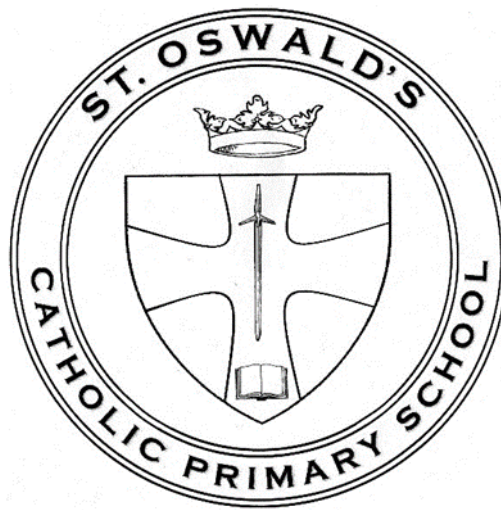


St Oswald's Catholic Primary School



Educational Visits and Trips Policy

Approved by:	Approval date	Renewal date
Full Governors	Spring 2023	Spring 24

This is the policy for Educational visits and trips in St Oswald’s Catholic Primary School, which aims to provide a safe, healthy and incident free place of work for staff, children, visitors and members of the school community. It is written and is set within the context of our aims and mission of



Together with Jesus we will learn and grow in faith.

The policy considers the organisation and ethos of the school, including Safeguarding and Child Protection Policies and current DfE, HSE guidelines and recommendations

Introduction

This Policy is to be read in conjunction with the guidance from the Local Education Authority, which is on the teacher drive in the Health and Safety folder in Staff share and also available in the resource section of Evolve.

The school has appointed an Educational Visits Coordinator, Mrs Jones, who will be the liaison between the Trip Organiser, the Headteacher, Senior Leadership Team and Local Authority (LA).

Following initial approval outlined below all further administration for Visits and trips will be completed using EVOLVE which is an online system for the planning, approval and management of educational visits.

Local Visits requiring Head/SLT approval	Visits requiring Head/SIL Approval
Visits/Trips close to school support: Church Joseph Lapin Visits in walking distance non-adventurous Local nursing homes Walks around the local environment Walks to local shops/cinema/bowling Local library Non-adventurous day trips or visits Museum/Cathedral	Adventurous Activities Full list (See Liverpool Educational visits Policy) Visits at a distance from school environment Farm Visits Residential Walking near water Open country Beach Fairground/Rides. i.e, Gulliver’s World, Blackpool Pleasure Beach

1. Aims and objectives of the policy

The aim of this policy is to:

- To clarify roles and responsibilities
- Provide effective guidance for staff planning a trip.
- Encourage visits and work outside school which enhances the curriculum
- Ensure pupils are able to enjoy residential outdoor pursuits experiences during their schooling in a safe and healthy manner

2. Educational Trips and Visits Procedure

Educational trips and out of school activities do much to enrich the experience of our pupils. Where these activities take the form of trips away from school, the following procedure should be followed:

Preliminary Considerations

In considering activities organisers and leaders should ask themselves

- What is the aim of the visit?
- Where does it fit into the student's needs?
- Is it being achieved in the most efficient and effective manner?
- What advice is needed before travelling?
- What skills or experience are/is required by the leader, or other adults with the party?
- Does the trip provide value for money?
- Has the age of the pupils been considered re: the relevance of the activities?
- Will the participants be safe?
- Has a Risk Assessment been completed?

See appendix one for trips process.

3. Approvals

All trips must be approved by the Senior Leadership Team.

No letters to be sent to parents before the Trip has been provisionally approved via the outline approval system in EVOLVE.

Approval should be sought for all trips, this must be completed directly in EVOLVE by the Trip Leader, which requires a few of the preliminary details. This form must be completed within the timescales detailed to enable SLT to make an informed decision. SLT will then decide if the trip is viable, if approved the Trip Leader should proceed with the EVOLVE application form, completing the full details as required and liaising with staff/pupils/parents.

Timescale for Outline Approval:

- **Day trips** –3 weeks notice to SLT
- **Local Visits** - As much notice as possible. SLT
- **Adventurous Activity**- 6 weeks notice to SLT for approval by SIL
- **UK Residential Trips** – 3 months notice to SLT.
- **Residential Trips abroad** – 6 months notice to SLT

Note: Occasionally opportunities arise at short notice, please still pursue these opportunities, contacting the SLT/EVC at the earliest opportunities and we endeavour to support these when possible.

