

Policy for:

Education Visits Policy 2024 - 2027



Committee: Premises, Health and Safety

Document Control

A. Confidentiality Notice

This policy document has been approved by the Governing body of St.Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee.

B. Document Details

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C. Document Revision and Approval History

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Version 2	20.2.2024	C Salt (SBM) and SLT	Premises Health and Safety Team	Source – Template :Policy Entrust Educational Visits Team. Amalgamated Educational Visits Policy; Local Area Educational Visits Policy (Appendix 1) and Educational Visits Emergency Plan (Appendix 2)

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1. RATIONALE FOR POLICY

What is the policy about? Procedures regarding the organisation of trips and visits.

Why is the policy required? To comply with legislation and guidance and to support the School Development Plan in maintaining and improving the quality of pupils' education.

Who is responsible for implementing the policy? School Governors and Head Teacher (in consultation with staff where appropriate).

Where is the policy implemented? Through the school in after school and extra curricula activities, e.g. trips and visits.

When is the policy implemented? Continually and continuously.

How is the policy implemented? Strategically by the Health and Safety Committee and School Leadership Team.

Monitoring and Evaluation: Health and Safety Committee and Senior Leadership Team.

Note: To be read alongside SEND Policy, Equalities Policy, Local Area Visits Policy, Educational Visits Emergency Plan

2. AIMS

St Modwen's has a strong commitment to the added value of learning outside of the school day and beyond the classroom. Trips and visits are an integral part of our children's educational experience and all students are offered a range of opportunities during their time in school. A huge variety of trips are organised each year, details of which can be found on the school website under Educational Visits. The following types of activities all constitute a trip or visits:

- Out of hours clubs
- Sports clubs
- Local Area Visits: Regular visits to nearby schools, museums, places of worship and shops
- Day trips for year groups
- Adventurous activities
- Residential and overseas trips

3. PROCEDURE AND PLANNING

All trips and visits need to be approved by the Leadership Team through completion of the Change/Addition to the Trips Calendar. Factors such as curriculum impact, calendar clashes and cover issues will be considered.

Responsibilities	
Trips and Visits Co-Ordinator (School Business Team)	Trips and Visits Leaders
<p>Role: A nominated member of the Leadership team who is supported by the Trips and Visits Administrator. The Governing Body, through the Health and Safety Committee have identified a link Governor (educational Visits) to act on their behalf.</p>	<p>Role: Is responsible for supporting the organisation of the trip or visit in terms of sending letters and distributing via ParentMail, updating Arbor, informing staff and the Attendance Lead, making transport arrangements, tour company details, group lists including contact and medical details.</p>
Duties	
<p>Operational Planning of Trips/Visits: Emergency, accident and critical incident planning.</p> <p>Development and implementation of a whole school procedure for the training, support, planning, monitoring and approval for trips and visits.</p> <p>Reviewing systems and monitoring practice.</p> <p>The emergency school contact for each trip and visit but with other members of the Leadership team being available in their absence.</p>	<p>Operational Planning of Trips/Visits: Before organising a trip, be aware of the needs of the cohort that might apply for the trip. Working with the Visits Administrator this information can be found through the Education health Care Plans (EHCP) and/or the SEND register (SENCO). Note all information relating to pupils SEND/medical needs is available on Arbor. The Trip Leader is responsible for undertaking risk assessments and individual student risk assessments, supported/advised by the Trips and Visits Administrator who is the approver of student risk assessments on Evolve.</p> <p>Responsible for ensuring that all evidence for arrangements put in place is as clear and accurate as possible and that there is an auditable trail of paperwork. Any changes or amendments must be reported to the Trips and Visits Administrator. Every Trip Leader must have a trip pack containing all the necessary paperwork one week prior to departure. This must be taken on the Trip by the Trip Leader and checked by the Trip Co-Ordinator before leaving.</p> <p>Where possible, the Trip Leader will be given the opportunity to make a preliminary visit beforehand, especially when the venue or destination is new to the school or to the staff accompanying the trip. This may also include overseas destinations where the tour operator being used makes provisions for staff to do so. In these cases, the cost for this pre-inspection visit would be added to the total cost of the trip.</p>

