



Educational Visits Policy

Last review: November 2016
Next Review: Autumn 2018

Aims

The school Mission Statement declares that 'St Peter's is a Catholic school and our goal is to be Christ to all and to create a purposeful, accepting, caring and Christian community. We aim to do this by providing the maximum opportunity for spiritual, moral, intellectual, emotional and physical development.'

1. Introduction

St Peter's Catholic School provides many opportunities for its students to enrich and enhance their on-site learning through the use of Outdoor Education and Off-site Educational Visits. Off-site visits not only support subject specific learning, but also give an opportunity for sporting and cultural activities, business, career-based and adventurous activities as well as competitions and challenges. Students have the opportunity to experience places and activities which they might not normally be able to. In an increasingly litigious society it is important that we are able to strike the correct balance between a careful assessment of risk and the opportunity for a young person to develop independence and self-reliance.

We believe the positive values provided by such activities include:

- broadening horizons
- experiencing new cultures
- appreciation of historical or moral values
- developing self esteem
- development of independence and self-reliance
- development of social skills
- development of organisational skills
- opportunity to live and work with others
- development of community spirit
- opportunity to build positive relationships between staff and students
- understanding of citizenship
- team building
- encouraging consideration for people of all ages
- promotion of life-long learning
- promotion of life-long leisure and sporting participation
- raising aspirations
- opportunity for the application of learning
- enhanced CV and university application
- opportunity to experience the world of work
- an insight into university life and study
- decision making
- understanding risk
- risk taking
- opportunity to experience success
- learning to cope with failure
- better motivation and engagement with the subject
- inclusion
- creativity
- chance to experience something memorable
- chance to relax and reflect with friends and develop a sense of happiness
- chance to have fun

2. Statutory duty of the school

The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures for the school. It supplements and follows the advice and guidance contained within the following significant publications:

- SCC Guidelines for Educational Visits and Outdoor Education Activities
- 'Health and Safety: Advice on legal duties and powers' DfE
- 'School trips and outdoor learning activities; Tackling the health and Safety myth' HSE Guidance

3. Roles and Responsibilities

- The **Governing Body** satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed.
- The **Headteacher** has been delegated by the Governing Body to approve all off-site educational visits.
- The **Educational Visits Co-ordinator** ensures that all off-site activities follow the correct procedures and in liaison with the Head Teacher, will approve the group leader for every visit and assess the risks to ensure good practice. In addition, the following responsibilities and duties are undertaken:
 - Give a report annually to the Governors about the trips undertaken in the previous year, outlining any issues which arose or any incidents or 'near misses' and what action has been taken to prevent problems in the future.
 - Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
 - Ensure that Disclosure Barring Service checks have been carried out where necessary
 - Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
 - Keep records and make reports of accidents and "near accidents"
 - Review and regularly monitor procedures
 - Liaise with the LEA Outdoor Education Adviser to ensure the proposed visit complies with the LEA regulations.
- The **Group Leader** is responsible for identifying the purpose of the visit and following the checklist published in the LEA guidance and in the school Trips folder. Risks must be considered for all off-site visits and all risks and their control measures will need to be recorded and filed with the EVC via the website

www.surreyvisits.org.uk. Generic School Risk Assessments are kept in the Trips folder and can be adapted for routine visits. Regular visits such as sporting visits can be covered by one risk assessment filed at the start of the year. The green check list for planning a visit should be followed and given to the EVC before departure.

This will take account of:

- Generic risks as published in the LEA Regulations and Notes of Guidance for Off-site Activities.
 - Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
 - On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures
- **Participants** are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

4. Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that :

- All group leaders will familiarise themselves with the published advice and guidance. Further information is available from www.surreyvisits.org.uk or www.teachernet.gov.uk/visits. Training is available for group leaders and leaders of Residential and High Risk visits. Training will include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.
- In order to plan an off-site activity the Headteacher, EVC and appropriate Head of Year should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.
- Group leaders should check that the school holds a Parental Consent Form for all participants and must collect the medical details from the Admin Assistant. Copies of the medical details must be available for the Emergency Contact and the Group Leader to take on the visit.
- Internal Request for Absence Form. This form is to achieve any necessary cover arrangements.
- All local day visits should be logged on www.surreyvisits.org.uk at least 2 weeks in advance and signed off by the EVC and the Headteacher.
- All residential visits and those that are either visits abroad or for hazardous pursuits should be logged on the same website at least 6 weeks in advance. They

will need to be signed by the EVC, the Headteacher and submitted to the LEA one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing body's approval.

- Risks must be assessed and recorded and will be noted on an adapted generic Risk assessment form, and then attached to the visit form on the website. External providers will have their own risk assessment documents that can be used in addition to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See the LEA guidance or www.aala.org.uk) If this is the case their licence number need only be quoted instead of actually requiring their documents.
- Evaluation Report: After the visit the Group Leader should report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of an Accident/Incident report form. Perhaps such a form was completed at the venue, however, this does not remove the need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

4. Emergency Procedures

All Party leaders must familiarise themselves with the Emergency procedures before departure (See Surrey CC Guidelines and Staff shared area Trips folder) and for all trips outside school hours must carry an Operation Duke card with all Emergency contacts and instructions. This will be provided by the EVC.

5. Documentation

All the relevant proformas and a checklist are filed in the staff shared area under Trips. These include:

- A copy of this policy
- Planning check list
- Risk Assessment Form
- Sample letter to parents
- Emergency Procedures and Operation Duke Card
- Costings Guidelines