4. Visit Approval Requirements

Using the EVOLVE system the trip organiser can determine if the trip requires Headteacher approval only or Headteacher and Local Authority approval.

Overseas: Headteacher and LA Approval Required

Residential: Headteacher and LA Approval Required

Adventurous (Externally Led): Headteacher and LA Approval Required

Adventurous (Led by Own Staff): Headteacher and LA Approval Required

None of the Above: Approval Delegated to Headteacher

5. Appropriate Activities

Prior to a trip or visit taking place, leaders should ensure that activities fulfil an educational or social need. Clear aims and objectives, appropriate to the development of the pupils, contribute to the

benefits and safety of the visit. There should be sufficient activities available to ensure that the pupils are fully occupied during the whole time of the trip.

A full itinerary must be uploaded to EVOLVE 4 weeks prior to departure.

6. Health and Safety and Risk Assessments

Activities cannot be entirely risk free. The aim, however, must always be to contain risks to acceptable levels, especially by considering the competence of the pupils, the qualifications of the teachers, the appropriateness of the venue, the suitability of the equipment/clothing and the weather conditions. All aspects of the visit need to be as safe as is practicable. Formal risk assessments should be undertaken for all trips. Risk assessment templates are available on **EVOLVE**. Completed risk assessments should be uploaded to the **EVOLVE** platform at least two weeks before the day-trip taking place or one month before residential trips depart. If a risk assessment is not completed, the trip will not take place.

All Health and Safety, First Aid and Medical matters must be considered properly in advance. In particular, hazardous/adventurous activities such as canoeing or climbing must have appropriately qualified instructors. The leader should ensure that a First Aider and First Aid Kit is always available.

Pupils need to be advised in advance about appropriate clothing and equipment, especially where these are associated with Health and Safety legislation.

All trips will be assigned two emergency contact numbers, usually members of the Senior Leadership Team (SLT), see below for contact details to be used in Evolve. It is incumbent on trip leaders to keep these emergency contacts informed of incidents or other significant issues associated with the trip e.g. delays.

Name	Role	Emergency Contact
Mary Walsh	Headteacher	
Donna Hay	Deputy Headteacher	
Alison Jones	Educational Visits Coordinator	
Nicola Horton	Local Authority	

7. Residential visits abroad

Trip Organisers must ensure that for residential visits abroad all passports are valid and particularly for non-British citizens that the correct visa entitlements are in place to re-enter the UK. Early checks with the Home Office are advisable. Trip Organisers must ensure that they have an emergency plan and a copy of this is uploaded to EVOLVE.

Trip Leaders must ensure pupils and staff are able to meet the countries entry requirements regarding vaccination and other covid related travel documents e.g. passenger locator forms. For residential trips it is **compulsory** to have a parent meeting before the trip leaves.

8. Parental Permissions

An annual consent form will be sent to parents at the beginning of every academic year requesting consent for pupils to attend educational (non-adventurous) visits during school time. This also provides consent for pupils to receive emergency medical treatment, including anaesthetic as considered necessary by the relevant authorities if required. An ARBOR report can be drawn by office staff, indicating those that have given this consent.

If the trip is outside of the school day and/or adventurous a parental permission form should be completed for each student attending the event. This form will be filed by the Trip Leader.

For all trips 'the Code of Conduct' must be read and signed by both student and parent (available in the resource section of EVOLVE).

9. In-Loco Parentis

Staff are reminded (for their own protection) that the 'loco parentis' duty of care extends to all out of school activities. Arrangements must be made for adequate supervision of pupils at all times and especially when the activity could be considered 'high risk', e.g. canoeing, swimming, skiing, etc.

10. Supervision and Staffing Ratios

The Local Authority adult to student ratio should be considered.

Activity	Maximum Ratios	Notes
Local Visits Visits in the local area close to support at school/base (Minimum of two adults required, safeguarding)	Nursery EYFS Key Stage 1 1:6 Key Stage 2 1:10	A minimum of one qualified and competent Group Leader is needed for every group or class; they can be supported by other responsible adults. Adults supporting 1:1 children, are in addition to the adult ratio. to the ratio. (Please note minimum requirements)
Visits Including day trips and approval adventurous trips Visits further from school requiring SLT approval and/or SIL Approval (Minimum of two adults required, safeguarding)	Nursery EYFS Key Stage 1 1:6 Key Stage 2	A minimum of one qualified and competent Group Leader is needed for every group or class; they can be supported by other responsible adults. Adults supporting 1:1 children, are in addition to the adult ratio. to the ratio. (Please note minimum requirements)
Residential Visit, UK or abroad (Minimum of three supervisors required)		
Open Country Working by water or away from a road or building		The numbers of qualified leaders will depend on the risk assessment.

