



# EMMAUS

## CATHOLIC MAC

### Educational Visits Policy

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<b>Date created/updated</b>	26.07.23
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<b>Post holder responsible</b>	Amanda Hodder – CFOO

**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed.

a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**This Educational Visits Policy has been approved and adopted by Emmaus Catholic Multi Academy Company on 10<sup>th</sup> September 2023 and will be reviewed in September 2025.**

**Signed by Director of Emmaus Catholic MAC:**

**Signed by CSEL for Central Team:**

**Schools to which this policy relates:**

**Signed by Principal for – Hagley Catholic High School**

**Signed by Principal for – Our Lady of Fatima Catholic Primary School:**

**Signed by Principal for – Our Lady & St Hubert’s Catholic Primary School:**

**Signed by Principal for – St Ambrose Catholic Primary School:**

**Signed by Principal for – St Francis Xavier Catholic Primary School:**

**Signed by Principal for – St Gregory’s Catholic Primary School:**

**Signed by Principal for – St Joseph’s Catholic Primary School**

**Signed by Principal for – St Mary’s Catholic Primary School:**

**Signed by Principal for – St Philip’s Catholic Primary School:**

**Signed by Principal for – St Wulstan’s Catholic Primary School:**

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## DEFINITIONS

The Company's standard set of definitions is contained at [Definition of Terms](#) – please refer to this for the latest definitions.

## **1. Aims and Scope**

- 1.1 Emmaus Catholic Multi Academy Company (“The MAC) offer an enriched inclusive curriculum which include educational visits that may require pupils to leave the school premises.
- 1.2 Any educational visit will be planned in accordance with this policy and approved by the Principal and the EVC co-ordinator.
- 1.3 Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils’ education and provide enriching social and cultural experiences, teach life skills and promote independent learning and provide a foundation for lifelong learning. Educational visits form an integral part of our approach to furthering our pupils’ education and personal growth.
- 1.4 This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.
- 1.5 This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):
  - Visits to places of interest in the local area
  - Day visits to places such as museums and other cultural and educational institutions
  - Sporting activities
  - Adventurous and recreational activities
  - Residential trips organised by the school
  - Trips abroad organised by the school

## **2. Legislation and Guidance**

- 2.1 This policy is based on the Department for Education’s guidance on health and safety on educational visits, and the following legislation and statutory guidance:
  - Equality Act 2010
  - SEND Code of Practice
  - Keeping Children Safe in Education
  - Statutory Framework for the Early Years Foundation Stage

2.2 This policy also complies with our funding agreement and articles of association.

### 3. Roles and Responsibilities

3.1 **Catholic Senior Executive Leader (CEO)** has delegated responsibility from directors for the health and safety of all staff and pupils.

3.2 **Chief Finance and Operations Officer (CFOO)** has delegated responsibility from directors to ensure all aspects of this policy are adhered to and pupils and parents are kept well informed of the process should we take pupils off site.

3.3 The **Principal** is responsible for:

- The duty of appointing an Educational Visits Co-Ordinator (EVC) within school and in the absence of the EVC the duty passes to the Principal.
- Ensuring all members of staff and volunteers adhere to the requirements of this policy.
- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours.

#### 3.4 **The Educational Visits Co-Ordinator (The EVC)**

Mr A Lodge is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits.
- Assess the ability of other staff to lead visits and designate suitable trip leads for each visit.
- Assess outside activity providers.
- Advise the headteacher and governing board when they're approving trips.
- Access the necessary training, advice and guidance.
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

#### 3.5 **Trip Lead**

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers.
- Assign staff and volunteer roles, as needed.

- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed.
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others.

### 3.6 **Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

### 3.7 **Parents and Carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

### 3.8 **Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### 3.9 Pupils

Our school behaviour policy also applies to all educational visits. Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's behaviour policy at all times. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

## 4. Planning and Preparation

4.1 The decision on whether or not a visit will take place will be made by the Principal, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

4.2 As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Add any additional minimum standards, depending on the age of the pupils.

4.3 See appendix 1 for our trip information form for the planning and approval of a visit.

4.4 In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

- 4.5 Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.
- 4.6 Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.
- 4.7 We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

## **5. Inclusion**

- 5.1 All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.
- 5.2 If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.
- 5.3 We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.
- 5.4 Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

## **6. Risk Assessment**

- 6.1 We will carry out a full risk assessment at least 2 weeks before the start of all trips.
- 6.2 This will be completed using the school's risk assessment template, which can be found on our shared drive, in appendix 2 and approved by the Principal. Existing risk assessments, which can be found on our shared drive, located on evolve, or those provided by the destination itself, might also be used to support this process.
- 6.3 The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.
- 6.4 Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.



6.5 Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with Mr A Lodge (EVC).

