



St Paschal Baylon Catholic Primary School



Following In The Footsteps Of Christ

Introduction

This document should be read in conjunction with (where appropriate)

"Education Outside The Classroom - Guidance And Procedures For Schools."
Liverpool L.E.A. April 1990

"Safety in Outdoor Activity Centres: Guidance." D.F.E. Circular 22/94.
Sept/94

"Advice For Users And Operators Of Minibuses And Coaches Carrying
Children." Dept. of Transport 1/96 (From Liverpool L.E.A.)

Outdoor Adventure Activity Providers -Code of Practice."
United Kingdom Activity Centre Advisory Committee.

Educational Visits Co-ordinator

Lisa Housley is the EVC for our school. The role of the EVC is to work on behalf of the head teacher to ensure that the school fulfils its health and safety obligations for visits. The EVC will be involved in the management of visits to ensure that group leaders have all the correct information and paperwork to organise a visit. The EVC will also ensure that there are records of all individual visits, including reports of incidents or accidents.

Group Leader

It is the group leader's responsibility to liaise with the EVC to ensure that they have completed the necessary forms and procedures. They ultimately have responsibility for their proposed visit.

Visit Categories

- A. **Curriculum based activities** which take place on a regular basis and occur largely within school hours. These are lessons, activities and experiences which parents would consider to be part of the school day. Parents fill a consent form in for this at the beginning of the year and approval is only needed from head teacher.

- swimming, visit to park, library etc

B. **Day visits**, school trips and activities which parents would not regard as part of the normal school day. These are activities which extend beyond normal school hours but do not involve overnight accommodation. **Parents should be informed and parental consent will be required.** School governors should be kept informed of these activities through the head teacher's reports.

- Football and netball matches, visit to Chester, Crocky trials, Church visit

C. **Visits or activities which last more than 24 hours** and include overnight accommodation for one or more nights. **This needs to be approved by the LA at least 28 days before proposed visit.** This can be completed online <http://www.ednet.co/Educational-Visits> or using form 1 (in New Educational Visits folder on Shared drive) and posted. Consent from the head teacher and parents will also be required.

- PGL

Supervision and Staffing Ratios

It is not possible to give precise staffing ratios to cover all situations but the following general principles should help to arrive at sensible and practical solutions. Staffing ratios will depend on:

- The nature and location of the activity
- The age and experience of the group
- The skill and experience of the staff
- The duration of the activity
- The availability of prompt outside assistance
- The weather conditions.

In all cases of off-site activities, the desirability of two or more leaders per group will be obvious.

Mixed groups should whenever possible be accompanied by male and female leaders.

Minimum Staffing Ratios	
Local Visits / Day visits	EYFS- better than 1:6 Years 1-3 - 1:6 Years 4-6 1:10-15
Residential Visits in UK or abroad	YFS- better than 1:6 Years 1-3 - 1:6 Years 4-6 1:10-

Pupils with SEN

Pupils with SEN must be reflected in the staffing ratios. 1:1 support would be preferable.

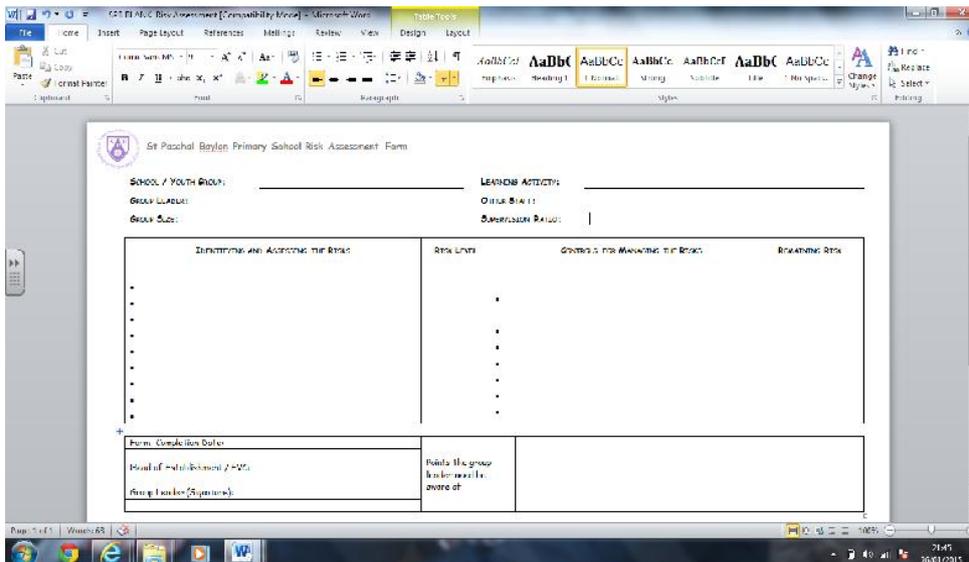
Use of parents and other voluntary supervisors

The use of parents and other volunteers under the direction of the group leader is acceptable. The principle of being in *loco parentis* applies to them, but a court is unlikely to expect the same standard of care from them as it would of a teacher, who is employed to exercise supervision. Head teachers or group leaders should bear this in mind when allocating responsibilities and they may find it advisable to keep children with problems or behaviour difficulties under their own control.

Risk Assessments

ALL visits must be risk assessed, using the SPB risk assessment form (New Educational visits folder) For certain children it may be necessary to write an individual risk assessment. They should be written by the group leader.

- Identify perceivable hazards
- Offer controls to minimise risk
- Should be shared with all staff attending the visit
- May require a pre visit
- Should be signed by EVC
- Copy in year group file (New Educational visits folder on shared drive)
- Copy printed out and kept in the folder in office.



Emergency/Incident reporting

Group leaders should ensure that suitable incident report forms are included in the visit emergency pack during an educational visit on which to note the details of accidents/incidents. The Group Leader must ensure that there is a robust procedure in place during the educational visit to ensure that all the relevant details of all accidents are appropriately gathered and recorded minor injuries to non-employees (e.g. pupils volunteers, members of the public injured as a result of the group's activities) i.e. cuts, bruises or grazes needing no more than on-the-spot first-aid during an educational visit - enter accident details in the Visit Emergency Pack. Details can be transferred to the School/Facility Accident Book on return from the visit. Notify parents of pupils on return. Any accident resulting in:

• Any injury (regardless of how minor) to a member of City Council staff (e.g. Teachers, youth workers etc.)

Emergency contacts will be members of the SMT or EVC.

Medical

Ask for all medical information prior to visit and confirm information relating to administration. **DO NOT ACCEPT MEDICATION AS YOU ARE LEAVING.** It is the parent's responsibility to tell you about any medical conditions.

First Aid

There must be at least one first aider on all educational visits.

Charging

It is still permissible to ask for voluntary contributions to cover costs of all aspects of school visits that are in school time or are curriculum related but out of school time. It must be made clear that contributions are voluntary there must be no compulsion to pay.

Safeguarding

Adults working in school should have an enhanced DBS check with barred list check. Regular volunteers should also have an enhanced DBS check. Volunteers that are helping on a once off basis do not need to have a DBS check but should always be under direct supervision.

Signed _____ Date _____

February 2015