



## **Introduction**

St Mary's Catholic Primary School provides many opportunities to enrich the curriculum for its students through off-site activities and educational visits. These include a variety of day trips and residential visits.

The value of off-site activities and educational visits is well recognised by the Governing body and fully supported throughout the establishment. Safety is recognised as important and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised.

This document outlines the specific policies and procedures for St Mary's. It supplements and follows the guidance, regulations and advice from East Sussex, the DfE and Health and Safety Executive.

## **Roles and Responsibilities**

### **The Governing Body must:**

- ensure that arrangements are in place and the County Council regulations and guidance are being translated into working systems.
- ensure that the Governing Body has its own systems in place to support this process.
- have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

### **The Headteacher must:**

- ensure that the management of visits and ventures meets the regulations and guidance offered by the County Council, DfE and others, as well as conforming to the establishment's own health and safety policy
- ensure that the Governing Body are kept appropriately informed and accreditation or verification of providers has been checked
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

### **The Educational Visits Coordinator (EVC) must:**

- liaise with the Outdoor Education Adviser where appropriate
- be involved in educational visit management in order to ensure that the County Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- to be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- to organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit
- ensure that procedures for DBS disclosures are in place as necessary
- to ensure that liaison with parents and obtaining consent are effective
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the County Council team should an emergency occur
- ensure that the establishment complies with County Council requirements for reporting incidents and accidents (including 'near misses')
- support the head of establishment in the management of and evaluation of educational visits:
- use and apply suitable record keeping practices for both children and young people and leaders off-site
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change

- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

**The Group Leader must:**

- be approved to carry out the visit, suitably competent and knowledgeable about the establishment and LA's policies and procedures
- plan and prepare for the visit and assess the risks with the EVC, recording them on Exeant.
- define the roles and responsibilities of other staff and children and ensure effective supervision of what they do
- obtain the EVC/Headteacher approval for the visit
- have enough information on the children/young people taking part in order to risk assess their suitability for the visit or specific activity
- consider stopping the visit if the risk to the health and safety of the children is unacceptable and have in place procedures for such an eventuality
- ensure the leaders have details of the establishment base contact
- ensure the leaders and others have details of the children/young people's special educational or medical needs which will be necessary for them to carry out their tasks effectively

**All leaders need to know**

that in the event of an emergency they should:

- Ensure the children are safe
- Contact their emergency contact person and give them the details
- Follow the procedures to be followed in the event of a serious accident/incident or fatality. (See St Mary's Crisis Management Plan.)

**Parents must:**

- provide the EVC with updated emergency contact number(s)
- sign the blanket or individual consent form
- give the EVC information about their child/young person's emotional, physiological and physical health which might be relevant to the visit
- agree the arrangements for sending a child/young person home early and who will meet the cost

**The children must:**

- not take any unnecessary risks
- follow the instructions of the leader and other supervisors including those at the venue of the visit
- dress and behave appropriately and responsibly
- if abroad, be sensitive to local codes and customs
- look out for anything that might hurt or threaten themselves or anyone in the group and inform the group leader or supervisor

There are no legally set ratios to abide with in respect of staff to pupil ratios. The exception is Early Years settings where Ofsted and DfE do prescribe ratios. Ratios should be determined by the result of an effective risk assessment, taking into consideration;

- The group – Age, gender, ability, behaviour, educational and emotional needs.
- Staff competencies.
- Environment – location of visit, time of year, remote setting, crowded, easily accessible.
- Activity – skill level, duration, equipment.

**The following ratios given for guidance only**

Activity	Qualifications/staffing	Ratios	Notes
<b>Local visits</b> – in the local area, close to support at school	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>Usually two leaders required, unless in exceptional circumstances</b>	1:2-4 Reception 1:6 pupils Years 1-3 1:10-15 pupils Year 4-6	A minimum of one qualified leader needed for every group or class. They can then be supported by other qualified leaders or responsible adults. Leaders should reflect the gender of the group.
<b>Day visits</b> – more than 60 miles or one hour from school	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b>	1:2-4 Reception 1:6 pupils Years 1-3 1:10-15 pupils Year 4-6	
<b>Residential visit, UK or abroad, and visits abroad</b>	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b>	1:2-4 Reception 1:6 pupils Years 1-3 1:10 pupils Year 4-6 These ratios <b>do not</b> include the centre/residential base staff	As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2. <b>Leaders must reflect the gender of the group.</b>

It is recommended that on off-site visits there is a trained first-aider and a first-aid kit is carried, check with the EVC about how this will be arranged.