11. Volunteers

Parents and volunteers may be asked to supplement the supervision ratio. They should be carefully selected and ideally, they should be well known to the school. They should if possible have a current Disclosure and Barring Service DBS check

Teachers, staff, and other adult-supervisors should ensure that whenever possible they are not alone with a child/young person. This provides protection for all parties. The ratios and supervision strategies need to be complemented by a clear knowledge of the competence of those supervisors, volunteers, and other responsible adults.

12. Alcohol, Smoking, Vapes

The consumption of Alcohol, smoking and the use of Vapes is prohibited on all trips.

13. Self-Organised Residential Visits

The Trip Organiser and Leader will assume the responsibility of the Tour Operator. The Trip Organiser, when preparing the Risk Assessments must take the following in account:

- there is an adult sufficiently fluent in the language of the visiting country to deal with problems
- has the responsibility to repatriate the group, or individual members of the group
- has responsibility to accommodate and care for the group or group members until repatriated
- has good communication with the school and emergency SLT contact at all times
- has access to emergency funds
- has adequate insurance cover
- has an emergency plan

14. Finance

It is important that parents are given full and complete written details regarding the organisation and administration of the visit. Parents must be informed by letter, stating cost, how and when payments will be expected, time of departure and likely time of return. Payment for trips is to be made through the on-line payment system WEDUC. Where payment arrangements are quoted it should be made clear that deposit payments are **non-refundable**. The value of the non-refundable deposit should be set at a figure which will cover any likely non-refundable expenses on account of withdrawal i.e. flight costs.

Parents should also be informed that, should their child decide at a later stage to withdraw from the trip, monies paid will **not be refunded** unless a replacement can be found with the administration charges being funded by the parent of the withdrawing student. In the cases of residential trips, parents must be informed that monies may not be refunded if transport, accommodation, and charges for activities cannot be refunded by the Tour Operator/Airline.

Parents will be informed that the Senior Leadership Team has the authority to withdraw pupils from trips, should they be in breach of the school behaviour and discipline policy. Any breach of the code of conduct during the trips, could lead them to be excluded from attending trips in the future.

Monies paid will **not be refunded** should a student be excluded from a trip.

Pupils will only be allowed to participate in a trip if they demonstrate good conduct and behave responsibly whilst in school.

What can be charged Vs voluntary contribution

Parents cannot be charged for education during school hours or for education outside of school hours that is part of the NC, or part of the syllabus for prescribed public examination, or part of religious education. You can charge for optional extras such as board and lodgings on a residential visit. Schools can ask parents for a voluntary contribution towards the school activity. This can be asked for in writing, making it clear that insufficient funds would mean the trip would be cancelled.

Where an activity takes place partly during and partly outside of school hours, there is a 50% threshold for determining whether it is deemed to take place either inside or outside school hours. If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in the calculation.

Example 1: Pupils away from noon on Wednesday to 9pm on Sunday = 9 half days including 5 school sessions. Visit is deemed to take place **during school hours** and cannot be charged

Example 2: Pupils away from noon on Thursday to 9pm on Sunday = 7 half days. Three school sessions so visit deemed to have taken place **outside of school hours** and therefore can be charged.

In all cases where the trip activity is paid for wholly or in part by contribution from pupils, an accounts sheet must be drawn up by the Trip Leader as soon as possible This sheet will: -

- a) list total income with a breakdown to show how it was accrued
- b) list total expenditure with a breakdown validated by invoices/receipts

- c) this balance sheet should be agreed by Finance.
- d) copies of the balance sheet will go to Finance Department

Surplus/Deficit

No school visit should intentionally make a significant surplus or deficit. If a trip makes a surplus this must be returned to the parents/carers who have contributed in an equal and fair manner as soon as possible after the trip's return.

15. Letters

All trip letters are to be approved by the SLT. They must be uploaded onto the EVOLVE platform for approval before being sent home.

