St Mary's Catholic Primary School

Achieving Ambitions

EDUCATIONAL VISITS POLICY

We guide our pupils on to the path to achieving their ambitions.

On their journey, they **Love** *one another,* **Learn** *to achieve excellence,* **Laugh** *through enriching experiences and* **Live** *life to the full.*

Drafted by	Carl Gendre - Educational Visits Coordinator
Approved by Governors	Not Required
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Section 1 – Introduction

Offsite activities and educational visits can greatly enhance the education and development of all St Mary's pupils. Curriculum visits can be beneficial in developing relationships, enhancing self esteem and having an awareness of a respect for others whilst exploring the local community.

Ensuring the welfare of children on off site activities is as important as ensuring health and safety and must be considered at all times. Working together to safeguard children (HM Government April 2006) states that "all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced."

All staff working at St Mary's are fully DBS checked and all records held centrally.

All St Mary's visits are planned in accordance with Brighton & Hove outdoor education guidelines.

Mr Carl Gendre, Assistant Head Teacher, is the school Designated Safeguarding Lead. All staff have statutory safeguarding and child protection training updates and are aware of the school policy procedures when safeguarding students on or off the school site.

Mr Carl Gendre and Mrs Siobhan Parsons are the Educational Visits Co-ordinators (EVC) who supports and oversees all external visits.

When on offsite visits, the class teacher has overall responsibility for leading and supervising the trip with teaching assistants being assigned specific supervisory roles.

All safeguarding arrangements are reviewed regularly.

Section 2 – Offsite Visits

St Mary's offsite activities range from residential trips to day visits. Pupils are involved in weekly swimming sessions and regular trips to the shops or local church. This wide range of curriculum enhancement falls into the categories of both hazardous and non-hazardous activity.

When booking an offsite visit, class teachers initially identify an appropriate offsite visit in their termly planning. Requirements are discussed and assessed with all new venues being pre-visited prior to the actual visit date and carried out by the lead teacher. Once risk assessed thoroughly with the venue's own risk assessment studied and attached, teachers communicate this information to all staff and volunteers as appropriate.

All visits must be discussed with the school EVC.

All visit information and risk assessments are held centrally on the school network and can be accessed easily by all staff.

All St Mary's off site visits have staffing ratios higher than the LA recommended minimum for all age pupils. All staff have a very good knowledge of individual pupils and their needs.

- *School years Reception – 1:4*
- *School years 1-2 – 1:8*
- *School years 3-4 – 1:10*
- *School years 5-6 – 1:10/15*
- *School years 7 onwards, 1:15/20*

"Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits. There should always be a minimum of two members of staff on any offsite visit, and any on–site SEN ratio must be duplicated off-site.

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (1:13 in early years' settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary."
BRIGHTON & HOVE OFFSITE GUIDELINES

Risk assessments for both weekly and one off visits are shared prior to the start of any trip and ongoing visits reviewed on a regular basis. A mobile phone must be carried by the lead teacher at all times.

The visit leader must complete and then carry with them a Visit Leader Emergency Action Card (see Appendix B), including all relevant emergency telephone numbers and key instructions in the event of an emergency.

Parental consent for visits is always obtained and the forms held for 6 months.

St Mary's has a comprehensive insurance policy for all off site visits that is reviewed annually by the school bursar.

Only external agencies approved by the LA will be considered to provide transport for the school.

Section 3 – Hazardous activities

St Mary's pupils have been involved in some of the following 'hazardous' activities.

- Farm visits
- Residential visits
- Water based activities, e.g. visit to HMS Victory, use of Hove Lagoon, swimming, etc
- Climbing wall

All hazardous activities follow the St Mary's risk assessment procedures in section 2. They **must** however then be checked by the school EVC and submitted onto EVOLVE for LA approval, all within designated timescales. Residential visits must also gain approval from the St Mary's school governing body at least 6 weeks prior to the residential trip.

Section 4 – Emergency Procedures

All off site visit leaders carry relevant information about children, first aid supplies and individual children's medications. When required, all staff carry a mobile phone with a contact list of all other staff in attendance.
The school office is available throughout the day if emergency contact needs to be made.