On return from the visit, the group leader should report to the EVC and complete an evaluation report on Exeant, e.g. when the visit involved an external organisation/was notable in terms of positive outcomes/gave rise to significant concerns, a copy of which should be sent to the EVC and Outdoor Education Adviser. If there has been an incident, then the appropriate report form must be completed.

All the planning of the visit should be supported by the use of the checklist and cost sheet.

When students are attending external training providers/off-site organisations, the following should be in place.

- A partnership agreement between the School and the external training providers/off-site organisations.
- A risk assessment for the students' journeys for the learning experiences.

## Useful contacts

School Educational Visits Coordinator	<a href="#">Maria Cowler</a>	
County Offsite Education Advisor	<a href="mailto:Leanne.bentley@eastsussex.gov.uk">Leanne.bentley@eastsussex.gov.uk</a>	01273 482522
County Claims Administrator	<a href="mailto:garry.saunders@eastsussex.gov.uk">garry.saunders@eastsussex.gov.uk</a>	01273 481578
Kim Hicks (Health and Safety)	<a href="mailto:kim.hicks@eastsussex.gov.uk">kim.hicks@eastsussex.gov.uk</a>	01273 481938
Crisis Management	<a href="mailto:julian.patmore@eastsussex.gov.uk">julian.patmore@eastsussex.gov.uk</a>	01273 482849
National Guidance	<a href="http://www.oeapng.com">www.oeapng.com</a>	
Learning outside the classroom	<a href="http://www.lotcqualitybadge.org.uk">www.lotcqualitybadge.org.uk</a>	
Czone offsite visits homepage	<a href="https://Czone.eastsussex.gov.uk/teachinglearning/curriculum/offsiteactivities/Pages/main.aspx">https://Czone.eastsussex.gov.uk/teachinglearning/curriculum/offsiteactivities/Pages/main.aspx</a>	



**ST MARY'S CATHOLIC PRIMARY SCHOOL**  
Educational Visits Costing Sheet [June 2018]

<b>Outing Name</b>	<b>Person organizing trip</b>
<b>Date of Trip</b>	<b>Year group</b>
<b>Number of Pupils</b>	<b>Number of Adults</b>

<b>Entry Charges</b> – Check, we can claim VAT, and appropriate invoices need to be obtained.		
<b>Per Pupil</b>	<b>Per Adult</b>	<b>Total Charge</b>
		£
<b>Additional Expenses</b>		
<b>Coach Hire</b> <i>office can obtain quotes for coaches and book minibuses if required</i>		£
<b>Sundries</b> <i>(parking, additional activities etc.)</i>		£
<b>Please add an additional 50p per child for administration charges. (This is to cover on-line payment charges)</b>		£
<b>Total Cost of Trip</b>		£
<b>Cost per pupil</b> <i>(total cost of trip ÷ number of pupils)</i>		£

