



CARDINAL
NEWMAN
CATHOLIC SCHOOL

Educational Visits Policy

September 2022

Context

We believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Cardinal Newman School a supportive and effective learning environment. The benefits of children taking part in visits and learning outside the classroom include (but are not limited to):

- Increased critical curiosity and resilience
- Opportunities to practice strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust
- Improved achievement and attainment across a range of curricular subjects.
- 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 giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

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

Cardinal Newman School adopts Coventry City Council's **Coventry City Council Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE 2022** (available via the EVOLVE homepage, heading under policy). EVOLVE is the web-based notification, approval, monitoring and communication system, used by Coventry City Council, to which all staff have access).

All staff are required to plan and execute visits in line with Coventry City Council's policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

The rest of this policy explains how visit approval and planning takes place at Cardinal Newman School.

Types of visit

There are three types of visit, for each of which the approval process is slightly different:

1. Non-complex – visits which take place in the 'Local learning area'
2. Visits within the UK excluding adventurous activities
3. Any visit involving adventure activities and / or involving travel abroad

Roles and responsibilities

Visit leaders are responsible for the planning of visits but should involve both accompanying colleagues and the children in this process. Staff must make appropriate checks of any third-party providers. Visit leaders are responsible for completing the Trip request proforma prior to planning and gain permission for a visit. This should be gained from the headteacher via EVC, before beginning to plan and certainly before making any commitments. Staff should follow the Educational Visit Protocol and use the Educational Visit Checklist.

The EVC is Sarah Scanlon, who will support and challenge colleagues over visits and learning outside the classroom. She is the first point of call for advice on visit-related matters. The EVC will check final visit plans on EVOLVE before submitting them to the headteacher.

The Evolve Administrator is Debbie Savage who will notify staff if a visit has been approved and give the go ahead for the online Evolve application to commence. She will also support with any administrative matters including accessing Evolve, log-ons and passwords etc.

The Headteacher has responsibility for monitoring and final approval of all visits.

The Governors The governors fulfil their responsibilities in terms of challenging and supporting visits and are copied into any visit involving adventure activities and/or involving travel abroad. Our link governor is <insert name>.

Staff Competence

We realise that staff competence is the single most important aspect of safe trip management and so we support staff in developing this competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced trip leaders before taking on a leadership role
- Supervision by Leadership of some educational visits
- Support for staff to attend training courses relevant to the role of visit leader
- Yearly internal CPD, led by EVC on Evolve and the educational visits process

In deciding whether any member of staff is competent to be a visit leader the head teacher will consider the following factors:

- Level of relevant experience
- Any relevant training undertaken
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the children, the venue and the activities to be undertaken

Visit Planning and approval

The internal school approval process is as follows for each type of visit:

1. **Local area visits** will follow the local learning area policy (appendix 1)
2. **Visits within the UK excluding adventure activities** – trip request proforma is to be completed and submitted to the EVC, once authorized these are put on EVOLVE and approved internally by the Head Teacher. Visits should be submitted to the EVC via EVOLVE at least 5 school days in advance.
3. **Visits involving adventure activities** must be put on EVOLVE and submitted to the EVC at least 35 calendar days in advance. The school is required to submit these for Local Authority Approval 28 days in advance. Visit leaders must check if an activity provider holds either an AALA licence (http://www.aals.org.uk/aals/provider_search.php) or an LOTC quality badge (<http://www.lotcqualitybadge.org.uk/search>).
 - If they don't then they must complete a Provider Questionnaire (National Guidance document 8p)
4. **Visits Abroad** require detailed planning to commence well in advance and the head must be kept up to date with progress. Checks must be made on any third-party providers and permission from the EVC to use them must be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge (see above) do not require further checks. Those who do not hold this accreditation should complete and return a Provider Questionnaire (National Guidance document 8p), which visit leaders should scrutinise. Governors will be informed about any visit involving adventure activities and/or involving travel abroad. The head will need to submit final plans to the Local Authority 28 days before the departure date.

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; 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.

