

“Every child is a unique child of God.”

WHINMOOR



ST. PAUL'S
C of E Primary School

Whinmoor St Paul's (VA) C of E Primary School

Educational Visits Policy

Every Child is a Unique Child of God

Agreed: March 2019

Review Date: March 2022

Signed: Chair of Governors

Date:

Mission Statement

At Whinmoor St Paul's Primary school we believe that every child is a unique child of God and lives in a world that God has made.

We aim:

- ***To provide a safe nurturing environment where every child can achieve his/her full potential***
- ***To inspire a lifelong love of learning***
- ***To value all faiths and cultures and to celebrate diversity***
- ***To develop a sense of respect and responsibility towards self, others and the world in which we live***
- ***To build strong relationships with the local community, our city and the wider world***

And to do all this as a caring community based on strong Christian values

The Governing Body and staff of Whinmoor St Paul's Primary School take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess, and support those children who are suffering harm and to keep them safe and secure whilst in our care.

Policy Statement

Whinmoor St Paul's Primary School recognises the value of off-site visits to pupils as enrichment to their studies, and to their personal and social development. Such visits can inspire, give life experiences and improve the individual's affiliation to the school and help generate positive relationships with their teachers.

EVOLVE is the educational visits notification system used by schools in Leeds and throughout most of the UK. It is an electronic system and has been mandatory for notifiable visit planning since 2010.

1. EVOLVE visit notifications will, as a minimum, state
 - The educational purpose of the visit,
 - It's aims and objectives
 - How it conforms to the school's curriculum aims.
2. EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
3. Approval of visits will be outlined within the arrangements section of this policy.
4. Competencies required for the nominated visit leader and supervisors will be clearly defined.

5. Where the school uses external providers, the visit leader must satisfy themselves that they will deliver quality; have public liability assurance; and meet health & safety standards. This can be done by consulting EVOLVE; KADDI; and/or the use of E2 and E3 provider forms.

(KADDI is a central place to research activities for all ages across the UK. KADDI is the only site which directly links with the LOTC Quality Badge site – the nationally recognised indicator of good quality educational provision. The scheme is managed and developed by the Council for Learning Outside the Classroom).

6. Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
7. The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE.
8. Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
9. No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.

Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within the Policy Handbook for Educational Visits available on EVOLVE and OEAP National Guidance website.

1. Governing Body (the Governing Body will receive assurance about Educational visits from the Headteacher)

- a. The overseeing of educational visits will be undertaken by Mrs L Brew as EVC and Miss M McBride as Headteacher.

2. Headteacher

- a. The headteacher will be responsible for ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, that the supervisors are competent, physically and mentally fit and that governor assent has been given if required.
- b. The headteacher will authorise all visits via EVOLVE.

3. Educational Visits Co-ordinator (EVC)

- a. The school's Educational visits Co-ordinator is: Mrs Lynn Brew
- b. They will undertake duties as agreed between them and the headteacher in line with the responsibilities listed in the Policy Handbook for Educational Visits.

- c. The EVC will be trained and fully conversant with the Policy Handbook and Educational Visits: OEAP National Guidance web site; and have access to the afPE Safe Practice in Physical Education, School Sport and Physical Activity.

The link to this site is: <https://oeapng.info/>

4. Visit Leader

- a. The Visit Leader will comply with the requirements outlined in the Policy Handbook for Educational Visits and their role as defined in the OEAP National guidance website.
- b. The Visit Leader will ensure that the notification is completed on EVOLVE and that any activities or events that may take place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- c. The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
- d. The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- e. The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.
- f. The Visit Leader may evaluate their trip on EVOLVE.

5. Supervisory Staff

- a. All staff assisting with supervision on any trip will be conversant with their responsibilities as stated in the Policy Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.
- b. All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- c. All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.
- d. Staff will feedback information to the Visit Leader to enable a full evaluation of the trip.

Arrangements

1. Proposals

- a. The Visit Leader will submit a proposal to the headteacher before starting an EVOLVE notification. The EVOLVE notification must be submitted within the following timescale for each category of visit to the EVC. Exceptions are possible but **MUST** be cleared.

Category	Latest date for submission to the EVC
1 – regular curriculum	1 week (recommended)
2 – one offs	2 weeks (recommended)
3 – overnight, overseas, adventurous	6 weeks (mandatory)

- b. The EVOLVE notification **must** be completed for all category 3 visits and it is considered good practice to complete it for all trips.
- c. Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit taking place outside school hours. They must sign the relevant consent form(s), and provide emergency contact number(s) and all relevant medical details.
(Curriculum activities taking place within the school day do not require individual consent. Annual consents are increasingly popular.)
- d. Where coach or minibus travel is to be used it must be in accordance with LCC regulations.

2. Notification

- a. Notification will be made using EVOLVE within the time scales specified as above.
- b. The Visit Leader is responsible for planning the visit and completing the EVOLVE notification.
- c. The headteacher will ensure that the Visit Leader carries out this task.

3. Undertaking the visit

- a. Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the visit Leader and a dynamic risk assessment made prior to the alteration taking place.
- b. A record must be kept of all such instances for evaluation and review purposes.
- c. Any accidents or near misses that occur during a visit will be reported to Leeds City Council using the forms CF50 and /or CF50a upon the return of the group to school.
- d. Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Leeds City Council.

4. Monitoring

- a. The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.

- b. On occasions the EVC, headteacher, senior manager or member of the Governing Body will accompany a group.
- c. The school may also request Leeds City Council Health and Safety Team to undertake a monitoring visit of a planned trip or conduct an audit of their educational visit process. This will be used for the school's own monitoring purposes.

5. Evaluation and Review

- a. An evaluation may be completed on EVOLVE.
- b. The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.
- c. Every visit may be reviewed by the Visit Leader.
- d. The results of the evaluation and review process will be available to the Headteacher via EVOLVE.

We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils, including those who are lesbian, gay, bisexual and transgender (LGBT). Inclusive PSHE will foster good relations between pupils, tackle all types of prejudice, including homophobia, and promote understanding and respect, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010

Review Date: March 2022