	<p>Complete Trip and Visit Spreadsheet, having first discussed the content with their Subject Leader and/or the Trips and Visits Coordinator/Administrator. This will include factors covered such as curriculum overview, cover issues in addition to student numbers and ratios, additional staffing and budget details.</p> <p>Medical Needs of Pupils: Responsible for (can be delegated to a member of the Trip staff team) the specific medical needs of an individual student. These students are identified in the individual risk assessment taken from Arbor and/or the EHCP's</p> <p>A decision as to whether a currently qualified First Aider should accompany a trip or visit will be made on a risk assessment basis, where consideration has been given to the availability of alternative sources of qualified first aider assistance, and the accessibility of the group members to paramedical support should it be required.</p> <p>It is the responsibility of the Trip Leader to ensure that the appropriate fully-stocked first aid kits are taken on the trip.</p>
<p>Staffing: Staff safeguarding and training.</p>	<p>Staffing: Supervision and staffing, including competence of staff involved in school trip/visit. School staff must always be given the opportunity to take part on a trip or visit before other adult volunteers</p>
<p>Consent: Working with Trip Leaders to provide sufficient details of a trip or visit, in order to allow parents to consent or otherwise on a fully informed basis. Written permission is required from parents, except in case of PE fixtures and when large cohorts are involved in an activity during the school day (Local Area Visits Policy)</p>	
<p>SEND: Making sure trips and visits are planned with reference to Staffordshire County Council inclusion practice and advice from SEND professionals.</p>	
<p>EVOLVE: Keeping records of individual trips and visits. All residential trips and those involving establishment staff-led adventurous activities have to include completion of paperwork using the EVOLVE computer system.</p> <p>Submitting electronically details of residential trips and those involving establishment staff-led adventurous activities to the County's Offsite Visits Advisor.</p>	

4. STUDENT ENTITLEMENT AND BEHAVIOUR EXPECTATIONS

- 4.1** All efforts are made to ensure that trips and visits are made reasonably possible to all students who wish to participate irrespective of disability, religion or belief, ethnic origin, sex, gender, sexual orientation, gender reassignment. Discussion with the SENCO is an essential part of this process when SEND students are involved.
- 4.2** The school has a clear code of conduct for trips and visits based on the school's Behaviour Policy.
- 4.3** The school operates a strict no smoking and no drinking alcohol policy on all trips and visits.
- 4.4** The parents or guardians of any student who fails to meet those expectations may be contacted and in extreme circumstances this could involve the withdrawal or removal of their child from a trip, parents/guardians would be expected to cover any cost implications.
- 4.5** Pre-existing poor behaviour in school will be taken into account when a child applies for a trip or visit. In extreme cases the child will not be included but only after discussion with parents/guardians.

5. STAFF RESPONSIBILITIES

- 5.1** The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety.
- 5.2** The selection of staff to lead and participate in trips and visits is vitally important and this is closely matched to the experience and knowledge of that individual.
- 5.3** All staff are expected to act in a professional manner and, in particular, are not permitted to smoke or drink alcohol whilst in charge of students.
- 5.4** Where appropriate the school will ensure that DBS checks are carried out for volunteer adults involved in a trip.
- 5.5** The Trip leader is responsible for ensuring that all evidence for arrangements put in place is as clear and accurate as possible and that there is an auditable trail of paperwork. Any changes or amendments must be reported to the Trips and Visits Administrator.
- 5.6** The Trips and Visits Co-ordinator is the emergency school contact for each trip and visit but with other members of the Leadership team being available in their absence.

6. FINANCE

- 6.1** Careful consideration is given to the cost of all trips to avoid putting families under excessive financial pressure.
- 6.2** The Trip Leader, Trips and Visits Administrator and School Business Team will work closely together to ensure all trips and visits are financially viable.
- 6.3** Parents can apply for financial assistance in line with the school's Charging and Remission Policy.
- 6.4** There are a small number of trips that are a statutory requirement for that subject and students following these courses can apply for financial assistance from the Trips and Visits budget or Pupil Premium Funds.

- 6.5** All School Educational visits/trips will be subsidised for Pupil Premium children up to 50% of cost of trip.
- 6.6** High-cost trips will incur an initial non-refundable deposit of up to 25% of the total trip cost. Deposit dates will always be provided with their initial letter of information and regular reminders will be given by the Trip Leader/School Business Team.
- 6.7** Trips that are likely to fall into a deficit or have insufficient numbers will be cancelled. Oversubscribed trips will be decided on an open ballot on the closing date. Parents will, in both cases, be informed immediately and where applicable reimbursed. Students unsuccessful in the ballot for a major overseas residential trip will, where possible, be given priority on that trip during the following year.
- 6.8** Cover teacher costs are built into the trip costs in line with school's Charging and Remissions Policy.
- 6.9** All payments will be made through ParentMail.
- 6.10** For further details please refer to the school's Charging and Remission Policy.

