



Christ The King Federation

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St Joseph's Catholic Primary School
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Educational Visits Policy

FEDERATION MISSION STATEMENT

Christ The King Federation is a community called by God to work collaboratively for the common good; providing an environment that nurtures and inspires pupils to realise their potential, as we journey together.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Document Detail	
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Authorised By:	Curriculum and Pupil Related
Chair of Governors Signature:	

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Establishment type	Primary School
Name of establishment	St Francis Catholic Primary School, Maldon St Joseph's Catholic Primary School, South Woodham Ferrers
Who is employer	Governing Body of Christ The King Federation
Responsibility for offsite visits (possibly Head, EVC, or deputy head)	Headteacher and EVC (specific delegated staff)
Date Trained	Summer 2022/Summer 2023
Policy agreed	Spring 2024
Signed off by	Governing Body
To be reviewed	Spring Term 2025
Other Policies Related	Child Protection Policy Equality Policy Charges and Remissions Policy Health and Safety DfE H&S advice on legal duties & powers November 2018
Other Paperwork Attached (Appendices)	A. Extended Learning Locality (Local Area Activity) B. Signing-out sheet for activities in the school locality, where the schools' policies address the generic risk management issues. C. Visit Leader Checklist D. Example Generic Risk/ Benefit Assessment Local Visits E. Generic and Site/Person specific Risk Assessment F. Critical Incident Procedure

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1 Introduction

1.1 The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any staff member at Christ The King Federation reads

this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- THE OEAP National Guidance - Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.) see website link : www.oeapng.info/
- The DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Christ The King Federation, we offer a range of educational visits and other activities that add to what they learn at school.

3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do at each of our schools. There are also a number of people who visit the schools to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English - theatre visits, visits by authors, poets and theatre groups
- Science - use of the school grounds, visits to local woods and parks
- Mathematics - use of shape and number trails in the local environment
- History - castle visits, study of local housing patterns, museums
- Geography - use of the locality for fieldwork, field work further away
- Art and design - art gallery visits, use of the locality
- PE - range of sporting fixtures, extra-curricular activities

- Music - range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear
- Design and technology - work with local secondary schools
- ICT - its use in local shops/libraries/secondary schools etc.
- RE - visits to centres of worship, visits by local clergy.

NOTE - when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.

4 Gaining approval for a trip

4.1 Governors

As part of their responsibility for the general conduct for the Federation, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Executive Headteacher or if applicable the EVC the responsibility to approve all other visits. The Governors have adopted a charging and remissions policy and this is available from the school office or to view on the school website (See Policies)

4.2 The Headteacher or EVC

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)

- 4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010
- 4.2.4 should ensure the suitability of all staff appointed to the visit.
- 4.2.5 should ensure that the visit leader fully understands his/her responsibilities.
- 4.2.6 should implement effective emergency contact arrangements.
- 4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process **EVOLVE** is used to log, audit, approve the following:

Overseas	Yes and formal approval by	by EVC, Head and LA
Residential	Yes and formal approval by	by EVC, Head and LA
Adventurous	Yes and formal approval by	by EVC and Head
Day Visits with transport	Yes and formal approval by	by EVC
Local Area Visit *	Yes and formal approval by	by EVC

*For Local Area Visits the **Signing-out sheet for activities in the school locality** may be used instead of submitting a form through EVOLVE. These should be completed in advance, signed of by the EVC or Headteacher and stored in the office.

5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

OEAP National Guidance Document >www.oeapng.info/ 4.4f 4.4g and 4.4h- Note the need to check on insurance / Ts & Cs / LOtCQB etc.

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOtC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3)

6 Parental Consent

OEAP National Guidance Document

>www.oeapng.info 4.3d-Parental-Consent

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

At Christ The King Federation visit leaders organise meetings with parents/carers prior to all residential visits. Teaching staff are available to discuss any concerns with regard to all visits individually with pupils and their parents.