**Trip Leader**

**Signed:**

**Date:**

**Bursar**

**Signed:**

**Date:**

**Kim must sign the costing sheet before anything is confirmed.**

**Off-site Activities and Educational Visits Checklist.**

1	Is there an identified group leader?	
2	Is there a clearly identified purpose and specific objectives for the visit?	
3	Have the plans been discussed with your EVC / Headteacher and entered on Exeant?	
4	Has the costing sheet from the school office been completed and signed off?(Appendix C)	
5	Have all letters to parents been copied to the office and saved in 'letters home' folder on Staff only drive so that they can also be emailed home?	
6	Are there enough leaders (staff & volunteers) for the trip to take place? <ul style="list-style-type: none"> <li>• Are the staff and volunteers suitably qualified and competent?</li> <li>• Have DBS checks been carried out if required (essential for residential visits)?</li> <li>• Are the staff/children ratios acceptable for the activities proposed / particular group?</li> </ul> Does the gender of adults reflect the pupils' gender (essential for residential)?	
7	Are arrangements in place for cover for lunch duty / break duty for staff on trip. Check diary carefully and think about other class events, peripatetic music teachers, external agencies (special needs, EAL etc), MDSA's. (liaise with Judith)	
8	Have the risk assessments been written for: the journey(s) the down time if necessary the activities if necessary All risk assessments to be approved by EVC through Exeant in advance of trip and copied for all leaders.	
9	Have the risk assessments for the activities provided by the centre/venue been seen by the group leader?	
10	Have kitchen staff been informed of your outing as lunch numbers will be affected – let kitchen staff know dates at least 2 weeks in advance.	
11	Has the visit been put in the school diary?	
12	If the visit is residential and/or abroad, have the plans been approved by the Outdoor Education Adviser using the Exeant system, at least four weeks before the visit?	
13	Is insurance arranged where necessary?	
14	If the visit is hazardous and/or residential and/or abroad, have the plans been approved before the visit?	
15	Has appropriate legal transport been arranged? Coach / minibus / Cars ( <i>office to keep copy &amp; maintain logs of private driver documents</i> )	
16	Has a preliminary visit been made?	
17	Has parental consent been obtained?	
18	Have the leaders, both staff and volunteers been made aware of the children's dietary and medical needs?	
19	Is a first aider and first aid kit available?	
20	Have all the children been properly briefed e.g. clothing, significant hazards, rendezvous points, groups, behaviour?	
21	Have all the staff and volunteers been properly briefed e.g. roles and responsibilities, supervision styles, significant hazards and their management, groups, emergency procedures?	
22	Has an emergency contact person been arranged through the establishment who has copies of the children's and visit information? (see Educational Visits pack)	
23	Remember to take any medication necessary for children during the activity and return to office after outing. Please sign the medication out of the office	
24	Make print out from SIMS of Contact/Medical information as outlined in Educational Visits Kit Appendix B (this can be used as a register during the outing)	
25	Have arrangements been made for an evaluation after the visit to be shared with the Headteacher/Outdoor Education Adviser?	
26	Do all leaders have an Educational visits kit to take with them? (Mobile phone / High Vis Jacket / whistle / risk assessments/ medical necessities / group lists)	

# St Mary's Catholic Primary School

Educational Visits Kit ~ Contents list [June 2015]



Please go through this list and ensure that all is available to each adult as necessary.

## **A Whole Class list**

Run from SIMs at the time of the visit so that the information is as up to date as possible. This is available as a report to run on SIMs and includes Names, DOB, contacts, dietary, medical and doctors info. One list for the visit leader only. Go to: SIMS / reports / Focus / Student / Class Ed Visit Report March 2012 / choose your year group and run. *Please make sure that this is shredded on your return to school.*

## **Incident Forms**

For visit leader only. To fill out if needed and to use to transfer information on to electronic system on return to school.

## **Crisis management Plan**

For visit leader only. To be used in the event of a major emergency. Please make yourself familiar with this document.

## **Emergency Contact Cards**

For self and all other adults. For pupils if they may be alone at any point e.g. travelling on public transport.

## **Mobile phones**

Make sure your phone is charged and kept on during the trip. If you do not have access to a mobile phone please talk to the EVC

## **Risk Assessment**

Needs to have been signed off at school and copies given to each adult as necessary.

## **First Aid Kit / Prescribed Medicines / Equipment in Case of Sickness**

Waist bags with first aid equipment, vomit bags, paper towels, tissues etc. Named medicines for pupils. Check especially for inhalers and epipens etc.

## **High Vis Jackets and a whistle for each adult.**

To be used as per risk assessment.

## **Group lists and pen**

Each adult to have a written copy of the names of the children in both their own and all other groups. Pen, to be used to mark register on this list etc.