7. TRAINING

St Modwen's Catholic Primary School has adopted Staffordshire County Council 'Policy Statement of Management of Learning Outside the Classroom (LOtC) and Offsite Visits'

- 7.1** All new staff will receive training on how to organise a school trips or visit as part of their Induction Programme.
- 7.2** Staff must have been on a comparative school trip before they can be considered as a 'Trip Leader' for that type of trip. These details will be added to their 'Trips and Visits Experience' File and updated annually.
- 7.3** All staff are provided with an 'Organisation at a Glance' sheet as part of planning their trip.
- 7.4** All trip Leaders will receive in-house EVOLVE computer system training.
- 7.5** Ski trip and DofE must be led by a Trip Leader with the appropriate qualifications and must have previously accompanied an experienced Trip Leader.

8. EVALUATION

All trips and visits must be evaluated by the Trip Leader through the completion and return of an evaluation form. In particular, any accidents or potential accidents must be reported and recorded to ensure the safety of future trips and visits. The Trips and Visits Policy needs to be reviewed by the Health and Safety Committee on a 3-yearly basis.

Appendix 2: Local Area Educational Visits Policy

CONTENTS

1. General
2. Boundaries
3. Operating Procedure for Local Learning Area

St Modwen's Catholic Primary School are committed to providing and maintaining a safe and healthy learning environment for children and this extends beyond the school facilities and grounds.

1. General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent, however, there may be situations where you would like parents to be informed in advance, e.g., via EVOLVE or a slip sent home).
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

2. Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- a) Burton Hospital – Belvedere Rd, Burton-on-Trent DE13 0RB
- b) Adventure Farm – Postern Rd, Tatenhill, Burton-on-Trent DE13 9SJ
- c) Abacus Care Home – 42-44 Rolleston Rd, Burton-on-Trent DE13 0JZ
- d) Tutbury Castle – Castle St, Burton upon Trent, Tutbury DE13 9JF
- e) Canal Bridge No32 - Trent and Mersey Canal - Horninglow Bridge, Horninglow Rd, Burton-on-Trent DE13 0SF
- f) Packington Farm - Blakenhall Park, Bar Ln, Barton-under-Needwood DE13 8AJ
- g) Post Box – Tutbury Road, Burton on Trent, DE13 0AJ
- h) Brook Hollows Spinney is a forest or wood in Rolleston on Dove, Staffordshire, DE13
- i) Byrkley Park Garden Centre – Christmas Tree selection – Rangemore, Burton-on-Trent DE13 9RN
- j) St George's Park Football Centre - Newborough Rd, Burton-on-Trent DE13 9PD
- k) Burton Library – Burton Library, Meadow Rd, Burton-on-Trent DE14 1LD
- l) Burton Leisure Centre – High St, Burton upon Trent, Burton-on-Trent DE14 1TL
- m) SS Mary and SS Modwen's Parish Church - 78a Guild Street, Burton-upon-Trent, DE14 1NB
- n) Town Hall Burton Town Hall, King Edward Place, Burton upon Trent, DE14 2EB

- o) Burton Fire Service Moor Street, Burton-on-Trent DE14 3SU
- p) Shobnall Leisure complex - Shobnall Rd, Burton upon Trent, Burton-on-Trent DE14 2BB
- q) Meadowside Leisure centre - High St, Burton upon Trent, Burton-on-Trent DE14 1TL



DE13 Postcode area



DE14 Postcode area

The ‘No-go’ areas within the Boundaries are:

- a) Refuse Amenity site (Hazardous waste site) - Centurion Way (off Shobnall Road), Burton upon Trent, DE14 2AU

3. Operating Procedure for Local Learning Area

3.1 SIGNIFICANT ISSUES/HAZARDS

The following are potentially significant issues/hazards within our Local Learning Area:

- a. Road traffic
- b. Other people
- c. Social distancing (this is Covid specific and should be reviewed in accordance with Government Guidance).
- d. Members of the public
- e. Animals
- f. Losing a pupil.
- g. Uneven surfaces and slips, trips, and falls.
- h. Weather conditions.
- i. Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- j. Narrowed pavements due to outside seating.

3.2 MANAGING RISK

Risks are managed by a combination of the following:

The following are generic and should be reviewed

- a. The Head, Deputy or EVC must give verbal approval before a group leaves.
- b. Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- c. The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.

d-g are Covid specific and should be reviewed when your Covid risk assessment is reviewed.