When to get consent from parents:

Parental consent to off-site activities: Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with

the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

7 Visits and staffing

See Appendix A or current and updated guidance at:

OEAP National Guidance Document

➤www.oeapng.info 3.3e-Visit-Leader-Check-List and 3.4k Visit or Activity Leader

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management

Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

Visit Leader Training

Should be offered to all leader staff and can be delivered by the trained EVC or by the Educational Visits Adviser. A [Juniper Education online learning module](#) is available for schools allowing cost effective CPD opportunity for all their staff engaged in anyway on out of school activity. (See EVOLVE Homepage for more details) This is strongly recommended to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

8 The visit

8.1 On the day

Leave in the school office:

- an amended list of children attending and going on visit.
- full list of escorts and staff and groups of children for which they are responsible (see Appendix A).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken.
- take First Aid Kit, sick bags / bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

8.2 During the visit

Young Children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr 11 working in groups of 4 minimum - responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups. Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible. Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

8.3 On return

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or carer.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

9 Financing the visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the Federation's policy concerning parents who are unable to offer a voluntary contribution - which is that, no child will miss a trip if parents do not make a voluntary contribution.

Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Some visits may incur vast amounts of money (example ski trip for 80 students £90,000). A formal approval from the Headteacher must be sought before any deposits are paid.

10 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the wellbeing and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

The written consent of parents by the school should always be obtained for the participation of pupils in any activity out of school or outside the planned curriculum. Schools should have appropriate forms available for this purpose.

Insurance Provision

Teachers should be aware of the school provision for insurance. See:
ECC Schools Summary Of Cover Copy schedule of School Insurance for off-site visits:
Page 14
&15 AIG Insurance Company Policy Number 0010626148
(This is available to view upon request to the School Business Manager/School Office)

11 Transport

See guidance from OEAP National Guidance -

[General Considerations: Contents | \(oeapng.info\)](#)

[Private Cars: Contents | \(oeapng.info\)](#)

12 Emergency / Critical Incident Procedures

See OEAP National Guidance document:

http://oeapng.info_1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (z Cards)- With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6)

13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 7)

All links to guidance documents noted should be accessed via the www.oeapng.info site

To access the most current advice/guidance. Use the keyword search to locate any document.

14 Equality and Diversity Statement

Christ The King Federation is committed to treating all members of the community with fairness and respect regardless of their ethnic background, gender, religion, disability, sexual orientation or their socio-economic background. This policy has been written to assist the school community and ensure that as far as is reasonable no child or adult shall be unfairly treated, discriminated against or disadvantaged as a result.

- Reasonable adjustments will be made to ensure all pupils regardless of Special Educational Needs or Disability can be included in School Visits.
- Keeping the costs to the minimum needed, or proportional cost recovery, and for remissions for those on lower income, so that those from different socio-economic backgrounds are not disadvantaged.
- Selection of children for trips and events is not based on the ability of parents to pay, once again ensuring parity between those of different economic backgrounds.

Appendix A - Extended Learning Locality (Local Area Visit)

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 or on the **signing out sheet APPENDIX B**
- do not require parental consent. However parental consent is sought via My Ed at the time of advising parents about the visit/trip.

- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries - St Francis

This area includes, but is not limited to, the following frequently used venues: e.g.

- School Field
- Leeches Gardens
- Maldon Library
- Blackwater Pool and Leisure Centre
- Maldon High Street to include The War Memorial and All Saints Church
- Maeldune Centre
- Assumption of Our Lady Church
- Maldon Prom
- Plume School - Upper (Fambridge Road) and Lower (Mill Road)
- United Reformed Church (top of Market Hill)
- Tesco
- Visiting another school within the Blackwater partnership to take part in an arranged sporting activity

'No-go' areas within the Boundaries e.g.

- The public conveniences off the High Street

Boundaries - St Joseph's

This area includes, but is not limited to, the following frequently used venues: e.g.

- South Woodham Ferrers Library
- William De Ferrers Secondary School
- McDonalds
- Visiting another school within the Blackwater partnership to take part in an arranged sporting activity

Operating Procedure for Local Learning Area

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

- Road traffic.
- Other people
 - members of the public
 - animals.
- Losing a pupil.

- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Headteacher or EVC must give verbal approval before a group leaves.
- 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.
- 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.
- Students are briefed on keeping their distance from members of the public.
- The selected route takes the least busy option.
- There will normally be a minimum of two adults. (Decisions should be based on the area and the age / maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?')
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- 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).
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module) or on the **signing-out sheet APPENDIX B**.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate First Aid and personal protective equipment is taken when needed (eg gloves, bags for waste, tissues etc.)

Appendix B

Signing-out sheet for activities in the school locality, where the schools policies address the generic risk management issues.

Leave this completed form in the office or other agreed place when you go out.

