



Educational Visits Policy

School Responsibility	Miss K Choma
Headteacher	Miss K Choma
Governor	Mr B Thompson
Adopted	December 2021
Review	December 2024

ETHOS STATEMENT

The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Leeds in particular:

1. Religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
2. Religious worship is to be in accordance with the teachings, doctrines, discipline and liturgical norms of the Catholic Church;

And at all times the school is to serve as witness to the Catholic faith in our Lord Jesus Christ.

MISSION STATEMENT

As a family with God in our hearts we love, laugh, and learn.

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose – enhancing and enriching our children's learning experiences.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

Evolve

EVOLVE is the educational visits notification system used by schools in Leeds and throughout most of the UK. It is an electronic system and has been mandatory for notifiable visit planning since 2010.

EVOLVE visit notifications will, as a minimum, state

• The educational purpose of the visit	• Its aims and objectives	• How it conforms to the school's curriculum aims.
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1. EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
2. Competencies required for the nominated visit leader and supervisors will be clearly defined.
3. Where the school uses external providers, the visit leader must satisfy themselves that they will deliver quality; have public liability assurance; and meet health & safety standards. This can be done by consulting EVOLVE; KADDI; and/or the use of E2 and E3 provider forms.
4. Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
5. The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE.
6. Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
7. No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.

Roles and Responsibilities

Organisation Responsibility for educational visits rests with the Governing Body and Headteacher.

The respective roles of each are outlined within the Handbook for Educational Visits and OEAP National Guidance.

Governing Body

Approval of visits in category 3 will be undertaken by Mr Ben Thompson. The person named above will be the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at www.oeapng.info. The Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually. A review of the visit will be available to view on EVOLVE.

Headteacher

The Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, that the supervisors are competent and that governor assent has been given. The Headteacher will authorise all visits via EVOLVE. The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

Educational Visits Co-Ordinator

The school's Educational Visits Co-ordinator is: Mrs Helena Harvey. They will undertake duties as agreed between them and the Headteacher in line with the responsibilities listed in the Handbook for Educational Visits. The EVC will be fully conversant with the Handbook for Educational Visits and OEAP National Guidance.

Visit Leader

The Visit Leader will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance. The Visit Leader will ensure that the notification is completed on EVOLVE and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place. The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place. The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway. The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip. The Visit Leader will review their trip on EVOLVE.

Supervisory Staff

All staff assisting with supervision on any trip will be conversant with the Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed. All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed. All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader. Staff will feedback information to the Visit Leader to enable a full review of the trip to be completed.

Arrangements

Proposals

The Visit Leader will submit a proposal to the Headteacher within the following timescale for each category of visit Category

Latest date for submission to Headteacher:

Category	Timeframe
1 – regular curriculum	1 week (recommended)
2 – one off trips	2 weeks (recommended)
3 – overnight, adventurous	6 weeks (mandatory)

Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s) and provide emergency contact number(s) and all relevant medical details. Where coach or minibus travel is to be used it must be in accordance with LCC regulations.

Notification

Notification will be made using EVOLVE. The Visit Leader is responsible for planning the visit. The Headteacher will ensure that the Visit Leader carries out this task.

Undertaking the visit

Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place. A record must be kept of all such instances for evaluation and review purposes.

Any accidents or near misses that occur during a visit will be reported to Bishop Wheeler Catholic Academy Trust using the appropriate forms upon the return of the group to school. Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team at Bishop Wheeler Catholic Academy Trust and complete the appropriate forms.

Residential Visits

Children in upper Key Stage 2 have the opportunity to take part in a residential visit. The residential visit enables children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. All specialist activities will be delivered by qualified instructors.

Evaluation and Review

Following an educational visit, a review will be completed on EVOLVE. If required, the Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team. The results of the

evaluation and review process will be available to the Headteacher via EVOLVE. The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

This policy will be monitored, reviewed and amended as required by the Headteacher and Governors.