- d. Regular handwashing or regular hand sanitising is in place*
- e. The selected route takes the least busy option*
- f. Use antibacterial wipes to clean any equipment before use*
- g. There will normally be a minimum of three adults – the ratios for EYFS will be what is recommended by the government.*

- h. Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- i. Pupils have been trained and have practiced standard techniques for road crossings in a group. For primary schools this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.
- j. Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc)
- k. All remotely supervised work in the Local Learning Area is suspended.
- l. Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- m. Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- n. Staff will record the activity on EVOLVE (Local Area Visit module).
- o. A mobile is taken with each group and the office have a note of the number.
- p. Appropriate personal protective equipment is taken when needed (e.g., gloves, facemasks bag for waste, tissues etc.) If you have a local issue, e.g., with drug needles, etc, in any area, then you can mark that bit as no-go, or add here how you will educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it! **IMPORTANT** - the following are examples only – replace with your own area-specific risks
- q. Staff must ensure no members of the public are in the changing rooms with the children at the leisure centre and are supervised at all times.
- r. Pupils will always be supervised by a member of staff in the church during school hours.
- s. If visiting the library, children will be allocated an area to sit.
 - t. When at the park, staff will highly supervise children.

Appendix 2: Educational Visits Emergency Plan

EMERGENCY ACTION: DAY TRIPS

A copy of the risk assessment, including pupil details and Education Visit leader contact details will be held in the relevant School Office and recorded on EVOLVE which will act as a contact point. A member of the Senior Leadership Team will be identified as a contact for trips that return after the end of the school day.

RESIDENTIAL AND OVERSEAS TRIPS

Every group will have an agreed named contact in the UK, and this will be a member of St Modwen's Catholic Primary School Senior Leadership Team, with whom they will have exchanged telephone numbers and all relevant information about the trip. The School Office Team and Headteacher should also have a number where the party can be reached while away from home.

Many incidents will happen on educational visits/trips and be dealt with by Educational Visit leaders and staff accompanying the trip. It is important that communications are not confused through multiple points of contact. Where a third-party agency is involved, they should be contacted immediately and their protocols followed. The school emergency contact should be kept informed of proceedings throughout the educational visit/trip, and must be informed where there are any incidents which may develop into emergencies and require further support from the Senior Leadership Team or management of the School.

DEFINITION OF AN EMERGENCY

An incident where a group member:

- **has suffered a serious injury or fatality;**
- **is at serious risk; or**
- **has gone missing for a significant and unacceptable period**
- **Any incident that is beyond the normal coping mechanisms of the Educational Visit Leader / Staff accompanying trip.**

OVERVIEW

Educational Visit Leaders must follow the Emergency Procedures as outlined below. Whilst taking reasonable care of themselves and others, Education Visit leaders and/ or the designated first aiders should not hesitate to take lifesaving action in an extreme situation.

The Education Visit Leader should take charge of an incident until relieved by the emergency services or by a member of the school management team. In the event that the Education Visit Leader is incapacitated, other staff accompanying the educational visit/trip should have the competence to take charge and to initiate the Emergency Action Plan. Staff 'next of kin' contact details and emergency medical details are recorded electronically on Arbor, remote access to Arbor is available through school devices and should be carried on residential trips.

BEFORE THE VISIT

- Refer to checklist on Educational Visit Risk Assessment
- Remind parents to update their children's consent; medical needs; allergens; emergency contact details and next of kin through the Arbor App.
- Ensure school is provided with any prescribed medication for pupils with medical needs and staff are familiar and trained in administering that prescribed medication.
- Ensure pupil allergens/dietary requirements are shared with any 3rd parties involved in the catering for pupils whilst on the Educational Visit/trip and staff are familiar with pupil allergens/dietary requirements
- Ensure at least 2 school devices are taken on each Educational Visit so staff can access EVOLVE and Arbor in case of emergency.

IN THE EVENT OF AN EMERGENCY

If an Emergency occurs the Trip Leader and Staff accompanying the trip should carry out the Emergency Action Plan outlined below.

Primary Action

REMAIN CALM – Assess the situation. 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, and briefed to ensure that they understand what to do to remain safe. Instruct all Staff members to assume their allocated roles. Ensure first aid is carried out as necessary. Call emergency services as appropriate.