The Visit Leaders job list

The visit leader will ensure all the following steps are completed for any type 1 or 2 visit (see above):

- Gain outline approval from the EVC to begin planning the visit by completing an Internal Trip Request Form and agree funding mechanism/charging policy
- Ensure the visit:
 - has clear learning outcomes
 - has activities appropriate to the group
 - is planned to maximise benefits to the children while managing significant risks
 - is appropriately staffed
 - complies with the school's safeguarding policy
- Involve children in the planning of the visit, and how it will be managed, wherever possible.
- Ensure the Staged Guidelines for a School Visit and the Checklist for an Educational Visit are followed.
- Ensure the LA procedures are followed and that the visit plan is recorded on EVOLVE.
- Complete all the correct paperwork and add to Evolve

- Ensure all other staff, accompanying adults and children are:
 - fully briefed about their roles and responsibilities during the visit
 - know what to do in the event of an emergency
 - are given information they need about individual pupil needs.Emergency procedures must include what would happen in the event of illness or injury affecting the party leader.
- Ensure the base contact(s) back at school is fully briefed and has copies of all relevant information.

Parental Consent

- For any visit, (apart from those in the local learning area) information about the visit should be sent home and parental consent must be received. Parents should be able to make an informed decision on whether their child should go on the visit.
- The following information should be given to parents in writing:
 1. Date(s) of the visit, with the address of the venue, details of departure and return (time, location etc.) and cost
 2. Type of transport to be used and the name of the travel company used, if relevant
 3. Details of the accommodation
 4. Names of the staff accompanying the group and details of any times when students will not be directly supervised
 5. Details of planned activities
 6. Details of what the students should and should not take with them on the visit, including clothing and equipment.
 7. A request for information on any changes in their child's medical details must be included in the letter.

Inclusion

The school *complies with the Equality Act 2010*

Charging/funding for trips

Curriculum trips (trips that are linked to the curriculum e.g. GCSE or A level), - the school will ask for voluntary contributions making it clear that without the funding the trip will not go ahead. The school will fund curriculum trips for students currently in receipt of Free School Meals (FSM). Letters issued to FSM students will clearly indicate a qualification for funding on this trip, but will not disclose FSM status of the student.

Non-Curriculum trips under 50 students (optional or enrichment e.g. Soli house, Dol-y-Moch) payment will be sought for these visits. Up to 10% of places on optional trips (of no more than 50 students) will be funded by the school for students currently in receipt of FSM. The Headteacher or Deputy headteacher will oversee the allocation of the FSM funded places.

Non-curriculum trips over 50 students. The school is unable to subsidise school visits with 50 or more students or whole year/school trips. For this reason parents and carers require adequate notice to be able to fund the cost of the visit. Parents may choose to pay for the visit in instalments.

Transport

The school adopts the LA Transport Policy for both *school/hired self-drive minibuses*.

Use of staff cars to transport pupils - Staff cars may only be used to transport pupils when the driver has business insurance and a clean driving license (a record of both of these being checked will be kept by the school). Any use of private vehicles will be subject to a specific risk assessment.

Insurance

The school is insured through Zurich Insurance (01489 868888) and is supported in any insurance matters by Solihull Council - 0121 704 8411, (or out of hours – 0758 188 2676).

Appendix 1 Local Learning Area Policy

General

Visits/activities within the 'Local 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:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- Do not require parental consent.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are shown in appendix 1 – Local Learning area map.

This area includes, but is not limited to, the following frequently used venues:

- Coundon Hall Park
- Peace garden at Coundon Hall Park
- Coundon Wedge
- Holy Family Church
- The Brook
- Holbrooks Park and Community Centre
- Coventry Garden Centre
- Jubilee Wood – Watery Lane

'No-go' areas within the Boundaries *e.g.*

- Texaco Garage on Bennetts Road

Operating Procedure for Local Learning Area

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

- Road traffic.
- Other people
 - members of the public
 - animals.
 - Etc.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves and details of the visit must be added to the correct section in Evolve. Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.

- Students are briefed on appropriate behaviour around members of the public
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- There will normally be a minimum of two adults, but depending on group size this may be less
- Staff are familiar with the area, including any 'no-go' areas, and have practiced 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.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Local Area Visit module)
- A 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, facemasks, bag for waste, tissues etc.)

Specific for the local area

- *When crossing Bennetts Road, only the pedestrian crossing should be used*
- *Pupils must be informed that they are not allowed to use the shop at the Texaco garage*
- *Pupils should wait for staff to cross Tamworth Road and will be supported to cross the road at a suitable time*

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 leadership team or will be able to contact an experienced senior manager.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the trip participants (including staff).
4. Both the visit leader(s) and the base contact know to request support from the local authority and the insurers 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.
5. The National Guidance role specific emergency action cards are carried by:
 - a. The visit leader
 - b. The first point of contact (e.g. the office receptionist)
 - c. The designated base contact senior manager
6. This procedure is tested through both desk top exercises and periodic scenario calls from visit leaders

APPENDIX 1: LOCAL LEARNING AREA MAP

