

# St Elizabeth Catholic Primary School

## Educational Visits and Journeys Policy



The Governing Body of St Elizabeth Catholic Primary School

<b>Date of Policy</b>	February 2021
<b>Reviewed</b>	February 2023
<b>Chair/Committee Chair of Governor's signature</b>	
<b>Headteacher's signature</b>	

### Mission Statement

**Inspiring and achieving lifelong learning in a welcoming Catholic community.**

#### Article 31

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

### **Safeguarding Statement**

At St Elizabeth Catholic Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### **Equality statement**

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

### **School Values**

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – **Relationships, Resilience, Responsibility** and **Respect**, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

### **British Values**

At St Elizabeth, we recognise and promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people; and
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

## **Data Protection**

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the

School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

## **Catholic Ethos**

As a Christian community it is our belief that we should endeavour to support all children to realise their full spiritual, moral, social and academic potential.

## **Rights Respecting Schools**

The school community is committed to the UNICEF UK Rights Respecting Schools award. We believe that all children have the right to be treated with dignity and fairness. Children's rights are at the forefront of our school policies, procedures and daily routines. The following articles from the UN convention on the rights of the child are of most significance to this behaviour statement.

### **Article 31**

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

## **Introduction**

For the purpose of this policy, a school trip or visit is defined as any occasion when a pupil or group of pupils are away from school undertaking a school activity and under the supervision of a member of staff.

- Children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not to stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and Safety procedures should always be proportionate to the risks of an activity.
- Staff should manage risks effectively and keep themselves and children in their care safe when on school trips.

## **Statement of Aims**

To provide a stimulating environment in which each child is enabled and encouraged to attain the highest standard of achievement of which he/she is capable.

Ensure that the curriculum is broad and well balanced following all subjects in the National Curriculum.

- To encourage children to be aware of their behaviour and how it affects other people.
- To recognise that children have a variety of special needs and endeavour to provide appropriately for the needs of individuals.
- To ensure that the curriculum reflects the richness of our multi-cultural society.
- To foster and build on relationships with parents, governors and the wider community.
- To provide staff training as and when required.

## **Planning and Preparation**

We see educational visits (EVs) as an important part of school life that helps us provide a broad, balanced and stimulating curriculum. Most EVs are included in termly planning, although for some visits it may be necessary to plan further in advance. We work to ensure that all EVs add value to learning and provide experiences beyond those we can offer within school. School Journey, which includes four nights away from home, or participation in potentially hazardous activities is referred to as an education journey (EJ) and consent by the Local Authority and School Governors should be sought.

In planning for an EV or EJ the following process should be followed:

1. Check with the class teacher that the date and time is suitable for the chosen destination.
2. Book the venue and travel arrangements, write a letter to inform parents/carers of the date, time and cost of the trip. Staff must complete a risk assessment before the trip takes place.
3. All paperwork for day trips are kept by the Administration Officers. Paperwork for educational journeys are kept in a separate file. Risk Assessments for trips longer than one day must be uploaded onto the Educational Visit Approval System (EVOLVE) and submitted to the local authority for approval.
4. Staff, volunteers and children are briefed prior to their trip (parents are given a sheet of DO's and DONT's) so that everyone is aware of their conduct throughout the trip. Where possible, children should use the "Buddy System" to encourage group responsibility.

### **Pre-Visits**

The class teacher or support staff member should, where possible, have prior knowledge of the venue. Any roads should be assessed and a plan for crossing made. If coaches are used, check they all have seatbelts. Children should not sit in the front seats of the coach and seat belts must be worn at all times. If using public transport, trip leaders should consider all possible alternative routes in the event of disruption to the main travel route on the day. Applications for Transport for London travel permits should be made no less than 14 days prior to travel. Children with special educational needs should be considered and the visit should be planned in order to be as inclusive as possible. During the pre-visit, notice should be taken of the facilities available to include those with disabilities. Packed lunches should be booked at least two weeks in advance once numbers have been confirmed.