16. Insurance

The school insurance policies (including public liability) cover most out of school activities, check with Ian Strom (Business Manager) to determine whether additional insurance is required. Where a tour company is used the member of staff in charge must check that the company is ABTA bonded. All existing medical conditions must be declared to the insurers (both staff and pupils). The insurance company will reserve the right to withdraw the offer of cover in certain circumstances. Trip Leaders should check that contacted providers hold an up-to-date Adventure Activity Licence, or a Learning Outside the Classroom (LotC) quality mark as these provide evidence that they comply with nationally accepted standards. If the provider does not hold LOtC mark, the trip leader should request that the providers complete the "provider form", available in the resource section of Evolve, and upload this to EVOLVE.

17. Notification

Organisers of trip should inform staff in advance of the trip with the names of the pupils who will be missing their normal lessons.

The catering manager should be informed of the number of pupils will not be in school to have lunch on the day. Also, they will be able to provide packed lunch for pupils in receipt of a free school meal

A list of pupils attending the trip should be given to the Main office so that attendance at school is registered on SIMS.

Registers should be taken and head counts repeated throughout the trip.

A list of staff attending the trip should be kept by the school office.

18. Evaluation

All trips are to be evaluated upon return. The evaluation will assess whether the trip was beneficial to the pupils and value for money. The evaluation will include any accidents or near misses and also review the risk assessments. The results from the evaluation will be placed on file for future years when assessing the requirement for similar trips. These are completed on Evolve.

This policy will be the subject of annual review annually or when deemed necessary.

Appendix 1:

EDUCATIONAL VISITS PROCESS *Updated Mar 2022*

(No letters to be sent to parents before the Trip has been provisionally approved)

1. Start **The Outline Approval** within Evolve. The required details for outline approval are;
 - a. Visit Name
 - b. Visit Purpose
 - c. Visit Dates
 - d. Travel Method
 - e. Travel Providers
 - f. Staffing
 - g. Attendees
 - h. Visit Times

These must be completed as fully or possible or it may not be considered.

2. Before submitting the form. The trip organiser should check with the Designated Safeguard Lead (MW/DH/JF/SM) regarding **any potential safeguarding** issues with pupils.
3. Trip has received approval and is logged with EVOLVE.
4. You may now send a letter to parents with full information of trip, including cost, how and when payments will be expected, time of departure and likely time of return. This letter must be to be uploaded to Evolve before it is sent to parents for approval by SLT. There should be a permission slip for parents to sign and return. This must be kept by the school office.
5. Following interest received from students, an update to be given to the EVC and SLT.
6. Liaise with Finance Department to set up **WEDUC** for the trip.
7. The school insurance policy covers most out of school activities in the UK, check with the Business Manager/EVC to decide whether additional insurance is required. Extra insurance is required for residentials, hazardous trips and trips outside of the UK
8. Book transport. Office Staff
9. Complete **full risk assessment**. Templates can be found on EVOLVE. Upload the risk assessment to EVOLVE for approval by the EVC. This should be done a minimum of 6 weeks prior to the trip for Adventurous Activities allowing time for SIL approval. (28 days before the Trip).
10. Create a group list of pupils attending through EVOLVE – this will act as a register.
11. Registers must be taken on the day and frequent head counts to take place.
12. A full itinerary must be uploaded to EVOLVE prior to departure.
13. Mobile phones will be taken to Keep in Touch. Mobile Phone Policy
14. Hard copies of the following should be collated
 - a) Trip Itinerary
 - b) Travel details
 - c) Risk Assessment
 - d) Pupil Names, Emergency Contacts and Medical Information
 - e) Staff emergency contact details

The Trip leader should take one copy with them on the trip. Copies of all should be available and recorded on EVOLVE.

15. The catering manager should be informed, at least a week in advance, of the number of pupils will not be in school to have lunch on the day. Also, they will be able to provide packed lunch for pupils in receipt of a free school meal
16. Share information with staff attending the trip.
17. On the day of the trip the Main office should be informed immediately of any absentees.
18. In all cases where the trip activity is paid for wholly or in part by contribution from pupils, an accounts sheet must be drawn up by the Trip Leader as soon as possible
19. An evaluation should be completed on EVOLVE within 5 working days of the trip end. The results from the evaluation will be used in future years when assessing the requirement for similar trips.