



St Monica's Catholic Primary School

Educational Visits/Learning Outside the Classroom Policy

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| Status | Statutory |
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Introduction

Loving to learn; Learning to love like Jesus.

St Monica's Catholic Primary School believes that safely managed, well planned educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum for our pupils. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. The teaching staff and governors are committed to providing Educational Visits and Learning Outside the Classroom activities that supplement and enhance the curriculum, providing experiences that may otherwise be impossible.

St Monica's has fully adopted the Warrington Borough Council Guidance for Learning Outside the Classroom, including the use of Evolve. This guidance can be found through the internet by logging onto www.warringtonvisits.org.uk

This policy provides a clear and coherent structure for the planning and evaluation of our Educational Visits/Learning Outside the Classroom Activities, to ensure that any risks are managed and kept to a minimum, for the health, safety and welfare of all pupils at all times. We seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

Aims

The aims of this policy are to:

- Ensure that every pupil has the opportunity to benefit from educational visits/learning outside the classroom activities

- Ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part
- Ensure assessments and procedures for managing risks are in place
- Identify appropriate functions, responsibilities, training, support and monitoring.
- Ensure that whenever appropriate, further advice is sought from the Local Authority and from other technically competent sources

Inclusion

Every effort will be made to ensure that educational visits and learning outside the classroom activities are available and accessible to all, as per Warrington Borough Council Guidance for Learning Outside the Classroom.

Supervision

The safe movement and care of children needs very specific supervision and staffing ratios are dependent on many factors e.g. location, weather conditions, experience of staff, etc.

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|-----------|-----------|
| 1:2 | Nursery |
| 1:4 | Reception |
| 1:6 | Years 1-3 |
| 1:10-1:15 | Years 4-6 |

Headcounts or Rollcalls

Regular headcounts or rollcalls of young people should take place throughout all offsite activities. The frequency should be increased at certain points such as crowded public areas, getting on and off transport, and when arriving at or leaving a location or near a significant hazard (such as water). A headcount or rollcall should always be part of any initial response to an incident or emergency. It is easier to monitor and count smaller groups and clusters.

It is good practice to:

- Double-check numbers before departing from a venue;
- Carry a list/register of all young people and adults involved in the visit at all times;
- Ensure that younger children are readily identifiable, especially if the visit is to a densely populated area, e.g., brightly coloured caps, T-shirts or a school uniform can help identify group members more easily (but avoid inappropriate or potentially embarrassing items);
- Avoid identification that could put young people at risk e.g., name badges;
- Provide extra safeguards for very young children, or for those with special needs, such as providing laminated cards displaying the name of the group or hotel and an emergency contact number (this could be appropriate for all visits abroad, with a translation of the information into the relevant language(s));
- Ensure that everyone is aware of rendezvous points;

- Ensure that everyone knows what to do if they become separated from the group;
- Make everyone aware of their destination e.g., the tube station where the plan requires them to get off.

4.2a Group Management and Supervision National Guidance Document

Approval

Educational visits/learning outside the classroom activities which are adventurous, residential or overseas must be approved by the Head Teacher and then approved by the Local Authority. The system for approval on these types of visits is via the electronic Evolve system. www.warringtonvisits.org.uk

The LA requires 30 working days notice for all visits which are stated above.

All other visits are approved by the Head Teacher and need to be entered onto Evolve.

Parent/Carer Consent

On admission to St Monica's Catholic Primary School, parents are asked to give generic consent to educational visits to local sites, such as the church and Broomfields Leisure Centre. These are regular visits which require no vehicular transport. Risk assessments are, however, kept up to date for the journey to these sites.

Roles and Responsibilities

The following roles have specific responsibilities for educational visits/learning outside the classroom activities – Visit Leader, EVC, Head Teacher, Parent/Carer, Governors. Our school has adopted the Warrington Borough Council Learning Outside the Classroom Guidance relating to specific roles and responsibilities. As a school we will ensure that all staff who have specific roles and responsibilities for educational visits are trained and have the experience that is required.

Planning

St Monica's follows a robust process for planning educational visits/learning outside the classroom activities.



Trip Planning Record

| Destination | | | |
|---|------|------|--|
| Date | | | |
| Children involved | | | |
| Task | Date | Done | |
| Contact Mrs Rylance for coach bookings with all your trip details. Also consider combining classes for trips to reduce travel costs. Mrs Rylance will share the coach costs with CT for their decision. | | | |
| Provide the cost of your trip to Mrs Rylance. | | | |
| Mrs Rylance will send your Google Form to parents so please send her any information you wish to be on the form. Mrs Rylance will give CT access to the Google Form so they can keep track of things for their class. | | | |
| Mrs Rylance will create the trip for Parents to pay on ParentPay. If you require a payment plan, then the office need to know in a timely manner. | | | |
| When you are planning your trips the numbers required for staffing / volunteers and ratios are CT responsibility. | | | |
| Once you know your adult numbers and which member(s) of staff are attending the trip with you please complete the staffing request form and give to Miss Ruth. | | | |
| Miss Ruth will speak to HT to discuss the staffing request as this may require overtime, cover or supply during that person's absence. HT has to approve this part as there may be a cost element. | | | |
| Miss Ruth to confirm back to you that the staffing has been agreed or not by HT. | | | |
| Miss Ruth to arrange cover etc. | | | |
| Any staff attending trips must organise their own cover for that day if on AM or PM duties. | | | |

