



# OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



## Educational Visits Policy

### Document control

~~Version 1.00 DRAFT 1<sup>st</sup> September 2019~~

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Version 1.1 FINAL 20<sup>th</sup> September 2021

## Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
- Being an example of healing, compassion and support for the most vulnerable in our society

Judges 18 v5-6 NIV

5. Then they said to him, "Please inquire of God to learn whether our journey will be successful."

6. The priest answered them, "Go in peace. Your journey has the LORD's approval."

This Policy was approved and adopted by the Academy Trust Company on:	20 <sup>th</sup> September 2021
Policy Review date:	20 <sup>th</sup> September 2022
Reviewer:	Dave Burrough / OLOL Trust

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# 1. Introduction

The Trust recognises that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development.

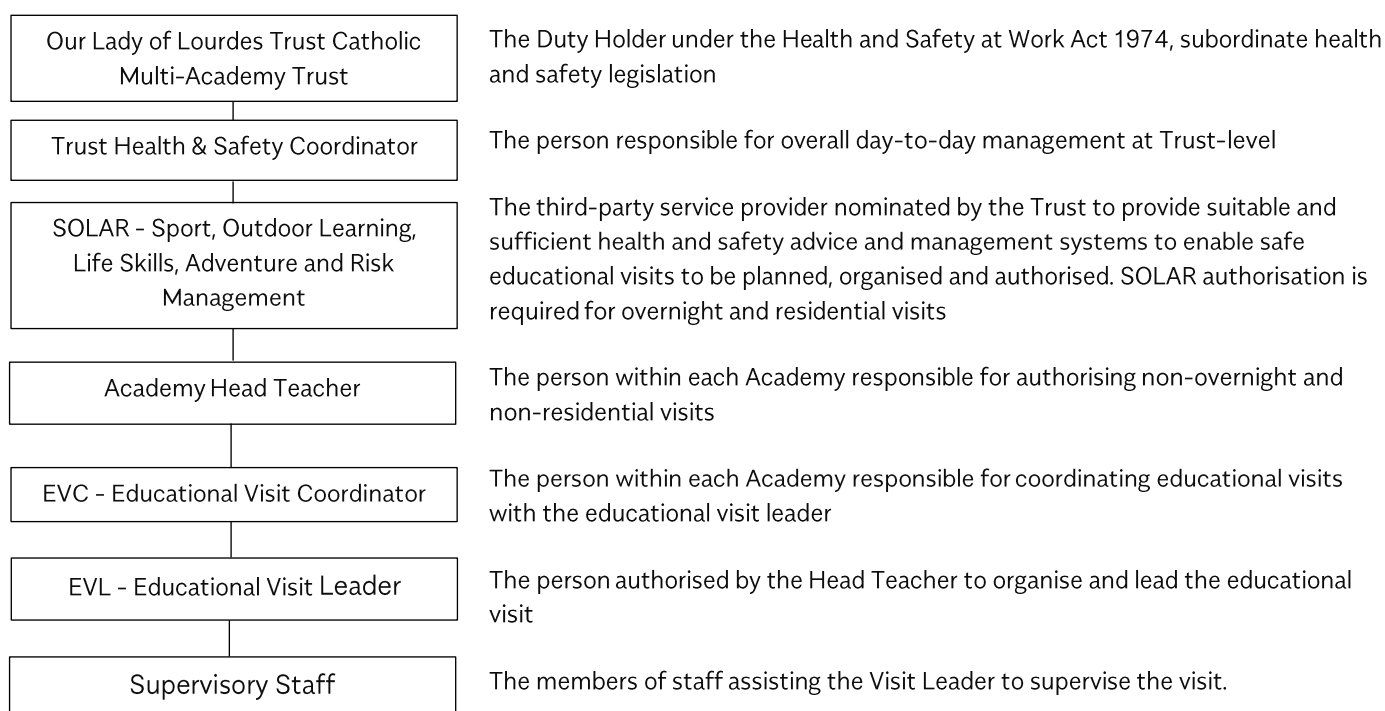
The Trust acknowledges and accepts its duty under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledges the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

This policy sets out the scheme of delegation for managing and authorising educational visits.

The Trust has adopted Nottingham City Council's Offsite\_Educational\_Visits\_Policy\_1819 guidance. Where 'Educational Visits' or 'Visits' are referenced within this policy, this includes any educational or off-site-visit from any of the Trust's sites including sporting arrangements.