Any off site visits falling outside of school hours will always have a designated member of staff as an emergency contact and parents are informed of any delay or incident immediately.

Section 5 – Volunteers

Volunteer helpers are welcomed on most trips. They are fully briefed beforehand and given a sheet of guidelines: see Appendix A.

Appendix A

Out of School Trips: Volunteers' Guide

Thank you for agreeing to help on our trip! We really appreciate your time and effort and hope you enjoy the experience. If you have questions of concerns at any time today, or have any needs of your own that we should know about, please talk to the trip leader as soon as possible.

The trip has been risk assessed and the trip leader will go through this with you before you leave. Health and safety is everyone's responsibility, so please follow the guidance carefully.

If you are given a group of children to supervise during the trip, please make sure you know who they are and keep them with you at all times. Regular head-counts will help you to check that they are all close by. You can expect the children to listen to you and follow your instructions.

Smoking (including e-cigarettes) is not allowed on school trips, nor is any alcohol. Please do not use your mobile phone unless there is an emergency. Photographing the children is also not allowed, but the school staff will take plenty of pictures!

Only school staff are allowed to help children use the toilets, to allocate food or to administer any medicines.

Once again, thank you for your help, and enjoy the day!

Appendix B: Visit Leader Emergency Action Card

Front:

VISIT LEADER EMERGENCY ACTION CARD

If an Establishment decides to adopt this 'card', it should be carried by all staff accompanying a visit.

It is recommended that this is printed, laminated, and placed in first aid kits.

First response

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. REMAIN CALM - assess the situation.

2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:

- accounted for
- safe
- adequately supervised
- briefed to ensure that they understand what to do to remain safe
- To ensure parents aren't unnecessarily worried or panicked, don't let party members phone home until contact has been made with the establishment/appropriate service.

3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.

4. Call emergency services as appropriate.

5. Carry out first aid to the best of your abilities.

Remember the aims of first aid are to:

a. Preserve life
b. Prevent the condition worsening
c. Promote recovery

Essential First Aid

1. Casualties need to be able to breath – if they are unconscious this means being put into a safe airway position

2. You need to try to find and stop any serious external bleeding

3. You need to protect the casualty from the environment - keep them warm

4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Back: (to be filled in)

Once the immediate situation is contained

- Inform the school/Establishment Emergency Contact or, if unavailable, your employer e.g. Local Authority. They will need the following information:

  - Who you are, which establishment you are from and what your role is within the group
  - What number can you be called back on?
  - What is the nature of the emergency?
  - How many casualties there are and their status
  - The total number of people in your party
  - Your current location
  - Whether you are staying where you are or moving – if you are moving where to?
  - What time did the accident/incident happen?

- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Ensure that an appropriate adult accompanies any casualties to hospital, taking with them parental consent forms and any relevant medical information but ensuring you still maintain an adequate adult/pupil ratio.
- Avoid splitting the group – unless it is the only way to get help – and leave no one on their own.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do until they can be returned to base.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, decisions made, conversations held and a timescale. Do not leave this until later when your memory of details may be confused.
- Refer all media, parental or other enquiries to your employer's press office. Do not admit anything. Do not sign anything.
- Inform the Foreign & Commonwealth Office for support if abroad.
- Monitor, reassess and review – ensure nothing has been forgotten, and all leaders and young people are coping, cared for and secure.

Emergency Numbers

Name	Landline	Mobile
My telephone number		
School/establishment	01273 418416	
Emergency contact at base	" "	
Head/manager	" "	
The following Brighton & Hove City Council numbers should only be used in the event of a CRITICAL incident (one where a group member has suffered a life threatening injury or fatality, is at serious risk, has a serious illness, has gone missing for an unacceptable period, the incident is beyond normal coping mechanisms or the media is involved) **and where communication can't be established with the emergency contact or head of the establishment above.**		
Emergency Planning & Resilience team	01273 296699	(Out of hours) 07540675169
Health & Safety Duty Officer	01273 292062	
Press Office	01273 293033 or 01273 291035	
BHCC Switchboard	01273 290000	