



Cardinal Griffin Catholic College

Policy on Educational Visits

Reference: CGCCPOL046

Statement of Intent and purpose

The safety of pupils is of paramount importance. We want all pupils to experience a broad and balance curriculum while at Cardinal Griffin Catholic College, part of which is participation in educational visits. In order to achieve this we need to ensure that we can balance risks with the benefits of educational visits. The purpose of this policy is to ensure that sensible and reasonable steps are taken to manage the risks associated with educational visits to enable them to take place in a safe way.

External guidance

The school adopts the guidance and procedures issued in the County Council Education Service document: Educational Visits and, where relevant, the Department for Education (DfE) document: Health and Safety of Pupils on Educational Visits (HASPEV). This is to ensure consideration for the Health and Safety of all those involved and to maintain the educational quality of visits and value for money.

Wherever possible the first port of call will be to centres who have the LOtC accreditation, as this provides validation of clear and robust safety procedures and processes.

Procedures

Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the Headteacher for permission to plan the visit. Once granted they should submit the details on Form EV1, Application for the Approval of an Educational Visit, to the Educational Visits Co-ordinator (EVC) and receive outline permission to undertake the visit.

Outline permission will be granted when all the requirements identified in Educational Visits paragraph 33 (see attached) have been considered, the visit can be accommodated within the college timetable and the ethos of the visit is one with which the school wishes to be associated.

When the visit involves additional or high risk activities, foreign travel or is a residential visit, details of the visit will also be sent to the County Council Educational Visits Adviser (EVA) by the EVC for approval that all the procedures have been satisfactorily completed.

Once outline permission and any necessary County approval has been received, the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of seven days before the visit.

This process takes place via the college EVOLVE system, which create an electronic record of the visit.



Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal college day (ie, inter school sports matches).

ALL visits which take place over a weekend MUST include provision for pupils to attend Mass.

Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the EVC.

All college staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

Note: Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action.

Local Responsibilities

The Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the college wishes to be associated.

The Educational Visits Co-ordinator is David Carne. He is the staff member who has received relevant training and induction and is delegated with the following indicated tasks:

- After consultation with the Headteacher, grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To receive EV1 forms and check all visit details are completed and to ensure the annual record of visits is maintained.
- To check that all requirements for approving a visit, as identified in Educational Visits paragraph 33 (see attached), have been undertaken.
- To liaise with the Headteacher and grant outline permission for a visit to go ahead and signify this by signing form EV1.
- To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
- To liaise and gain approval with the EVA on any visit involving residential or foreign travel and additional or high risk activities.
- To ensure that final permission for a visit is gained by the Headteacher when all organisation and planning are complete, and to signify this by signing form EV1.

Note: Any tasks not indicated in the above list remain that of the Headteacher.

The designated visit leader is in overall charge of the group and remains responsible throughout the visit.



Emergency Procedures

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the college day, this includes designating a home contact from the school who may be needed as a link between the party, the parents, the college and the County Council in the event of an emergency.

It is essential that the visit leader completes the risk assessment themselves. When using an existing risk assessment this should be checked and updated to make it relevant to the context of the trip and any specific circumstances which exist.

On arrival the visit leader will make contact with the college, or out of hours the designated "On Call" staff member to confirm safe arrival.

On departure the visit leader will make contact with the college, or out of hours the designated "On Call" staff member to confirm departure and give an estimated time of arrival.

The visit leader will keep the "On Call" member of staff updated with any serious incidents during the visit.

In the event of a delay (of more than one hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, the college must be contacted as soon as possible to inform the Headteacher or designated "On Call" staff member so that they can decide:

- a. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (eg, that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
- b. However, if the incident is very serious (eg, involves a disabling or life threatening accident, or a fatality) then the Headteacher, "On Call" staff member will inform the designated senior officer of the Education Service (Director or Deputy Director) and the college will instigate its critical incident plan. Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

3.3 In the event of a party being overdue and without contact by more than one hour, the "On Call" staff member must investigate the reason and may, where appropriate, need to involve the police.

The Governing Body

The Governing Body wishes to be informed about all educational visits; the Educational Visits Co-ordinator will provide the Headteacher a list of visits each term for inclusion in the Headteacher's report.

The Governing Body will receive reports from the Headteacher detailing the school visits that have taken place.



Paragraph 33 States

In deciding if a visit application merits approval the school must consider the following:

- i. There are clear and justifiable objectives for the visit.
- ii. The visit leader is sufficiently responsible and capable of taking charge of the particular visit.
- iii. Parental notification and consent has been undertaken.
- iv. Participants are aware of the visit objectives and have been prepared, briefed or involved in the planning, as appropriate.
- v. All transport arrangements have been adequately assessed (including parental permission to travel in other parents' cars etc. when these are used).
- vi. The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced. Occasionally, for a distant destination, this process may be replaced by information and advice received from other sources (eg, school or independent person with local knowledge). Where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced.
- vii. Written risk assessments and control measures to control the risks must be produced. Control measures must be understood and complied with by all persons staffing the visit.
- viii. A check must be made to ensure any provider has public liability insurance of at least £5 million as well as suitable arrangements for participant welfare.
- ix. Consideration must be given to deciding if contractual insurance (personal accident and travel insurance) is necessary for the participants and staff and for informing parents about any cover applying to the visit.
- x. The financing of the trip must comply with current legislation and the county financial procedures.
- xi. An emergency procedure is in place, which includes means by which the college and group are able to contact each other and link to the county procedure if necessary.

