones carried if possible</li> <li>• An additional member of staff to cater for unforeseen circumstances if possible</li> <li>• Emergency contacts with school/head teacher</li> </ul>
Risk of drowning	Pupils and Staff	<ul style="list-style-type: none"> <li>• Correct staff to pupil ratio</li> <li>• Ensure pupils are supervised at all times</li> <li>• Brief pupils and staff to adhere to guidelines given by visit leader</li> </ul>
Getting lost/separated from group (outdoor venues)	Pupils	<ul style="list-style-type: none"> <li>• Ensure pupil to staff ratios comply with LA guidelines</li> <li>• Regular headcounts</li> </ul>

		<ul style="list-style-type: none"> <li>• Discuss fully the itinerary and arrangements with pupils</li> <li>• Ensure pupils are to stay in small groups</li> <li>• Ensure pupils know where to assemble in event of being separated from group</li> <li>• Ensure all pupils know name of visit leader, staff and school name</li> </ul>
Getting lost/separated from group (indoor venues)	Pupils	<ul style="list-style-type: none"> <li>• Regular headcounts</li> <li>• Ensure pupils are to stay in small groups</li> <li>• Brief pupils to stay at venue if lost or separated never to leave the premises</li> <li>• Ensure all pupils know name of visit leader, staff and school name</li> </ul>
Specific needs of specific pupils e.g Medical Conditions, behaviour issues	Pupils	<ul style="list-style-type: none"> <li>• Take advice from SENCo/first aider</li> <li>• Ensure medical conditions are disclosed prior to visit</li> <li>• Ensure consent is given for staff member to administer medicine if required</li> <li>• Ensure medicines, epi pens, inhalers, etc are carried by visit leader or Other appropriate member of staff</li> <li>• Ensure at least one staff member/adult volunteer knows how to administer medicine if required.</li> <li>• Seek advice as appropriate</li> </ul>
Castle visits High walls – falls Steep, dark stairs – falls	Pupils and Staff	<ul style="list-style-type: none"> <li>• Visit leader knows venue and specific areas of risk in the castle</li> <li>• Brief other staff to know dangers</li> <li>• Supervise pupils appropriately</li> </ul>

## Appendix 3 Student Information

Student Name	Date of birth	Address	Next of kin	Contact number(s)	Relevant special needs/medical information

**To be completed for Residential or Overseas Trips**