Secondary Action

1. Inform the school emergency contact (information on front of Risk Assessment) or on EVOLVE. They will need the following information: the nature of the emergency, number of casualties and their status, your current location, time of accident/incident, any action already taken.

Direct contact with a parent of a group member, from the scene of the incident, should be avoided. A senior member of staff should carry this out from the school base – reference School Emergency and Major Incident Plan.

Liaise with, and take advice from, emergency services if they have attended the scene.

Ensure an appropriate adult accompanies any casualties to hospital, taking with them a school device to access parental consent forms and medical information. Consider other people who may need contacting: police, embassy/consulate/local accommodation.

Control communications:

- prevent group members from using phones or going online until permission is given by Head Teacher
- Move uninjured members of the group to shelter or away from the immediate vicinity of any casualties. Ensure they are adequately supervised and receive appropriate support and reassurance
- Avoid splitting the group, unless it is the only way to get help, and leave no one on their own

- Keep a written log of all actions taken, conversations held and a timescale -reference Appendix 1 – Incident Log
- **DO NOT speak to the media.** Reference Appendix 2 which references Appendix 6 School Emergency Plan – Dealing with the Media
- Maintain contact with the emergency services and the school emergency contact until the Emergency is over
- Monitor, reassess and review – ensure nothing is forgotten and that everyone is coping, cared for and secure

Post – Incident Action

- Consider the emotional needs of any staff or children who may have been adversely affected
- Complete a written report of the incident, including completing the school accident report form, if necessary
- Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused. Reference Appendix 1 Incident Log (taken from Appendix 4 Incident Log School Emergency and Major Incident Plan)

Record the following:

- Time, date and nature of incident.
- Accurate incident location.
- Names of casualties.
- Details of injuries
- Actions taken, including all communications.
- Names of others involved but not injured.
- Details of any moves from the incident site (times, who moved, where to, how).
- Names and contact details of witnesses.
- Proposed actions.

Review the lessons learned and ensure that these feed into future educational visit plans.

Share the experience and learning with colleagues.

Appendix 1: Incident Log (Taken from Appendix 4 Incident Log – Emergency and Major Incident Plan)

Date / Time	
Name of the person informing of the incident	
Details of the incident: (Including actual words used by informant)	
Who else has been informed?	
Exact location of the incident	
Casualties	
Any action taken so far	
Name of contact at the scene	
Key Contacts	

Once an Incident has been initially logged, log key actions and decisions made.

Within the log the information structure as below can be followed, it does not matter in what format it is so long as the following is included into any log:

- Times
- Who made/received the phone call, email, answer phone message etc.
- Who made the decision / took the action
- What information was given

DATE			
INCIDENT			
Time	Name	Information	Action
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		

APPENDIX 2: General advice for dealing with Media (Appendix 6 – Emergency and Major Incident Plan)

Today's media operate very quickly. They are likely to contact you before the contingency plan is in place. The following includes some key points:

1. WHATEVER THE INCIDENT, and particularly if it involves injury or death on a school trip, the likelihood is that information will be sketchy at best and possibly inaccurate.

2. PRIOR TO THE ARRIVAL OF THE PRESS OFFICE

- Buy time, e.g. the head is not available, but will call you back.
- Be clear about which staff/governors are designated to talk to the press and who are not.
- Be prepared to accept that a designated person may not be the most appropriate person to handle the situation in some circumstances.
- Do not talk to a journalist by yourself; have a colleague with you to take notes of what is said.
- Do not provide anything other than facts.
- Give a prepared statement rather than an interview.
- Arrange a later time to undertake an interview.
- Be sensitive about personal information
- Do not apportion blame or admit liability to anyone, even in conversation.
- Establish who you are talking to and their organisation (name of journalist and short notes of what you have said).

3. DO NOT SPEAK OFF THE RECORD

All staff to know that their own personal use of mobile phones for posting updates about an emergency situation is strictly prohibited. Only named people are permitted to speak with any media source e.g. newspaper/ TV. All media press release statements to go through the Local Authority press advisor and the Archdiocese Safeguarding Officer (if applicable)

Elements to consider for a press release

3A. Summary statement

- The first sentence of a news release should contain a summary of the entire story so that those reading the release know exactly what is going on.
- Brief statement to explain what is being actioned/undertaken in response to the event.

3B. Brief incident details:

- Who is affected/not affected?
- Who is involved in managing the event/supporting those involved?

3C. Expression of regret (if appropriate)

If details of the incident are still unclear, it may not be appropriate or advisable to express regret.