

Care - Courtesy - Concern

Christ the King and St Cuthbert's Catholic Academies

Joint Educational Visits Policy

February 2019

Overview

This policy is written in line with the Blackpool Council Model Policy and can be referred to on the EVOLVE system under the resources section.

Group leaders should refer to the 'Blackpool Council's Policy and Guidance' and the Employer Guidance online at www.oeapeg.info.

The system of approval is done on line at www.blackpoolvisits.org. This is referred to as the EVOLVE system.



Day Visit Procedure

Applies to visits departing and returning on the same day not involving any high risk or adventurous activities

1. **PLANNING**
Obtain permission, costing and check dates for the visit with SLT (two SLT meetings before the trip for local visits/four SLT meetings for extended visits) EVC to support before approaching SLT as necessary.
2. **COMMUNICATION**
Send a letter to parents (approved by SLT) giving information about the visit, including the times of departure and return to school, any cost involved, requirements for lunch and any other meals. Students on free school meals will receive a packed lunch. Inform school kitchen at least 1 week prior to the trip.
3. **PARENTAL CONSENT**
A Corporate Consent Form that asks about medical conditions and emergency contact details is taken at the beginning of each school year – staff do not need to duplicate this for day visits within school hours where school is open. Please see the EVC to discuss this if you are unsure. Parents must be informed prior to visits either by the above letter (or text for a local visit) to give them the opportunity to withdraw consent.
4. **SUPERVISION**
Supervision should be arranged in line with guidelines below.
5. **USE OF EVOLVE**
Careful consideration must be given to the registration of visits on the EVOLVE system and risk management plans are available at www.blackpoolvisits.org. Check with the EVC if you are unsure about this. Pupils who have SEND or behavioural needs will require extra support. Registration of non-local visits on EVOLVE **SHOULD BE COMPLETED 4 WEEKS** prior to the visit taking place or at the time the visit is verbally approved by the EVC or SLT (see 1 above).
6. **FIRST AID**
First Aid Kits are available from the office and must be taken on all visits. The Group Leader is responsible for ensuring First Aid Provision is adequate on the visit.
7. **BASE CONTACTS**
 - a) You must arrange for a Base Contact to be on hand to deal with urgent messages. The contact person must be provided with a list of pupils, medical conditions and emergency contact details plus all paperwork. Evolve now has a facility to download all documents into one file so it can be shared easily with office staff and leaders.
 - b) Before departing, the group leader **MUST** record with the school office how many children/staff are going on the trip and what time they will be back in school.
8. **POST –VISIT EVALUATION**
After the visit the evaluation form should be completed online through EVOLVE, highlighting any concerns about the venue or individual pupils. Serious concerns about pupil behaviour should be taken to a member of the Senior Leadership Team.

Evening, Weekend, adventurous, residential and overseas visit procedure

1. PLANNING

- a) Obtain permission for the visit from the Head teacher before approaching any other members of staff. This category of trips may require Directors' permission. A term's notice must be given to Directors.
- b) Check with the Senior Leadership Team on the availability of dates and any staff cover which may be required.

2. COMMUNICATION

- a) A letter should then be sent to parents (via SLT) with information about the visit including the times of departure and return to school, any cost involved, requirements for lunch and any other meals. Students on free school meals will receive a packed lunch from the school kitchen. **IT IS ESSENTIAL THAT THE EVC/SLT IS CONSULTED BEFORE ANY INFORMATION IS DISTRIBUTED TO PARENTS.**
- b) After parents have requested a place for their child, a letter is sent to parents giving further details as necessary. Also, parents must be informed of cancellation requirements. Deposits will be non refundable.
- c) An information meeting needs to be arranged in accordance with Blackpool Council's Policy and Guidance and the Employer Guidance online at www.oeapeg.info.
- d) The telephone number of the first base contact (see below) should be given to all parents of pupils on the visit. Parents should be informed that they can telephone the contact person in the event of an emergency, or to check on arrival times.

3. BEHAVIOUR

In the case of extended overnight visits, a code of conduct for the visit is to be drawn up and signed by each pupil who wishes to go on the visit.

