



**The Bishop Wheeler Catholic Academy Trust**

ST MARY'S CATHOLIC PRIMARY SCHOOL,

A VOLUNTARY ACADEMY

EDUCATIONAL VISITS POLICY

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## **1 Policy Statement**

St. Mary's Primary School recognises the value of off-site visits for pupils as an enrichment to their studies and to their personal and social development. Such visits can strengthen pupils' sense of belonging to the school and help generate positive relationships with their teachers and peers.

It is the responsibility of the School's Academy Council to ensure that such visits conform to this policy. The Head of School is responsible for implementation of the policy and on a day-to-day basis through the Educational Visits Co-ordinator (EVC).

## **2. Arrangement and Notification**

- 2.1 Proposals for visits will state the educational purpose of the visits, its aims and objectives and how it conforms to the school's curriculum aims.
- 2.2 The school uses North Yorkshire County Council approved on-line 'EVOLVE' system for the recording and notification of all school visits.
- 2.3 Trips that have not been scheduled in the school calendar must first receive approval prior to any firm bookings being made. A Diary Form must be completed preferably two months before the date of the proposed visit. The form should be returned to the Deputy Head of School, Curriculum who is responsible for the school calendar. Failure to get agreement from the Deputy Head of School, Curriculum could result in the visit being cancelled.
- 2.4 EVOLVE must be completed in full for all visits and submitted to the EVC for initial approval and authorisation.
- 2.5 Parents must be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form, provide emergency contact numbers and all relevant medical details.
- 2.6 Where coach or minibus travel is used it must be in accordance with the School's procedure and current transport regulations.
- 2.7 For any visit, adequate insurance cover must be in place and staff should check that this is so eg adventurous activities.

## **3 Organisation and Responsibilities**

- 3.1 The Head of School will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed. The Head of School will agree with the named EVC the duties delegated to the EVC.
- 3.2 Approval of all visits including those which include an overnight stay or an adventurous activity, will be undertaken by the Head of School.
- 3.3 A second line of approval for visits which include an overnight stay or an adventurous activity, will be through a dedicated Governor with responsibility. A further Governor will have responsibility to approve trips arranged which include an overnight stay or an adventurous activity.

## **4 Group Leader**

- 4.1 The Group Leader will comply with the requirements outlined in North Yorkshire County Council Handbook for Educational Visits.

- 4.2 The Group Leader will ensure that 'EVOLVE' is completed and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- 4.3 The Group Leader will ensure that all parents of children on the trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
- 4.4 The Group Leader will liaise with the EVC throughout the planning and preparation of their trip.
- 4.5 In the event of a serious incident, the Group Leader will inform their school emergency contact, who will in turn recourse to the Serious Incident Policy.
- 4.6 The Group Leader will ensure that the school's rules regarding alcohol are adhered to during school visits.

## **5 Other Staff Participating in Visits**

- 5.1 All staff assisting in visits will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- 5.2 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 Group Leader.

## **6 Financial Arrangements**

- 6.1 The Group Leader should check costings for the visit with the Finance Officer once the visit has been approved.
- 6.2 Financial arrangements for activities should reflect the Academy Council' Charging Policy.
- 6.3 When requesting any form of payment, staff are to follow the school's money handling guidelines.
- 6.4 In the event of a visit being over-subscribed, a ballot will be held to select the students taking part.

## **7 Student Behaviour**

- 7.1 Student places on trips/visits are offered to students on the condition of continued good progress and behaviour. Failure to comply with these conditions could result in students being withdrawn from a visit. Under such circumstances, any monies paid by St. Mary's to third parties may not be recoverable.

Signed(Head of School) Helen Tomlinson

Date June 2016

Signed(Chair of Academy Council) Angela Wicken

Date June 2016

Review Date June 2019

