

# St Benedict's Catholic College



## Educational Visits Policy

<b>Date reviewed</b>	November 2024
<b>Ratified by governors</b>	December 2024
<b>Date of next review</b>	November 2027

## **1. Introduction**

- 1.1. At St Benedict's we are committed to offering students a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life
- 1.2. Our Catholic ethos and national guidelines define what we teach the students in college. This is the basis of the programme of learning for each college year.
- 1.3. As a College we offer students the opportunity to participate in a range of educational visits which will enrich their spiritual life or complement and enhance what they learn in college
- 1.4. Any visit that leaves the college grounds is covered by this policy, whether as part of the curriculum, during college time, or outside the normal college day.
- 1.5. In addition to this Educational Visits Policy, we:
  - 1.5.1. Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (All staff have access to this via EVOLVE.
  - 1.5.2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info).
  - 1.5.3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.
- 1.6. All staff are required to plan and execute visits in line with college policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## **2. Organisation**

- 2.1. The college is guided by OEAP (Outdoor Educational Advisers' Panel) for guidance on the management of outdoor learning, off-site visits and learning outside the classroom: <http://oeapng.info/>
- 2.2. Residential, overseas, and adventurous activities require approval by the Governing Body. We follow the Local Authority's guidelines relating to health and safety and risk assessment.
- 2.3. All educational visits and activities support and enrich the work we do in college. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our students.
- 2.4. Within programmes of work teachers plan educational visits and activities that support the students' learning. Parents are given details of these activities in advance of the event.

## **3. Equal Opportunities and Inclusion**

- 3.1. The college will endeavour to ensure that all activities are available and accessible in some form to all who wish to participate or are required to take part. This will be

irrespective of their special educational or medical need, disability, ethnic origin, sex, or religion.

#### **4. Gaining approval for a trip**

4.1 Governors must approve any visit involving an Overnight stay or Overseas.

4.2 The Principal or EVC Educational Visits Co-ordinator

- 4.2.1 is responsible for ensuring that all college activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.2.2 will ensure that the aims of the visit are commensurate with the needs of the students, including those with special educational needs for whom additional, appropriate arrangements may need to be made.
- 4.2.3 will ensure the suitability of all staff appointed to the visit.
- 4.2.4 will ensure that the visit leader fully understands his/her responsibilities.
- 4.2.5 will ensure that the provider for Residential, Adventurous or Overseas visits, holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark,
- 4.2.6 will implement effective emergency contact arrangements.
- 4.2.7 will ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately
- 4.2.8 will ensure that day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 14 days in advance, and then forwarded to the Principal for approval
- 4.2.9 will ensure that visits that are overseas, residential, and/or involve an adventurous activity are then submitted by the Principal to the LA for approval

#### **5. Charging for Educational Visits**

5.1. The Governing Body has a charging and remissions policy that details the full range of activities where a charge can be made and how this is to be calculated. No profit is made from educational visits.

#### **6. Coach/Minibus Travel**

6.1. We only hire those companies whose coaches/minibuses have individual seat belts and are approved by the Local Authority. We instruct all students travelling by coach/minibus to wear a seat belt.

## **7. Parental Consent**

- 7.1. An annual consent form for local trips during the college day and for local sporting fixtures, which may conclude beyond the end of the college day will be sent to all parents. Where a parent has not completed such a consent, specific consent for each visit will be obtained.
- 7.2. For residential, overseas, adventurous activities or visits that are not local, parental consent for each visit will be obtained.

## **8. Staffing – Competence and Training**

- 8.1. There will be a suitably qualified adult in charge as visit leader, who has Duty of Care towards all participants and overall responsibility for Health and Safety during the visit.
- 8.2. The staff-student ratio will be determined as part of the risk assessment
- 8.3. All adults accompanying educational visits will have undertaken a DBS check
- 8.4. The visit leader is responsible for carrying out risk assessment before the visit and to undertake risk management during the visit.
- 8.5. All visit leaders will undertake visit leader training to ensure that they are clear on their role and responsibility.
- 8.6. In deciding whether a member of staff is competent to be a visit leader, the Principal will take into account the following factors:
  - 8.6.1. Relevant experience.
  - 8.6.2. Previous relevant training.
  - 8.6.3. The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
  - 8.6.4. Knowledge of the students, the venue, and the activities to be undertaken
- 8.7. To support staff in developing their competence in the following ways:
  - 8.7.1. An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
  - 8.7.2. Supervision by senior staff on some educational visits.
  - 8.7.3. Support for staff to attend training courses relevant to their role, where necessary.

## **9. Supervision**

- 9.1. Responsibility for students will extend for the full duration of the visit, including travelling and any period of 'down time' when students are not engaged in structured activity.

## **10. Insurance**

- 10.1 The college will hold Employers Liability insurance.

10.2 The college will hold Off Site Activities insurance to cover all persons approved by the college for official trips off the college site, whether they are for short periods i.e. half a day, overnight stays or travel abroad covering any associated activity in connection with such trips. The college will endeavour to ensure that all activities (including hazardous activities) are covered for the duration of the trip. Where cover cannot be provided, parents will be advised explicitly.

10.3 Personal accident insurance cover for students is a matter for the parents to arrange.

## **11. Risk Assessment - Emergency planning / Critical Incident Procedures**

11.1 A risk assessment will be undertaken by the group leader identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.

The college has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2).

11.2 Group leaders will have a means of making emergency contact with the college at all times, Group leaders will be provided with a fully charged college mobile phone and charger or backup power supply.

11.3 Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. *Exemplar School's* Educational Visits Checklist may be downloaded from EVOLVE Resources

11.4 Group leaders will have access to first aid equipment and a nominated person with first aid knowledge.

## **12. Feedback**

12.1. The College welcomes feedback from students, parents and carers on any aspect of an educational visit.

12.2. Review and evaluation will take place after educational visits.

12.3. Any significant issues will be shared with the Principal, Business Manager, and EVC.

## **13. Monitoring and Evaluation**

13.1. The Governing Body will review this policy every three years

## **Appendix 1 – Guidance for trip leaders**

### **On the start of the visit**

- 1 Ensure that consent has been provided for all attending the visit
- 2 Ensure that all medication required has been collected from students
- 3 Ensure that you have access to all emergency contact numbers
- 4 Leave in the college office:
  - an amended list of people going on visit.
  - full list of any grouping arrangements
  - the itinerary for the entire day.
  - a copy of the written briefing notes for the leaders.
- 5 Take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- 6 Copies of Emergency / Critical Incident cards given to all leaders.

### **During the visit**

- 1 Close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr 11 working in groups of 4 minimum – responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)
- 2 There must be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send students into the toilets on their own but in small groups.
- 3 Courtesy to the public must be shown at all times, care taken not to block pathways, etc.
- 4 Escorts should ensure the safety and well-being of the students in their care and inform the visit leader or another member of staff of any relevant incident involving students in their care as soon as possible.

### **At the end of the visit**

- 1 Ensure that a leader remains with all young people until they are collected / depart for home.

## **Appendix 2 – Emergency Procedure**

The College's emergency response to an incident is based on the following key factors:

- 1 There is always a nominated emergency base contact for any visit
- 2 This nominated base contact will be an experienced member of the senior leadership team
- 3 For activities that take place during normal college hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
- 4 For activities that take place outside normal college hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
- 5 The visit leader/s and the base contact/s know to request support in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.