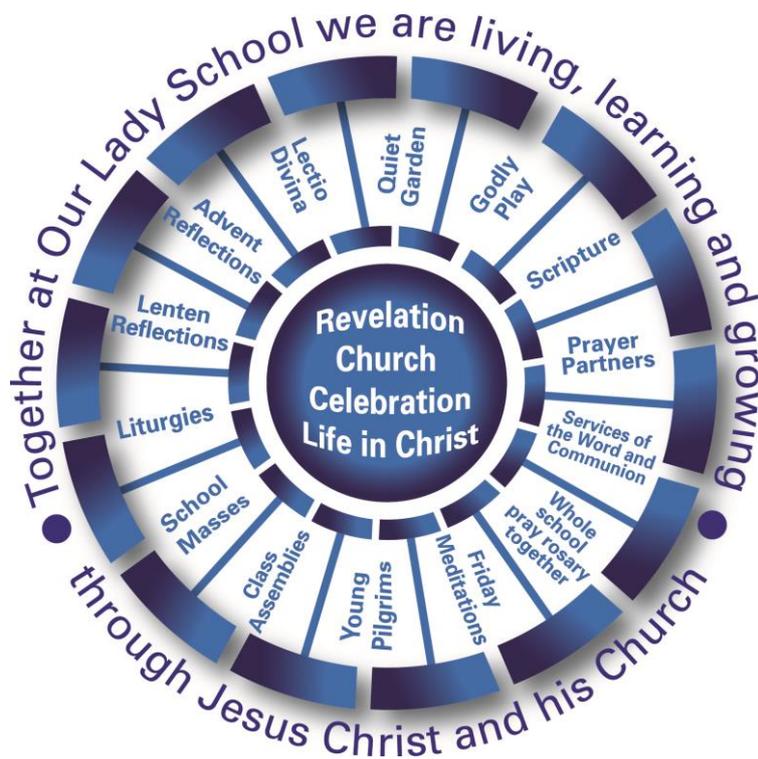




Our Lady Catholic Primary School

Educational Visits Policy



The Diocese of Westminster Academy Trust
A Catholic Academy

March 2021

Our Lady School promotes a wide range of educational visits for our pupils as they enhance and enrich the curriculum experience for all of our learners. In line with our efforts to build 'cultural capital' into the curriculum we want to expose the children of the best that has been previously thought and said and so off site visits enable us to give pupils a rich 'hands on' experience.

Planning

1. A preliminary visit to gain first hand knowledge of the places to be visited is highly desirable and to be carried out by the member of staff leading the trip. A Risk Assessment, form OV4, must be recorded where appropriate.
2. Full details of the planned visit must be given to the Headteacher in advance of the visit using form OV1 (day trips).
3. If visits include an overnight stay forms OV2 and OV3 must be completed by the teacher in charge and stored in the Visits File.
4. The teacher's 'in loco parentis' responsibility on school visits ends only when the pupils are handed back into the care of their parents.
5. Good conduct agreements/contracts are issued and signed by pupil, parent and school.
6. Parents must be informed of all visits in writing, giving adequate notice and full details of the proposed visit, including a request for a financial contribution, where this is appropriate.
7. It is important to obtain the parents' written consent, before pupils take part in school visits whether a coach journey or an overnight stay is involved or not.
NB: it is not legally permissible to use a disclaimer clause
7. Teachers must arrange for a colleague (the contact person) to remain at school until the return of the day trip so they can inform parents of any unavoidable changes in arrangements or other unforeseen circumstances.
8. For residential trips the teacher in charge must arrange to report to a colleague each night. The colleague (the contact person) is responsible for posting a notice in the playground/via parent mail/via text to keep parents informed. They must also provide a telephone number for parents to contact outside of school hours in case of emergency.
9. The contact person must hold and have available 24 hours a day, all relevant information including a list of all people involved in the event, forms OV8/9.
10. The school has taken out Offsite Activities Insurance Cover. The relevant Emergency Information and Procedure Sheet must be taken on all visits.

Organisation

1. Staff must follow the guidelines referred to in this policy
2. In the event of any incident or accident the named contact person must be informed.
3. If an accident occurs during the course of a visit an Accident Report form must be completed and the County reporting procedures must be followed (see Health and Safety File)

Supervision

1. The ratio of participants to staff should be such as to ensure adequate control and safe conduct during all phases of the activity. A ratio of 1 member of staff to 15 participants should not be exceeded.
2. A minimum of 2 adults, one of whom should be a teacher, should accompany each event. For short journeys to events, it may be sufficient for 2 TA's to accompany the pupils.
3. All staff, including helpers, must have their roles clearly defined and be fully briefed about the details of the visit.
4. For residential visits all accompanying adults must be checked by the police under the procedures for disclosure of criminal backgrounds of those with access to children.
5. Both male and female staff should accompany mixed groups wherever possible. For residential visits this is essential.
6. One member of staff should take responsibility for any medicines, which may need to be taken by members of the party and for first aid arrangements.
7. A senior member of staff will be responsible for the OffsiteVisits file, which will be taken on all trips. All teachers and helpers should have a list of participants' names, addresses and telephone numbers and those of the named contact person in case emergency contact is needed. In order to respect confidentiality, these lists must be collected from each helper at the end of the journey and shredded.
8. Children shall be issued with a wrist band printed with Our Lady School contact details, in case they should get separated or lost. These are reusable and should be returned to the school office at the end of the trip.
9. Staff should not transport pupils in their car unless they have their own personal insurance that covers 'business use' including the transport of pupils and they have written consent from the parents in advance of any journey taking place.

The following Off-site Visit forms are held in the School Visits File in the Office

- OV1** Managers Approval of Day Trip
- OV2** Level 2 (residential UK) Visit Audit Check List
Level 3(residential overseas) Visit Audit Check List – Copy required by HCC
- OV3** Managers Approval of Level 2/3 Visits
- OV4** Risk Assessment
- OV5** Individual Risk Assessment (usually pupils with SEN Statement)

OV6 Providers Assessment Form

OV7a Parental Consent Form

OV7b Adult Self Consent Form

OV8 Information about Participants (Class List)

OV9 Emergency Contact Information including accompanying Staff.

OV10 Missing Persons Form

MED1/2 Administration of medicines Form

(See also HCC Guidelines for School Journeys in Health and Safety File section T)

Our Lady School uses Evolve to register all trips with the Local Authority. It is the responsibility of the class teacher/Admin team to ensure all details are uploaded in advance of the trip and it is the responsibility of the Head Teacher to sign off on the trip/event before it takes place.