Local Visit Event Specific Risk Assessment

School:	Date of Event:
Event:	Destination / Venue:
Visit Leader:	Visit Leader Contact Number
Start Time:	End Time:
At the end of the event pupils will: Return to school / Be collected from the venue	

Check List

First Aid Kit	
Medications / Inhalers / Epipens	
Emergency Card	
Register	
Camera	
Other resources needed:	

Pupils Attending

<p align="center">Names of Pupils (If whole class, please just name those with additional needs and then enter the total)</p>	<p align="center">Year Group</p>	<p align="center">Additional Needs eg Medical, SEND, Behaviour</p>
<p>Additional Members of Staff Attending:</p>	<p>Names of any Volunteers Attending:</p>	
<p>Total Number of Pupils Attending:</p>		

EVC / Head Approved _____ Date: _____

Appendix C

Visit Leader Checklist

I have read the school policy on visits and reported any concerns with regard to my visit to the Headteacher	
I have provided the Office Manager with a list of any children who are absent from school or not going on the visit	
I have provided the Office Manager with a full list of adult helpers and staff and the groups of children for which they are responsible	
I have provided the Office Manager with an itinerary for the day and any written briefing notes for adult helpers	
I have ensured all adult helpers have my emergency contact number and the school contact number	
I have obtained a critical Incident Action Plan Card from the office and will refer to it as necessary whilst on visit	
I have ensured that all staff and adult helpers are aware of their Safeguarding responsibilities	
I have ensured that Staff, adult helpers and pupils are aware of the location of the First Aid Kit, Sick Bucket and all pupil inhalers, epipens and medications	

Appendix D - Example Generic Risk / Benefit Assessment for Local Visits

Generic Benefits	Specific Outcomes
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<p>Opportunities for collective worship in Parish</p> <p>Church</p> <p>Experience Awe and Wonder</p> <p>Learn using local resources as inspiration</p> <p>Value the community</p>				<p>Pupils are ambassadors for school demonstrating good manners to other residents. School retains popularity and high intake</p> <p>Children more knowledgeable of local area and features</p> <p>Strong links with school and Church continue and manifested in Christian ethos 'Every Child Shines'</p>	
Specific Activity	Possible Problems/ Issues	Probable Benefits	Control measures, Reasonable and practical steps to avoid or reduce problems/issues	Decision/ Comments Action	Action By
Walking to and from venue	Missing pupils Traffic issues	Increased fitness and knowledge of local area dangers	Head counts on departure and arrival both ways Teachers and adults accompany pupils	Gives teachers and pupils opportunities to learn and practise road safety skills	All
Easter, Harvest, Christmas or Leavers' Service	Young pupils need to toilet - SEN pupils unsure	Links with clergy Quality collective worship	Pupils toileted before leaving school can use Church facilities in an emergency 1 to 1 adult pupil ratio for statemented pupils.	Staff familiar with route and routines needed for pupil welfare	All
Crossing Roads	Accidents Minor or major	Increased awareness of safety procedures	Staff first aid trained Staff have mobiles	Headteachers to organise, all adults supervise	SLT/ Headteachers
Visiting Museums, buildings etc	Tripping, breaking artefacts and getting cut	Foster historical interest Increased understanding of local/national history	First aid kit taken Phones taken Staff first aid trained	2014 curriculum emphasises benefits of using local resources	Deputy Headteachers
Visiting outdoor areas, parks town	Sunburn, sunstroke getting cold wet pupils injured or lost	Health benefits Raised awareness of dangers	Children given safety talk before leaving school Head counts Sun lotion applied	Staff aware of 'loco parentis' role to ensure pupil safety as priority	SLT/ Headteacher

As above for individual with medical conditions	Asthma attack or other health issues	Inclusion Equal opportunities for above benefits	Asthma pumps Individual medicine and first aid box taken	1 to 1 adult support if necessary	Teachers and Support Staff
Signed:					
Team leaders complete risk assessments for specific non local visits (to be agreed by HT as necessary)					

Appendix E : Generic and Site/Person specific Risk Assessment

Generic Risk Assessment for Off-site Visit

This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

1. Significant Hazards and Identification of Risks: Those hazards and risks that may result in serious harm or affect several people	2. Control Measures: Controls, including relevant sources of guidance

Appendix F: Critical Incident Procedure

ACTION PLAN

Please follow the steps below to help manage emergencies effectively