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| Children's lunches to be collected by a member of staff who are attending the trip. | | |
| If a child is not attending a trip or changes their mind about attending, please let the office know asap as this affects the cost for the class. | | |
| Office to contact parents for payments. | | |
| Miss Ruth pays the supplier invoices. | | |
| On the day of the trip check that all members of staff have the correct paperwork. A copy should be left with Miss Ruth and the head teacher. | | |
| On the day of the trip check that all the children have their medication. | | |
| On the day of the trip check that all the children are appropriately dressed and if it is a residential trip, do they have the necessary clothing? | | |
| On the day of the trip check that the person who is the designated first aid person has a first aid kit. | | |
| Give clear instructions to parent helpers about expectations. Share our trip protocol and ask them to sign it. | | |
| On the day of the trip make sure that there is a sick bucket, paper towels and tissues available if traveling by coach. | | |
| During the trip make sure that any first aid incidents or medicines administered are correctly recorded. | | |
| Carry out ongoing risk assessments throughout the trip. | | |
| When the trip is completed, make sure that any paperwork containing any confidential information is shredded. | | |
| Complete an evaluation form on Evolve. | | |
| Thank colleagues/parents for their support. | | |



Educational Visits/Residential Trips - Staffing Requirements

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|---|---|-----------------------|
| Date of trip | | |
| Venue of trip | | |
| Year group/Classes attending | | |
| Trip Lead Staff Member | | |
| Ratio - adults:pupils | | |
| Staffing (name/role) | • | • |
| For each staff member state: <ul style="list-style-type: none"> • what they need to be released from to attend (eg. other posts or duties), • if attendance on trip is additional overtime, • or if they would normally be with the children then no additional requirements | | • |
| Are parent volunteers being used? | | |
| Any additional trip requirements needing agreement (eg. staff using own cars) | | If Yes, please state: |
| Date form completed | | |

Please submit completed form to Business Manager, who will pass on to the Head teacher for agreement.

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| <i>Notes from Head teacher</i> | |
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Checklist for the Morning of the Trip

Destination:

Date:

Staff & Children involved:

| Task | Done |
|---|------|
| Check the risk assessment has been approved by Mrs Pearson. | |
| The visit lead has shared the risk assessment with all staff members and volunteers going. All staff members and volunteers have signed to say that they have read and understand the risk assessment | |
| All staff going have a copy of the risk assessment, a list of the pupils in their group and emergency contact numbers for the other staff members on the trip. | |
| A copy of all paperwork should be left with Miss Ruth and the head teacher. Including a list of children attending and emergency contacts for all staff members and volunteers attending. | |
| All medication is checked for expiry dates and the visit lead has all medication needed for the trip. Have you checked with the office staff that there are any additional medicines for your children? | |
| Check that all the children are appropriately dressed and have the necessary accessories (e.g sun hat in warm weather, gloves in cold weather) If it is a residential trip, do they have the necessary clothing? | |
| Check that the person who is the designated first aid person has a first aid kit. | |
| There is a sick bucket, paper towels, hand gel and tissues available if traveling by coach. | |
| Collect the packed lunches from the kitchen. (If needed). Make sure that all other children have lunch and a drink. | |
| Check the playground rota and make sure that all duties are covered. | |

Protocol for Parents Helping on School Trips



At St Monica's Catholic Primary School, we aim to enhance our curriculum by trying to include trips and experiences outside of school in many of our topics.

Looking after other people's children is not a responsibility to be taken lightly and we do understand that some parents may not wish to sign up to this protocol.

Confidentiality

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child.

1. Parents are invited to join trips to support and care for children other than their own.
2. Offers of help are always appreciated, but the final decision on who will accompany the trip will be made by the school.
3. The number of parents/carers who are needed on the trip will be determined by the school and our policy.
4. Groupings will be decided by school and each accompanying adult will have a copy of the lists.
5. Unless your child has a specific medical need which you need to attend to you will not be given a group containing your own child.
6. The class teacher will brief you on the experience planned for the class. For Health and Safety reasons parents are expected to follow the direction of the class teacher. They will be given timings, meeting points, risk assessments etc. for the day.
7. Parents are **not allowed** to take children to the toilet. With older children (Juniors) a parent may wait outside the toilet while the children go as a group or at least in pairs. With younger children (Infants) a staff member must accompany the children. Never go into the toilet yourself while the children are in there, unless a member of staff is present.
8. Parents must be vigilant when supervising the children in public. The use of mobile phones to take photographs is not allowed as it is against our safeguarding rules. If you need to take a call or text in an emergency, please arrange for someone else to supervise your group for that time.

9. Parents should not buy their own children or those in their group a gift or extra food or drink as it will disadvantage the rest of the children.
10. Parents will not be left in sole charge of a pupil/pupils except where it has been previously agreed as part of the risk assessment and you have had a DBS check by school.
11. Any behaviours that endanger other children in the group should be reported immediately and dealt with by the class teacher or TA.

Thank you for showing your loyalty to the teaching staff by signing up to this protocol. Remember the most important thing is that the children have an enjoyable, memorable day and feel safe and cared for at all times.

I agree to follow the protocol as set out above.

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| Signed | |
| CLASS: | |
| TRIP: | |
| DATE: | |