4. EVOLVE/ EVC INVOLVEMENT

- a) Careful consideration must be given to the registration of visits on the EVOLVE system. An EVOLVE SYSTEM LOG and risk assessments must be completed for these visits. If generic risk management plans are used, staff must have familiar with the control measures that are in place adding any that are relevant risks relating specifically to your trip. For most visits within this category the generic risk management plan is not sufficient. Staff should consult the EVC about the risk assessment before the visit. **THE RELEVANT PAPERWORK MUST BE SENT TO THE EVC FOR APPROVAL 4 WEEKS BEFORE THE VISIT DEPARTS.**
- b) Full comprehensive insurance cover is provided by Zurich Insurance. The insurance policy must be consulted before travel to ensure that the cover is appropriate.
- c) On all high risk activities e.g. climbing, evidence must be seen for the instructor's qualifications including DBS. See EVC for arrangements for this.
- d) During extended visits a member of the accompanying staff **MUST** be a qualified in basic first aid. (Cert. Level 1)
- e) A copy of all paperwork must be provided to EVC and contact person through EVOLVE.

5. BASE CONTACTS

- a) Two 24 hour Base Contacts must be allocated for these visits. The base contacts must be provided with a pupil list, and details of pupils' medical conditions, GP surgeries and emergency contacts (including name of Next of Kin, address and contact details), as contained on the parental consent forms. The base contacts must agree to be contactable via telephone from the start of the visit.
- b) If any part of the visit takes place during school hours, a pupil list must be put on the office board and/or given to Senior Leadership Team Members. Also ensure that the School office/reception are informed of the contact person.

6. ACCIDENT OR ILLNESS

In cases of accident or illness the base contact person must be informed. The contact person will then inform the Executive Head Teacher (if the head is not the base contact). In the event of a child being hospitalised, the visit leader should contact the base contact who will ensure that parents are made aware of the situation together with arrival times at the earliest opportunity. The group leader should ensure that the injured student is delivered into the parent's care.

Risk Management Policy/ Guidelines

The Risk Management process is vital to the safety of young people and staff on any educational visit. In completing risk assessments, staff should take in account existing academy policies, in particular the Behaviour and Critical Incident Policy.

For every visit (local, day, evenings, weekends, adventurous, residential and overseas visits) a risk management plan must be completed addressing the risks that may reasonably be foreseen happening during a visit.

Using the Standard Risk Assessment Plan Document

The standard Risk Assessment Plan outlines the minimum standard of control measures that must be in place for any visit. This can be downloaded from EVOLVE.

During the risk assessment procedure, a standard risk assessment plan can be adapted. This document outlines certain elements of a risk assessment that **MUST** be carried out. Any group leaders who wish to use this document **MUST** be aware of the control measures in place and take addition measures should they be needed. Consideration must also be given to supervision as this may differ depending on size and age of the group.

A risk assessment is not required for every activity. Generic risk assessments are available on EVOLVE for local visits

Behaviour Policy

It is recognised that the behaviour of our pupils on educational visits is usually exemplary. However, it is essential that expected behaviour is outlined on every visit and reference made to the behaviour for learning policy. Careful consideration should be given to young people who have experienced behaviour difficulties in the past. Time should be taken to consult pastoral staff or the SENDCO in order to aid your risk management in this area and decide if the control measures are appropriate.

Supervision

Effective supervision of young people is essential to the success of any educational visit. Supervision ratios operate on the recommended levels

CTK and St Cuthbert's Ratios

Reception/Nursery- 1:4

Years 1-3 – 1:6

Years 4-6 – 1:10 (up to 1:15 in some cases)

Members of staff and volunteer helpers must understand their roles and responsibilities at all times and the group leader should brief staff of these prior to and during visits.

Group Leaders retain responsibility for their young people at all times. When coaches are used to teach specific activities, the responsibility for the pastoral care of the children remains with the group leader. It is the group leader that MUST ensure that all instructors are suitably qualified to lead activities they lead.

