

St Andrew's Church of England Primary School



With Faith, Hope and Love we can achieve greater things.

St. Andrew's - a Good Samaritan School. Making a difference so all can flourish.



***Educational Visits Policy
September 2022 - September 2024***

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1. Introduction

St Andrew's CofE Primary School is committed to safeguarding and promoting the welfare of all children within its care and expects all staff and volunteers to share this commitment.

Other guidance to be referred to...

- ✓ Child Protection and Safeguarding policy;
- ✓ Wolverhampton Local Authority guidance for off-site visits.

All schools are required to offer a broad and balanced curriculum that enriches the children's experiences and promotes their spiritual, moral, cultural, mental and physical development.

At St Andrew's CofE Primary School, we endeavour to provide children with a range of off-site opportunities to enable children to make links with their learning, to develop self-confidence, to build relationships with their peers and adults and to take on new experiences.

2. Organisation

At St Andrew's CofE Primary School we follow the National Curriculum and this defines what we teach in school. This provides teachers with the outline for the programme of work in each year group and from this, teachers incorporate off-site visits across the year to enrich the children's experiences.

Curriculum letters are put together each half term with useful information for parents including trips and visits that will be taking place. These can be found on the class pages on the website. Parents will be sent a text reminder when these are available on line. Paper copies can be made available for those who can't access the website from the school office.

At the beginning of each term, teachers will send out a 'Curriculum Overview' to parents which will detail any trips that have been planned. If a trip is planned part way through a term, teachers will inform parents by letter.

There are 3 categories of off-site visit:

Category A: These can be approved by the Headteacher in school. Permission should be sought at least 2 weeks before the trip takes place.

Documentation to be completed: approval form, generic risk assessment, VAGRA.

Category B: (E.g Adventurous activity, some residential visits) These need to be approved by the Headteacher, Governing Body and Local Authority. Permission should be sought at least 6 weeks before the trip takes place.

Documentation to be completed: approval form, generic risk assessment, VAGRA.

Category C: (E.g Trips abroad) These need to be approved by the Headteacher, Governing Body and Local Authority. Permission should be sought at least 12 weeks before the trip takes place.

Documentation to be completed: Evolve approval form, generic risk assessment, VAGRA.

Residential Visits

Residential visits will take place in Year 6 only. (Please note that creditable adventurous activity centres should have an AALS certificate and/ or quality badge. If in doubt, seek the advice of the EVC.)

Transport

At St Andrew's CofE Primary School, we only use the transport providers on the Wolverhampton City Council registered list.

3. Roles and Responsibilities

Pupils will:

- ✓ Follow the behaviour expectations as set out in the behaviour policy when off-site;
- ✓ Be involved in the risk assessing process (Upper Key Stage 2).

Parents will:

- ✓ Give written consent, by the due date, for their child to partake in an off-site visit;
- ✓ Provide up-to-date medical and dietary information;
- ✓ Provide valid emergency contact details;
- ✓ Make payment (where required), via Pay360.

Teachers/ Teaching Assistants:

Supervisors will:

- ✓ Have a shared understanding of the risks and the control measures in place to minimise these risks;
- ✓ Have an understanding of the outline of the day;
- ✓ Be prepared to take the lead if the Leader cannot do so in emergency situations.

Leaders will:

- ✓ Be competent in leading off-site visits;
- ✓ Seek permission from the Educational Visit Co-ordinator or Headteacher;
- ✓ Make every effort to visit the venue before the off-site visit;
- ✓ Submit the on-line visit approval form (Evolve);
https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain
- ✓ Inform parents/ carers;
- ✓ Request parental consent, in writing, when the Global consent will not cover the off-site visit;
- ✓ Complete a Risk Assessment, plus any provided by the venue, and upload to Evolve;
- ✓ Submit Evolve approval form to EVC to check, and then forward to the Headteacher for approval;
- ✓ Share the outline of the day and risk assessment with the supervisors;
- ✓ Leave the group list in the office on the off-site visit day (Risk Assessment will be held on Evolve);
- ✓ Take consent forms, medical and dietary requirements and emergency contacts with you on the trip;
- ✓ Make regular contact with the school to inform of safe arrival etc;
- ✓ Follow the emergency guidelines in the case of an emergency (See Appendix A).

Educational Visit Co-ordinator (EVC)

- ✓ Ensure staff are competent to lead and/ or supervise off-site visits;
- ✓ Provide induction and training for staff;
- ✓ Assist in giving approval for off-site visits where appropriate (Category A);
- ✓ Seek advice of the Headteacher, Governing Body and Local Authority where appropriate (Category B and C);
- ✓ Ensure Leaders have considered the risks involved and the control measures in place to minimise risks;
- ✓ Ensure information is shared with the Headteacher and Governing Body.
- ✓ Ensure risk assessments are bespoke and fit for purpose.

The EVCs are Mrs Julie Humphries and Mrs Margot Cox.

Headteacher

- ✓ Ensure the EVC is suitably trained and to oversee their work;
- ✓ Ensure staff are competent to lead and/ or supervise off-site visits;
- ✓ Provide induction and training for staff;
- ✓ Give approval for off-site visits (Category A, B and C);
- ✓ Ensure information is shared with the Governing Body and Local Authority.

The Headteacher is Mrs Lisa Thompson

Governors

- ✓ Be a critical friend to ensure the best possible practice;
- ✓ Have an awareness of the off-site visits taking place and the procedures in place.

Local Authority

- ✓ Provide training for staff;
- ✓ Give approval for off-site visits (Category B and C);
- ✓ Provide 24hour emergency contact for off-site visits.

The Local Authority contact is the Educational Visits Advisor: Cindy Morris: 01902 554209.

Approved by Governors _____

Date _____