



Our Lady of Grace RC Primary School Educational Visits Agreement

Introduction - This agreement covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits. This agreement runs alongside our Mission Statement and all of the school's other agreements, procedures and policies. More detailed information guidance is available on the school/EVOLVE website.

Aims and Objectives for Educational Visits -Our aim is to provide the best possible education for our pupils while keeping everyone safe and keeping the school Mission Statement at the heart of all we do.

Nature of Educational Visits -The school runs a wide range of Educational Visits including:

- Walks around the village of Prestwich, including to church
- Day visits by coach to places of interest to support the curriculum
- Sports events
- Residential & Adventurous trips

Health & Safety - The school uses the Local Authorities EVOLVE system.

Personnel - The school's **Educational Visits Co-ordinator (EVC)** is Mr Collins.

The EVC has a specific role to play in all Educational Visits –

- ensure guidance is available to staff
- support staff in matters relating to educational visits
- ensure visits are appropriate and approved as necessary by the LA/Headteacher
- assess the competence of prospective leaders and staff
- ensure that Risk Assessments meet requirements
- organise training and induction
- keep records of visits, accidents or incident reports
- review systems and monitor practice

For each visit, of whatever duration, a **Trip Leader** must be identified.

The **Trip Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The **Trip Leader** must:

- be approved to carry out the visit and follow the school procedures
- plan and prepare for the visit appropriately

- complete and share risk assessments with all adults and children attending
- define the roles and responsibilities of other staff and pupils and ensure supervision
- ensure parents are informed and have given consent
- consider emergency arrangements

Adult volunteers who are not employees of the school must:

- understand and agree expectations of them
- understand their relationship to the pupils, teachers and visit leaders
- follow instructions from teachers
- raise any concerns for pupil welfare with the Trip Leader as quickly as it is safe to do so

Procedure for Running Educational Visits - A set procedure is followed for all Educational Visits, although the nature of each visit will determine the level of preparation required. **Each Trip Leader should complete the Educational Visits Checklist and Information Form. These forms can be found in the shared drive/other folders/health & safety/educational visits and Trip Leaders should make sure that the EVC is given all paper work at least two weeks before any trip (four weeks for residential or adventurous). A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.**

Risk Assessment - Risk assessments are made for all Educational Visits (see Risk Assessment Guidance). Risk Assessment considers the site and its environment, the group, the activity and the leader. The Trip Leader needs to arrange a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards & assess the risk of harm
- put control measures in place & check if anything else is needed
- use simple language

Financing Educational Visits -This should be agreed with the EVC and follow the school's Charging and Remissions policy.

Emergency Procedures -It is the joint responsibility of the Trip Leader/EVC/Headteacher to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- ensuring that all involved know who is the emergency contact point is and contact point is active
- having access to an emergency plan appropriate to the visit
- ensuring that parental contact information is up to date and accessible

Agreement Review

This agreement is a working document, and will be reviewed when necessary.

Agreed by staff 13.04.16