### **Risk Assessments**

The whole school Covid-19 risk assessment must be referred to before organising an EV. The Risk Assessment (RA) process should focus on the journey and the programme at the venue. It should include the safety of pupils with emotional and behavioural difficulties. The RA is an opportunity to think about significant hazards, foreseeable hazards and plan control methods. A RA should also be carried out to determine whether a child's behaviour poses a flight risk or could lead to an incident. If this is the case, the class teacher leading the trip can refuse to allow him/her to take part.

The RA should be shared with children as part of the pre EV meeting.

## **Educational Visit Letters**

Letters should include venue, date, transport, departure and arrival times, clothing, footwear, packed lunches, cost (including a statement about voluntary contributions). Annual forms are sent to parents so that they can give permission for local school trips. School Journey must have a separate permission form as part of the collective paperwork.

## **Briefing**

Parents/volunteers are briefed before the trip. This information should include:

1. Timetable
2. Venue and address
3. Mobile number of the class teacher and school number
4. Who they will be in charge of
5. Transport arrangements
6. Acceptable behaviour
7. Risk Assessment

Class teachers will have an emergency list of contact numbers and medical needs. First Aid kits, Asthma Pumps and EpiPens must accompany the trip, no other medicines may be taken.

On the day of the trip, adults should be given a list of the children they will be responsible for. Teachers should make sure that children are appropriately dressed and children should wear sun hats and cream if the weather is hot and their trip is outdoors.

## **Costs**

All contributions are voluntary and no child should be excluded if there is a failure to pay. However, a trip may be cancelled if insufficient contributions are made. If a venue requires a cheque to be paid on the day, please ensure that the school's financial administrator is informed in good time to prepare this.

## **Adults – Child Ratios**

- 1:4 Foundation Stage
- 1:8 Years 1-3
- 1:10 Years 4-6

Adults who accompany classes must not be left in sole charge of a group if they do not have CRB check completed. Volunteers accompanying during the visit should be aware that the teacher in charge should deal with any behavioural issues and that they should be their first point of contact if they

have any concerns during the visit. If parents are accompanying classes with their own children, they should understand that the teacher has overall responsibility for all children within the class for the duration of the trip.

The number of adults will depend on the nature of the visit and the amount of supervision needed. The needs of the class and individuals will also need to be taken into account. One of the adults must be a qualified teacher. Supply teachers are not allowed to lead trips unless accompanied by a Nursery Nurse or Senior TA. ECT's may request that another teacher accompanies them until they are familiar with the responsibilities of leading an Educational visit. Children with a statement of SEN will have their support adult with them where possible and this adult will not count in the overall supervision ratio.

Teachers are not required to administer drugs or medicines to students in their charge; however, they may do so out of good will, provided that they are given to the teacher by the parent/carer with written authorisation for the teacher to administer them. Wherever possible a first aider should go on an EV.

### **Emergency Procedures**

In the event of an emergency, the lead teacher must telephone the school immediately and speak to a senior member of staff. Teachers must also have a list of emergency contact numbers for the children in their care. If taking part in an Educational journey, contact details for senior members of staff should also be taken before departing.

If it becomes apparent that the group will be delayed in returning to school, contact the school immediately; this allows parents to be kept informed of arrival times. A senior member of staff should wait at school until the Educational visit or Educational journey has returned to make sure that all children are collected.

At the end of the trip, the teacher should evaluate conduct and learning. If teachers have had to deal with substantial behavioural issues during the trip then a senior member of staff should be involved and parents informed. If there are any events where the safety of the group or individuals is jeopardised, this should be recorded.

### **Record Keeping**

A copy of the letter regarding the Educational visit should be kept on file in the school office. Risk Assessments should also be handed into the office for safe keeping and uploaded on the shared drive.

All of School Journey paperwork must be kept for audit purposes. The Lead persons for this will be Ms A John, Mrs T Jennings, and Ms N Sutherland.

<b>Date of Ratification:</b>		<b>Signed:</b>  <p style="text-align: center;"><b>Ms A John (HEAD TEACHER)</b></p> <p style="text-align: center;"><b>Mr T O’Sullivan (CHAIR OF GOVERNORS)</b></p>
<b>Review date:</b>		<b>Signed:</b>  <p style="text-align: center;"><b>Ms A John (HEAD TEACHER)</b></p> <p style="text-align: center;"><b>Mr T O’Sullivan (CHAIR OF GOVERNORS)</b></p>
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