



**St Peters CofE Primary Academy**

**Executive Principal: Laura Hopley**

**Head of School: David Castledine**

**Chair of Local Academy Committee: Zoe Heath**

# **EDUCATIONAL VISITS POLICY**

# **St Peter's CofE Academy, Stonnall**

## **Educational Visits Policy 2022-23**

The school values the opportunities created when children participate in educational visits. We seek to encourage staff to undertake such visits, which will involve all children.

St Peter's CofE Primary School, Stonnall adopts the "Guidance for the Management of Outdoor Learning, Offsite Visits and Learning outside the Classroom" recommended by Staffs County Council as its Policy Document on Educational Visits.

*The following is a resume of important procedures in this document for staff:*

For health and safety on educational visits, the Executive Principal and Governing Body share responsibility for the matters detailed in the document.

The school has a designated Educational Visits Co-ordinator (EVC) who is Mr D Castledine.

### The Co-ordinator will:

1. Approve visits in categories delegated by the LA or seek LA approval where required.
2. Keep necessary documentation up to date.
3. Advise staff on all matters related to Educational Visits.
4. Assess that leaders are competent for the visits concerned.

Every visit must have a 'visit leader' who is the member of staff responsible for the visit. The visit leader will have responsibility for the safety, conduct, supervision and deployment of all participants and staff attending the visit.

### Requirement for all visits:

- (a) clear and justifiable objectives for visit;
- (b) parental notification and consent;
- (c) assessment of transport arrangements (including parental permission to travel in other parents' cars);
- (d) knowledge of the venue – usually through prior visit;
- (e) risk assessment and control measures produced. Emergency procedures in place.

The school will, under normal circumstances, only be involved in visits categorised as "normal risk". Any residential visits or visits involving additional or high risk will be at Staffordshire County Council run centres with qualified and properly trained staff.

In the event of any other visits the approved Staffordshire County Council requirements will be followed for additional or high risk activities.

### Risk Assessments

A risk assessment of the visit will be undertaken prior to the visit by the leader assisted by the Educational Visits Co-ordinator following National guidelines.

### Staffing Ratio

The school will comply at all times with the ratios as laid out in the National Guidance

1. 1 adult to 6 participants for up to and including Year 3.
2. 1 adult to every 10 – 15 participants in Year 4 to 6.

### Use of Volunteers

The school values the contribution of volunteers on educational visits.

For day visits a DBS disclosure will not be required for parents of pupils attending the school.

The EVC and Visit Leader will satisfy themselves on the suitability of volunteers.

For Residential visits, volunteers must have DBS disclosure at Enhanced Level.

### Emergency Contacts

For all visits, the school will keep a record of a contact number of the venue and staff accompanying the visit.

For visits taking place outside or beyond the school day, a person will be nominated as home contact, having details of everyone on the visit.

In the event of an emergency :

- the leader should secure the group and ensure its safety
- deal with injuries and telephone 999 if necessary
- delegate responsibilities to staff accompanying the visit
- telephone the school or home contact to make aware of the emergency
- home contact to telephone Headteacher to contact LA if felt necessary
- Contact made with parents if necessary.

### Accidents

These should be reported in the school accident book and an accident report form completed if appropriate.

First Aid

A first aid kit will be taken by the leader on all educational visits. All staff have received basic first aid training.

Procedures for Staff Seeking to Undertake a Visit

1. Permission for the must be sort with cost, transport, impact, dates, school timetabling being taken into account.
2. Visit Leaders then must access the EVOLVE website and submit information about the trip to the EVC these must include ratios, transport using, volunteers taking, risk assessments. This should be done at least 4 weeks prior to any visit.
3. Final approval is given by the Headteacher and the EVC and Visit Leader are informed via EVOLVE that the visit has been approved.
4. Inform parents minimum two weeks prior to visit both via email and paper copy and obtain consent. NB If parents' vehicles are involved ensure form "Volunteer Driver's Declaration" is completed. For local sports' events, a risk assessment already completed for a similar event may be appropriate.

The Educational Visits Co-ordinator (EVC) in this school is: Mr David Castledine

Signed ..... Date .....

Executive Principal  
..... Date.....

REVIEW DATE September 2023