



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust



# St Gabriel's RC High School

## Educational Visits Policy



### Our Mission Statement

At St Gabriel's, we are an **inclusive Catholic family** who embrace diverse identities, faiths and beliefs. We strive to use our God-given talents to **serve** others and to **succeed**. The Lord is our **strength**, which inspires us to make positive contributions to our school community and be valued members of our global society.



## Context

School visits are an integral part of providing our children with enriched and fulfilling experiences, which will enhance their experiences of education at St. Gabriel's.

Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes St Gabriel's a supportive and effective learning environment.

- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. I.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits' Policy, St Gabriel's:

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).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## Types of Visit & Approval

There are three 'types' of visit:

1. **Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**  
These follow the 'School Learning Area' Operating Procedure (Appendix 1).



2. **Other non-residential visits within the UK that do not involve an adventurous activity.** These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
3. **Visits that are overseas, residential, or involve an adventurous activity.** As above, but the Head authorises and then submits to the LA for approval. **Roles and responsibilities**

**Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher and EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

- i. Request for trips for the next academic year need to be submitted in writing to the Head teacher e.g. for trips in the 2020-21 academic year, requests need to be submitted by July 2020, especially if the trip is overseas. A proforma is available from Mrs Vaughan.
- ii. An overview of all trip requests will then be considered before approval is given for any trip. iii. Requests should be in writing and include an outline of the trip, benefits to pupils including those pupils from the different identified and targeted St. Gabriel's sub groups e.g. SEND, PPG, Boy's low attainers, boy's high attainers, CYPIC etc., estimated dates and estimated costs.
- iv. Residential and overseas trips will need approval from the Head teacher and Governors.
- v. Only one trip on any one teaching day should be organized. Clashes of days should be avoided by mutual agreement between departments. vi. It is expected that trips will have explicit relevance to the curriculum, religious life of the school, pastoral or sporting life of the school.
- vii. The school calendar will be completed before the beginning of a new school year normally around June or July of the previous academic year.

### **Protocol for School Visits**

- i. If the visit involves potentially hazardous activities e.g. boating, fell walking etc. the local authority requires at least 20 days' notice.
- ii. For trips abroad, the guideline is at least 20 days' notice.
- iii. Members of staff organising out of school activities must first consult with the Head teacher, and Mr Stewart as soon as possible and then see the Finance Manager Ms Standbridge to check for permission and which forms need to be completed before the trip can go ahead respectively. iv. Once permission is granted by the Head Teacher the trip EVOLVE form must be completed online *at least* ONE MONTH before the intended trip departure date. Please speak to Mrs Vaughan/Mr Stewart if you need help with this. For trips overseas, residential, and/or that involve an adventurous activity it is expected the EVOLVE form will be completed *well before* this one month cut off point.
- v. Organisers must give notice to the Head Teacher and Mr Stewart which members of staff will be involved. This list of staff must also be given to Mrs Sidebotham so that appropriate cover can be planned in advance once permission is granted.
- vi. Letters need to be sent out to parents/carers inviting applications for the trip. The school has standard letters, which cover all aspects of financing the trip and details of activities, which will involve the participants. ALL letters must be sent to the Head Teacher via Ms Bridie Jackson for approval before they are sent.
- vii. All trips must be paid for using the ParentPay system. It is essential that quotations are as accurate as possible.



- viii. A list of pupils and staff involved must be given to the Head Teacher and Mr Stewart one week before the trip, so that a copy can be placed in the staff bulletin, to act as a reminder. A reminder should be sent to Mrs Sidebotham at this point also to ensure staff are covered.
- ix. Staff involved in visits must leave work for their classes, including home learning, where relevant. The work must be classroom based, but straightforward for the cover teacher, just in case the class has to move to the Hall or another room. Where appropriate, exercise books must be left.
- x. It is advisable for staff to leave a copy of the work set with the relevant Head of Department.

**The Educational Visits Coordinators (EVC)** are Mrs S Vaughan and Mr Stewart, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head Teacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

**The Head Teacher** has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE. Visits that are residential or that will be submitted to the LA should be discussed with her.

**The Governing Body's** role is that of a 'critical friend'. Individual governors may request 'read-only' access to EVOLVE.

**The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## Emergency procedures

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**



The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

## **Educational Visits Checklist**

St Gabriel's 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'. St Gabriel's Educational Visits Checklist should be downloaded from the EVOLVE Resources section online.

## **Parental Consent**

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

The school obtains blanket consent for certain other routine activities, e.g. after school fixtures, etc. via a consent form in the Pupil Passport.

Specific, (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc.), so that consent is given on a 'fully informed' basis. As above, parents use a traditional paper consent form.

**Inclusion** - See Equality Policy

**Charging / funding for visits** – See Charging and Remissions policy – See Ms Standbridge for the up to date policy

## **Transport**

**School Mini Bus** – See Mini Bus Management Plan

**Use of staff cars to transport pupils** – See Evolve. All staff must submit a copy of their insurance policy document showing appropriate usage.

## **Insurance**

Off site visits insurance via Local Authority.



## Other topics

**Offsite practical Lessons** e.g. swimming at Castle Leisure Centre or use of Market Street Athletics track

In terms of supervision in the changing rooms for lessons:

- All staff meet and greet the pupils to register before entering the changing room.
- Pupils are given a specific area to change and made aware of the expectations of behaviour in the changing rooms - get changed quickly, quietly and sensibly. Pupils must use any public toilets in pairs and for the accompanying pupil to wait outside the cubicle but in the toilet room at all times during said visit to the toilet.
- Pupils are reminded to keep all of their belongings together and ensure they lock them away securely (where appropriate).
- Staff monitor the changing rooms throughout changing time to maintain a balance between privacy for the pupils changing but also adequately monitoring and ensuring positive behaviour, safeguarding and interaction with the public.
- All staff ensure the changing rooms are locked once the pupils leave (Where appropriate).