Teachers should be made aware of any young people who may require closer supervision such as those with special needs and discipline problems. Consultation with the SENDCO on this matter is essential. It is often the case that an SSA or other member of support staff will be required to provide adequate support. A member of staff does not count on the overall supervision ratio if they are providing specific support for a specific child.

Close supervision occurs when the group remains within sight and contact of the supervisor;

Remote supervision occurs when, as part of planned activities, a group work away from the supervisor, but is subject to stated controls (e.g. during certain off-site expeditions). The supervisor is present though not necessarily near or in sight, but his or her whereabouts are known; it is recommended that the group is able to "check in" with the group leaders every hour at a constant point of access that all young people are aware of.

'Down time' or recreational time – (for example during the evenings) may involve close or remote supervision, but should not be unsupervised - the supervisors continue to be in charge. Down time can also be those breaks between activity and meal breaks.

Parental Consent

For any educational visit, it is essential that full parental consent is obtained, consent including the provision of emergency contact details and information on any pupils' medical conditions. For visits that take place within the school day to areas agreed with central risk assessments, the blanket consent taken at the beginning of the school year is usually acceptable and does not need to be duplicated. In these cases, parents should be informed of the trip by letter or text. On occasions, however, group leaders will ask for a reply slip to indicate this information.

For all overnight/residential visits the leader should ensure that they have access to emergency contacts and medical conditions of the participating students. This means that for these visits a full corporate Parental and Medical consent form should be completed. A copy of these forms should be left with your base contact. Information on all staff/adults accompanying the visit, including names, addresses, contact details of next of kin, dates of birth and medical information, should also be left with the base contact (see also procedures above). Telephone consent is only acceptable in an emergency situation after agreement from a member of SLT.

Base Contact Information

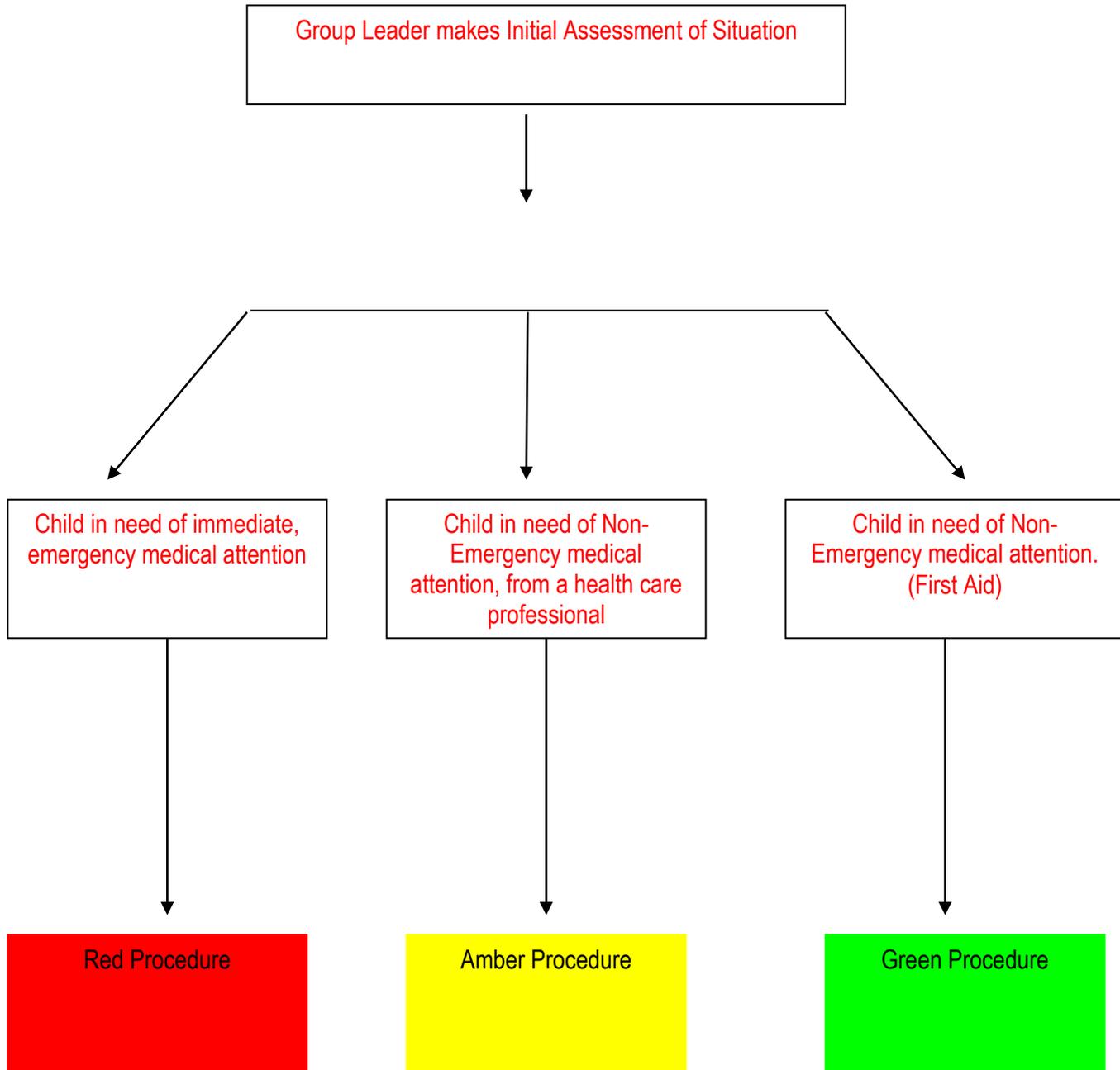
For all visits, a base contact is required in order to ensure a fast response is given to any emergency situation. For trips that happen within school hours the EVC can be the contact as can the Senior Leadership Team. For visits outside school hours, including visits that depart within school hours but return after school hours, a senior member of staff must be the base contact.

