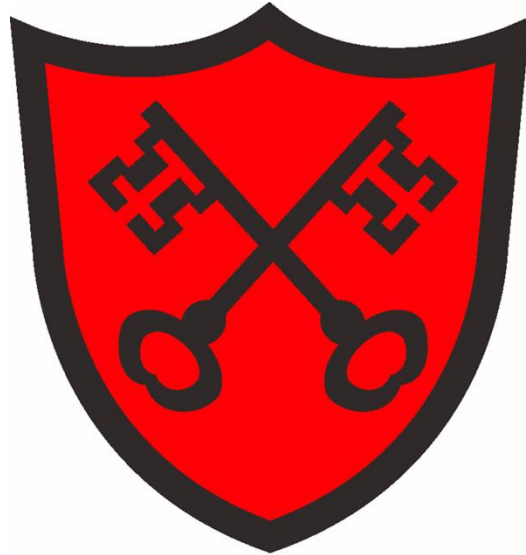


# **ST ALBAN'S CATHOLIC PRIMARY SCHOOL**



**Christ Be Our Light**

## **Education Visits Policy**

**Spring 2022**



The Governing Body follows the Cambridgeshire County Council's Educational Visits Policy as for the management of educational visits, with the following specific interpretations in those areas where the County permits discretion at school level.

1. The Governing Body nominates the Headteacher as the educational visits co-ordinator at St Alban's Catholic Primary School.
2. The Governing Body approves the delegation to the educational visits co-ordinator of the following duties:
  - Ensuring visits are properly planned and comply with County regulations and guidance
  - Ensuring that risk assessments are undertaken
  - Approving the staffing ratios for visits, taking account of the planned arrangements for the visit and the nature of the pupils involved
  - Verifying the competence of visit leaders and assistant staff to undertake the duties that will be expected of them
  - Ensuring parents are properly informed and give their consent
  - Ensuring that County requirements are followed with respect to insurance and indemnity.
  - Organising emergency planning for educational visits at school level
  - Monitoring visits, receiving incident and near miss reports, and keeping school procedures under review
  - Arranging staff training and induction in the organisation of educational visits
  - Liaising with the County Council for advice
3. The Governing Body agrees the retention by the Headteacher of the following duties:
  - Keeping the Governing Body informed of the school's programme of educational visits and submitting visit proposals for specific Governing Body approval where the school policy requires.
4. The Governing Body determines the following minimum staff / pupil ratios for visits categorised as "Type 1" under County regulations:
  - Age 7-11 (Years 3 to 6) : 1 to 15;
  - Age 5-6 (Years R, 1 & 2) : 1 to 10
  - Age 4 : 1 to 5
5. The school follows the guidelines on Risk Management in the LA Guidance. The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.
6. A risk assessment must be undertaken prior to all educational visits and off-site activities. It is the responsibility of the member of staff organising the visit or activity to complete the risk assessment, and this must be approved by an EVC. The risk assessment must include the SEND/medical needs of the specific group of children participating.
7. The school has a standard format for risk assessment. Risk assessments should be completed and saved in the risk assessment folder on the school's network. These can then be amended when further visits are organised. A printed copy of the risk assessment should be placed on the clipboard in the main office. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.
8. In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit.
9. The Governing Body determines the following arrangements for informing and obtaining the consent of parents for visits categorised as "Type 1" under County regulations:
  - Full written details of the visit will be provided to parents before their consent is requested.
  - A single form of consent is allowed to cover a programme of similar visits over a period of one academic year, provided that this is made clear to parents.

10. The Governing Body determines the following policy in relation to insuring staff and pupils for visits categorised as "Type 1" under County regulations:
  - Teachers, other county employees and volunteer helpers are automatically protected by Cambridgeshire County Council's liability and personal accident policies.
11. The Governing Body endorses the nomination of the following persons as emergency contacts in relation to educational visits:
  - Headteacher
  - Deputy Head (where the Headteacher is unavailable or on the educational visit)
12. The Governing Body shall approve in advance, on a visit by visit basis, educational visits in the following categories:
  - Visits including an overnight stay.
  - Visits including adventurous activities supervised by a County employee or volunteer (e.g. a teacher or youth worker).
  - Visits including adventurous activities supervised by an external provider (e.g. a commercial centre or hired instructor).
  - Visits abroad.
  - Visits in any of the above categories for which the organiser wishes to arrange insurance **other** than through the County's school visits and journeys insurance policy.
  - Visits where any site owners or activity providers require to be indemnified against claims arising from the visit.
13. The Governing Body shall approve in advance on an annual basis educational visits in the following categories:
  - Regular, routine off-site activities (e.g. the use of off-site facilities for PE).
14. The Governing Body will receive information on visits in the following categories in the termly Headteacher's report and does not require notification in advance:
  - Specific, one-off or occasional visits (e.g. museum visits, field study visits).
15. All notifications of educational visits submitted to the Governing Body for approval will include a statement of the objectives of the visit and the learning outcomes expected for the participating pupils.
16. The Governing Body re-affirms its Charging and Remissions Policy in relation to educational visits.
17. The Governing Body are aware that many educational visits could not take place without the goodwill of volunteer helpers. The member of staff organising a visit should ensure that:
  - Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visit organiser retains overall responsibility.
  - The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent, this includes whether the volunteer will supervise their own child directly or not.
  - The visit organiser is responsible for ensuring that each volunteer has the information they need, knows precisely what their role is and understands that they have a responsibility to carry out that role.
  - The visit organiser will ensure any volunteers without a DBS check will be supervised by a member of staff at all times.
  - All volunteers accompanying a residential visit should obtain a DBS check.
18. It is the responsibility of our governing body to monitor the effectiveness of this policy. The governing body does this by:
  - taking into serious consideration any complaints regarding educational visits from parents, staff or pupils; and
  - reviewing this policy every three years.