## Dismissal of pupils after evening activities

- Parents will be informed of arrangements for pupils to be collected after evening activities.
- Staff will supervise the dismissal of and stay with all pupils until parents have collected their child/children.

## Consumption of Alcohol

No alcohol to be consumed at all by staff whilst supervising pupils.

## Appendix 1 – School Learning Area General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

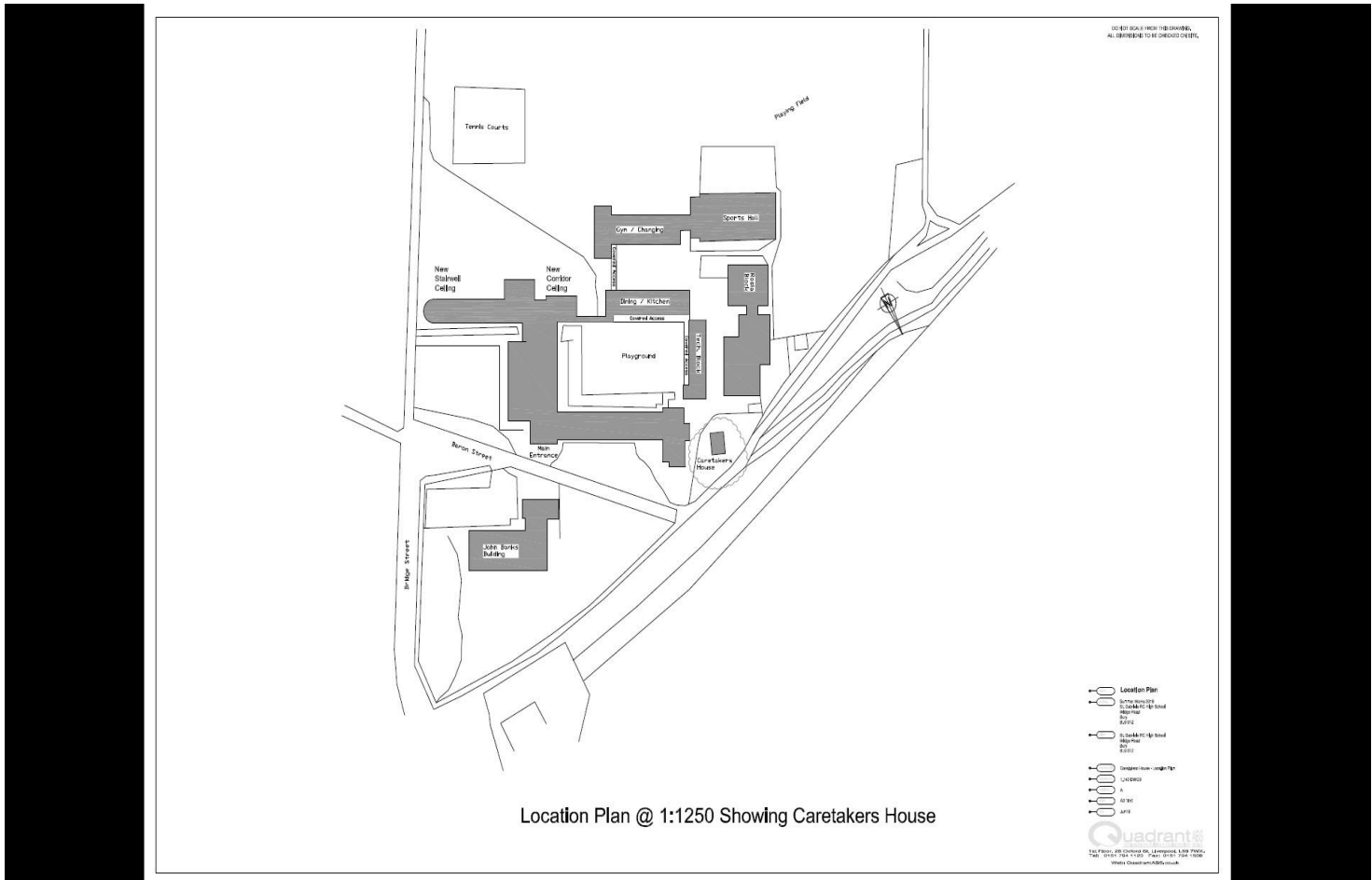
These visits/activities:

- Do not require parental consent, although notification will be given.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- do not need to be recorded on EVOLVE



## Boundaries

The boundaries of the School Learning Area are shown on the attached map. This area includes road and the John Banks Building.



## Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- The Head Teacher or Deputy must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.



- There will normally be a minimum of two adults. Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information, including dietary needs and allergies and ensure that any required medication is available. Any specific SEND needs are known and adequately catered for.
  - Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- Should pupils need to use a toilet that the public also have access to staff must explicitly ensure pupils are advised to 'use any public toilets in pairs and for the accompanying pupil to wait outside the cubicle but in the toilet room at all times during said visit to the toilet'.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

## Appendix 2 – Emergency Procedure

The school'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 (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school 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 school 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 from the local authority 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.
6. For visits that take place outside the School Learning Area, the visit leader will carry an LA Emergency 'Card' (see EVOLVE Resources)