Evaluation

After every visit an evaluation form must be completed in order to establish the appropriateness of the risk assessment and whether any changes should be made. This will also help repeat visits by other staff.

Emergency Procedure

In the event of an emergency situation on an educational visit the following procedure should be applied. The Group Leader should have made all members of staff aware of their roles in this case.



Red Procedure

Red procedure is used when the participant is in need of immediate emergency attention.

1. Phone Emergency services using mobile phone or nearest available phone.
2. As soon as possible the school emergency contact and Executive Director should be informed of what has happened. Who will advise you and then contact the parents and guardians via the emergency contact and medical information given to them by the group leader. Critical Incident Plan to be implemented.
3. A member of staff **MUST** go with the emergency services to hospital until the parents and guardians arrive.
4. A full report must be made and the incident will be evaluated to ensure safety measures and risk assessments were appropriate.

Amber procedure

Amber procedure is used when a participant is in need of non-emergency medical attention.

Deputy group leader should then ensure that the rest of the participants are safe and cared for.

The group leader should assess the severity of the complaint and decide on a course of action.

Group leader should check that the medical information given to ensure medication etc is accessible.

If first aid attention is required this should be done by the person with responsibility for this area on the visit.

The school contact should then be contacted should any participant need treatment from a doctor or any other health care professional.

The school contact will advise you and then contact the parents and guardians via the emergency contact and medical information given to them by the group leader.

Should hospital treatment be required a member of staff **MUST** go with the emergency services to hospital until the parents and guardians arrive.

If the participant is to be taken to hospital via a car, the driver must ensure that they have the appropriate insurance cover and an appropriate number of adults in the car.

Green Procedure

The green procedure is used when participants have minor injuries or complaints that do not need medical attention.

The group leader should assess the severity of the complaint and decide on a course of action.

If no medical attention is needed the person with responsibility for first aid may treat the injury as they see fit.

The incident should be reported on return to school via an evaluation form.

A letter outlining that the participant has received first aid treatment should be given to parents including accident forms from the site/scene.

In incidents that involve head injuries, contact with parents should be made before they are released back into their care.