## **7. Staff Ratios and First Aid**

7.1 Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- [For EYFS settings] At least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found [insert location]
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

## **8. Transport**

8.1 Transportation for trips will be organised by the school, in line with our safety procedures [insert your policy covering this topic, e.g. first aid policy]. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision

8.2 Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

## **9. Use of External Organisations**

9.1 As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

9.2 This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

9.3 We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## **10. Volunteers**

- 10.1 Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:
- The needs of the pupils going on the trip
  - The setting and circumstances of the trip
  - Volunteers' skills, attitude and past behaviour, including previous volunteer experience
- 10.2 Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See appendix 3 for our volunteer code of conduct for educational visits.
- 10.3 Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.
- 10.4 Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.
- 10.5 At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

## **11. Communication and Consent**

- 11.1 We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter [insert if any other means in addition, e.g. email], and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.
- 11.2 We will also communicate:
- Times and details of travel, including drop-off and pick-up times and location
  - Pupil-to-staff ratios and staff qualifications, where relevant
  - Clothing and equipment required, and whether this is provided by the school
  - Expected behaviour and consequences of pupils' failure to meet these standards
- 11.3 Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

- 11.4 Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.
- 11.5 We will always get written consent before taking nursery-age children off-site.
- 11.6 Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.
- 11.7 In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **12. Emergency Procedures and Incident Reporting**

- 12.1 Generally, emergency planning will be defined as planning for:
- Serious and unexpected risk
  - Serious and life-threatening injury
  - Individuals going missing
  - A serious breach of safeguarding expectations
- 12.2 The trip leader will be familiar with these plans for each visit.
- 12.3 In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.
- 12.4 1 member of staff will always accompany a pupil seeking medical treatment.
- 12.5 In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

- 12.6 All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).
- 12.7 Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.
- 12.8 There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

### **13. Charging and Insurance**

- 13.1 We will follow our school's charging and remissions policy at all times which can be found on [www.emmausmac.com](http://www.emmausmac.com)
- 13.2 Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.
- 13.3 Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.
- 13.4 We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

### **14. Residential Visits**

- 14.1 The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.
- 14.2 The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:
- Staff have received any necessary training
  - All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
  - All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

14.3 Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

14.4 For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

## **15. Review**

15.1 This policy will be reviewed every [insert frequency – for example, every 2 years] by [the headteacher/job title of staff member/governor name or role/committee name]. At every review, the policy will be shared with the full governing board.

## **16. Links with Other Policies**

16.1 This policy links with the following policies and procedures:

- Health and Safety Policy and Procedures
- EYFS Policy and Procedures
- Charging and Remissions Policy
- Behaviour Policy and Procedures
- Safeguarding Child Protection Policy
- First Aid Policy and Procedures
- Supporting Pupils with Medical Conditions Policy and Procedures
- Special Educational Needs (SEND) Policy and Procedures
- Equality and Diversity Statement
- Accessibility Plan Policy

## Appendix 1: Proposed Visit Planning Information

To be completed by the staff member proposing the educational visit and submitted to the Principal for approval prior to communicating trip to parents.

**Name of staff member proposing the visit:**

**Name of staff member named as Trip Lead:**

**Date of request:**

**Response required by (date):**

**Proposed trip information**

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Proposed Trip date		
Travel distance (miles) and Journey Time (mins)		
Length of stay		
Proposed departure time to leave school.		
Proposed arrival time at trip location		
Proposed departure time from trip		
Proposed arrival time back at school at the end of the trip.		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available. See trip costing template in appendix 2		

	TRIP INFORMATION	ADDITIONAL COMMENTS
Staffing as per ratios for age of pupils attending the trip. List staff and volunteers separately	<b>Staff</b>     <b>Volunteers</b>	
Volunteers – confirm all have a clear enhanced DBS with children’s barred list if to be left unsupervised with pupils. If a DBS is not completed the volunteer MUST NOT BE LEFT UNSUPERVISED with pupils.		
Risk Assessment Completed		
Named First Aider and First Aid Kit available for trip		
Insurance needed, where applicable		
Accommodation options, where needed.		

**Principal Name:**

**Principal Signature to approve trip:**

**Date of approval:**

**Named EVC:**

**EVC Signature to confirm trip has been arranged in accordance with this policy:**

**Appendix 2 – Trip Costing Template (an excel version is available see your school Business Manager)**

The below costs need to be calculated and agreed with the Principal prior to booking the venue and communicating with parents.

Names of staff member proposing the trip:	
Proposed date of trip:	
<b><u>Cost Category</u></b>	<b><u>£</u></b>
Venue Cost	
Transport Cost	
Materials / equipments to support trip	
Accommodation	
Food and Drink	
Teaching Staff (cover)	
Support Staff (cover)	
Transaction Fee	
Insurance	
<b>Sub Total Before Admin Charge</b>	<b>0</b>
Administration Charge (2.5%)	0
<b>Total Charge for Trip</b>	<b>0</b>
Number of pupils attending	
Cost per pupil to attend	#DIV/0!



**Appendix 3 – Risk Assessment:**

**Date of assessment:**

**Date(s) of trip:**

**Trip leader:**

**Assessor:**

**Trip destination:**

**Checked by:**

HAZARD	WHO MIGHT BE HARMED AND HOW?	ACTION	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	PERSON RESPONSIBLE	WHEN?

## Appendix 4: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the EVC/Principal at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**

## Appendix 5: template letter for parents/carers and consent form

This form is based on the Department for Education's [consent form for school trips and other off-site activities](#).

Parents and carers should sign and date the form and return it to: \_\_\_\_\_

**Trip destination:**

**Trip date(s):**

I, \_\_\_\_\_, confirm that I am happy for my child, \_\_\_\_\_, to take part in the school trip to **[insert destination]**.

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

### Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact \_\_\_\_\_. Their relationship with the pupil is \_\_\_\_\_

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

## **Medical information**

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.