



Establishment Visits Policy

Consultation has taken place	Staff Date	10/05/23	Governors Date	
Where to access this policy	Head teacher's office and learning Platform: parents page			
Date Policy became effective	June 2018			
Review Date	June 2026			
Person(s) Responsible for Implementation & Monitoring	Educational Visits Coordinator – Miss A Smith Head Teacher – Mrs. Claire Hart			

Policy for Offside Visits

Educational Visits Policy

All policies at St John Lloyd RC School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values.

Headteacher: Mrs C Hart

DHT: Mr J Ivins

Chair/ Vice Full Governing Body: T McCarthy/ Sister Marie De Monfort

EVC: Miss A Smith

St John Lloyd RC School has formally adopted through 'Guidance for Offsite Visits' as outlined on EVOLVE .

This guidance defines the arrangements to be taken into account when organising educational visits, provides guidance to ensure best practice in managing off-site activities and is designed to make trips safe.

Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

St John Lloyd RC School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits

- Adventurous Activities
- Musical events

Approval Procedure

The Governing Body has delegated the final consideration and approval of offsite visits and activities to the Headteacher. The nominated Educational Visits Co-ordinator (EVC) is Ms Smith; the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents the Head teacher/EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system.

The School has agreed a policy for categorising its visits in line with guidance i.e.:

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at school level on Evolve by EVC /Head.

Level 1 Local regular day visits this establishment has posted a list of its Level 1 visits in the document library of Evolve and will use in-house systems to record & approve such visits.

It confirms that a set of standard operating procedures (SOP) or generic risk assessments exist for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

Definition of Levels:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

Level 1 = Local and regular visits that the school has generic risk assessments' & standard operating procedures for (e.g. Local Park & church)

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Parental Consents

Global written consent from parents will be required for pupils to take part in any off-site activities organised by the school. The school has a standard global trip consent form signed at admission to the school, which will be used for this purpose (Level 1 & Level 2)

For all residential visits (Level 3) parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. An additional form must be completed for consent.

The school has policies for voluntary contributions which applies to all visits.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

The school will appoint the Head Teacher/ Deputy Head teacher as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

In case of a Critical Incident, the Visit Leader should inform the emergency point of contact in the first instance who will then phone Cardiff Council. This line should be used to inform and request support from the Local Authority when a traumatic or tragic event has occurred.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Level 1 Visits

This is a list of the school's regular day visits the school considers to be Level 1. The list is in the document library of Evolve and the school uses in-house systems (e.g. register of pupils etc.) to record & approve such visits. It confirms that a set of **standard operating procedures (SOP)** or generic risk assessments exist for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

Level 1 Visits

St Illyds High School & feeder Higher schools

Local Leisure Centre

Local Library

St John Lloyd & Blessed Sacrament churches

Safety activities (Road safety , cycling etc)

Any other walks around the local area including park & shopping area.