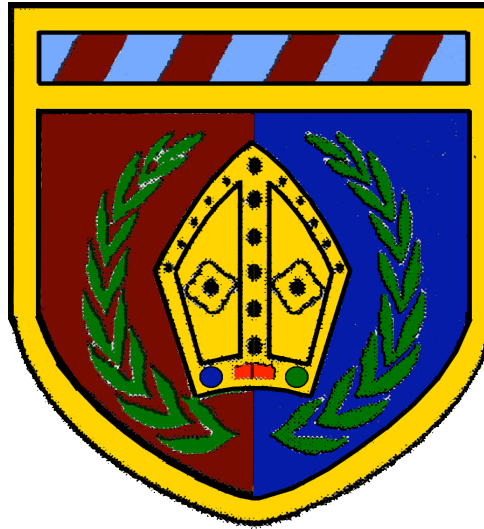


St John Fisher Catholic Primary School



Educational Visits Policy

“To live, love and learn and learn in our caring community”



Educational Visit Policy

The Governors and Head Teacher of St John Fisher Catholic Primary School accept their responsibilities under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits, journeys and outdoor learning experiences away from the School site.

The Governing Body have adopted and follow the Local Authority's educational visits guidance for organising visits, journeys and outdoor learning experiences.

Support for Educational Visits

The Governors recognise that pupils' participation in a wide range of visits, journeys and outdoor learning experiences are beneficial to their whole educational experience.

Statement of Safety Policy

As part of their responsibilities the Governing Body and Head Teacher will take all reasonably practicable steps to ensure the health, safety and welfare of pupils whilst travelling to and from, and whilst engaged in, activities away from the school site.

Statement of Safety Organisation

The School have adopted the following procedure for approving school visits and journeys:

(ii) for Category C visits, final approval must be obtained from the Head Teacher and the Local Authority;

- (i) for Category A and Category B visits, final approval must be obtained from the Head Teacher;
- (ii) for Category C visits, final approval must be obtained from the Head Teacher and the Local Authority;
- (iii) approval for visits must be provided prior to the visit taking place; be used for visit notification and approval purposes.

Duties

The Head Teacher and Governing Body:

- a) will ensure that the tasks undertaken by staff organising school visits and journeys, as set out in the Authority's guidance, are adhered to; and
- b) have appointed a member of staff to be the Educational Visits Co-ordinator.

Arrangements

The following arrangements identify how the School will manage the organisation of visits, journeys and outdoor learning experiences:

- a) The Head Teacher will ensure that the City Council's guidance in respect of Educational Visits is followed by all staff involved in organising visits, journeys and outdoor learning experiences; Educational visits information will be recorded using the Evolve Educational Visits system.
- b) The Head Teacher will ensure that all visits, journeys and outdoor learning experiences organised by school staff obtain their approval.
- c) The Head Teacher will ensure that approval is obtained from the Local Authority for those visits requiring such approval.
- d) All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will be investigated and reviewed to identify learning points, which will be shared as appropriate with others.
- e) The Head Teacher will ensure that emergency procedures are in place in accordance with City Council's guidance and will ensure that such procedures are fit for purpose and function effectively.
- f) Appropriate training and professional development opportunities will be made available to staff and other adults taking part in school visits and journeys to reflect identified health and safety and educational priorities.
- g) The extent of first aid provision will be dependant on the type of visit and the risks identified within risk assessment. Additional arrangements should be put in place for staff and pupils who have special medical needs. A suitably stocked first aid kit should be available and that at least one member of staff is trained to an appropriate standard for the activity and risks identified as laid down within the City Council's guidance.
- h) We are committed to providing off-site visits and activities which are accessible to our pupils whatever their needs, abilities or medical conditions.
- i) Information and lessons learned from the evaluation and review of visits, journeys and outdoor learning experiences are shared with other staff, the school leadership team and governors as appropriate.
- j) Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the Local Authority's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. **If we do not receive this written permission, the child will be unable to participate, unless we are able to get telephone confirmation on the morning of the trip from the parents or carers.**

k) It is the responsibility of our governing body to monitor the effectiveness of this policy. The governing body does this by reviewing this every three years and taking into serious consideration any complaints regarding educational visits from parents, staff or pupils;

Signed

Date: September 2013