Use of Volunteers

Volunteer adults such as parents may be suitable assistants for many visits and with younger participants may be necessary to achieve a safe staff ratio.

Where a volunteer adult is relied upon as a key staff member (rather than an assistant leader/helper) they must be unambiguously informed of their duties and prepared to accept them.



For day visits a Disclosure and Barring Service (DBS) Disclosure will not be required for participant's parents, or for governors of the college, who assist on an occasional basis. However, they must be List 99 cleared and must never have sole charge of any participant or group of participants and must remain under the supervision of a staff member at all times.

The college must satisfy themselves of the suitability of all volunteer assistant staff.

Any adult who is not the parent of a current participant must undergo a List 99 check and DBS disclosure at enhanced level before being used as an assistant staff member. This is to ensure that participants are protected from child abuse.

Before accompanying any residential visit, all adults, including parents and governors, must be subject to a List 99 check and DBS disclosure at enhanced level. In the case of a professional person (eg, nurse, care worker or teacher from another authority) their current employer may already hold this check and a letter of confirmation will suffice.

People under 18 cannot be used as staff but may assist visits as a work experience or other trainee. Where the person is not known, confirmation of their suitability must be obtained from their most recent place of full time education or other suitable establishment.

For all persons needing a DBS disclosure, the appointing officer should ensure that the volunteer completes a Disclosure Application Form. A supply of forms is available from the Human Resources, Shared Service Centre. The form must be completed as necessary by the prospective person and returned to a senior member of staff, along with the necessary documentation approved for the purpose of proving their identity. Once the appointing officer has verified the person's identity at section X the form must be returned to the Shared Service Centre for completion of section Y. The DBS make no charge for disclosures undertaken on genuine volunteers.

School matches or sports fixtures

The College Educational Visits Co-ordinator **MUST** be informed of all off-site matches and sporting events prior to them taking place. An Off-site Visit Pro forma must be completed for each and every event/visit taking place throughout the college year.

Inter-school sports matches and events have operated on a regular basis for numerous years. Pupils gain immense benefits from participation and for the most part such activities occur without incident. However, the overall risk assessment for school matches and sports events, particularly when they are off-site, should specifically address issues relating to accident or incident procedures in the case of injury to staff or pupils or other unexpected events. What will happen, for example, should a member of staff be required to accompany a player to the hospital, a supervising staff member become injured or the transport break down and the team become unable to return on time? Such possibilities must be considered as part of the risk assessment for school matches and sports events and contingency plans made in advance.

On occasions, the use of non-specialist leaders or inexperienced teachers may be used to accompany or supervise teams. This will constitute an additional risk factor. Any increased risk to pupils must be identified and addressed through a normal risk assessment.



First Aid

Before undertaking any visit the risk assessment should address the issue of what level of first aid will be needed. A first aid kit should be available and every adult on the visit should know how to call the emergency services. HASPEV gives additional advice on this matter including the minimum contents of a travelling first aid kit.

Cardinal Griffin PE Department

School Matches, Sports Events and Visits

Inter school sports matches are an integral part of the Physical Education (PE) experience. Pupils gain many positive experiences of competition, teamwork, cooperation and fun in a challenging environment outside the normal PE provision. These matches may be on a local, regional or national level involving individual or team sports. For these activities to be safe and fall in line with whole college policy and current legislation, a number of criteria must be fulfilled before a fixture is to take place. The guidance below is for offsite matches, sports events and visits.

In line with whole college policy and the Association for Physical Education (AfPE) 'Safe Practice in Physical Education and Sport', all off-site matches and sporting events details MUST be given to the School Educational Visits Co-ordinator. This will be done by handing in a fixture list with all details of the event and pupils involved prior to leaving the collegesite.

To notify both pupils and parents of forthcoming sporting fixtures, a weekly diary of sporting events will be published in the Griffin Newsletter every week. The details of these MUST be given to Mr Heywood a week in advance during the Friday morning PE briefing. Further to this, the same information will be put onto the staff bulletin.

When offsite you MUST ensure that an additional copy of the fixture list is left at reception in case the need arises to contact a parent of a child under your supervision. Also, a first aid kit MUST be carried with you. If on the school minibus, there is a First Aid kit on board.

If there is any additional help required to assist you during the fixture, then any adult other than a member of college staff should have a current DBS check with Staffordshire County Council if they are to be left alone with pupils. If parents assist on any fixture and are under your supervision then your status as group leader will suffice.

Any pupil with specific medical needs should be known to you. Please ensure that any additional medical requirements are catered for and school can be contacted if parents are needed to be contacted.

Transport to and from events MUST be on a vehicle approved by the college and LA, or on the college minibus providing the relevant licence is held. Booking of the college minibus should be carried out through the diary in the staffroom held by Mr Shenton.



Where possible, please have a mobile phone with you at all times to contact college or parents. If this is not possible then please find a public phone or enquire if any pupil has a phone to be used.

Specific risk assessments for sporting matches are the responsibility of the host school and should take into account all of the guidelines in the (AfPE) 'Safe Practice in Physical Education and Sport'. In relation to this, all home fixtures will be covered within the PE department risk assessments.

All pupils should be briefed, prior to leaving the school premises, on their conduct, personal responsibility, visiting schools rules and any meeting points or other relevant safety information.