# 2. Scheme of Delegation

Responsibility for all educational visits rests with the Academy Head Teacher. The respective roles of each are outlined within Nottinghamshire County Council's Visits Guidance for Children and Young People.



## The Trust Health & Safety Coordinator

- The Trust Health & Safety Coordinator will make suitable and sufficient arrangements through the procurement of suitable health and safety advice services and management systems to enable academies to arrange, manage and authorise educational visits in accordance with this policy. The Trust Health & Safety Coordinator will liaise with SOLAR in respect of the provision of suitable EVOLVE system accounts for personnel at each Academy.

## SOLAR ( Sport, Outdoor Learning, Life Skills, Adventure and Risk Management) Service

- The SOLAR ( Sport, Outdoor Learning, Life Skills, Adventure and Risk Management) Service will provide access to licensed access to EVOLVE including an unlimited number of user accounts at the required access levels. SOLAR will also provide advice and guidance in respect of educational visits at the planning and authorisation stage.

### The Academy Head Teacher

- The Academy Head Teacher will authorise all visits and where applicable seek the approval of SOLAR for the Local Authority for overnight and residential visits.
- The Academy Head Teacher will confirm the qualifications, training records and experience of the Educational Visit Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.
- The Academy Head Teacher will agree with a named Educational Visit Coordinator (EVC), the duties delegated to the EVC or in the absence of an EVC will fulfil this function themselves.
- The Academy Head Teacher will be conversant with the *Offsite\_Educational\_Visits\_Policy\_1819* guidance available to download from the [SOLAR website](#) and from the Trust [Estates Portal >> Common Documents >> EVC Resources >>](#)

### The Educational Visit Coordinator (EVC)

- The Educational Visit Coordinator will undertake duties as agreed between themselves and the Academy Head Teacher.
- The Educational Visit Coordinator will have received suitable and sufficient training to perform the role as well as having knowledge of good practice issued by Government Departments, National Governing Bodies and national interest groups (available from SOLAR).
- The Educational Visit Coordinator will be conversant with the *Offsite\_Educational\_Visits\_Policy\_1819* guidance available to download from the [SOLAR website](#) and from the Trust [Estates Portal >> Common Documents >> EVC Resources >>](#)

### The Educational Visit Leader (EVL)

- The Educational Visit Leader will liaise with the EVC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- The Educational Visit Leader will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.
- The Educational Visit Leader will have overall responsibility for that visit whilst it is underway.
- The Educational Visit Leader will be fully familiar with emergency procedures and contact numbers.
- The Educational Visit Leader will be conversant with the *Offsite\_Educational\_Visits\_Policy\_1819* guidance available to download from the [SOLAR website](#) and from the Trust [Estates Portal >> Common Documents >> EVC Resources >>](#)

### Supervisory Staff

- Supervisory Staff assisting with supervision on any trip will be conversant with the specific risk assessments for that event.

- Supervisory Staff will be conversant with the *Offsite\_Educational\_Visits\_Policy\_1819* guidance available to download from the [SOLAR website](#) and from the Trust [Estates Portal >> Common Documents >> EVC Resources >>](#)

#### All Staff

- 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, that they are brought to the attention of the Visit Leader without delay.
- All staff will feed back information to the Visit Leader to enable a full review of the trip to be completed.

### 3. Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated. EVOLVE is provided through the SOLAR Service. Academies must use this system.

The Trust identifies 3 categories of Educational Visits which require differing levels of approval:

#### Category A – Reoccurring and Locally Approved Visits

Reoccurring and Locally Approved Educational Visits forming a normal part of the academy's regular activities such as sports fixtures. All such Category A Educational Visits will be recorded on EVOLVE and authorised and approved by the Head Teacher. A mobile telephone is to be taken with each group and the school office will have a note of the number. Pupils' clothing and footwear should be checked for appropriateness prior to leaving school. Staff should be aware of any relevant pupil medical information and ensure that any required medication is available. Supervisory staff should be familiar with the area, including any 'no-go' areas. The following should always be taken into account:

- Road traffic
- Other people
- Social distancing
- Members of the public
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

#### Category B – EVOLVE Approved Visits

Educational Visits not normally forming part of the Academies regular activities such as all day excursions or trips. All such events will be processed via the EVOLVE system and authorised and approved by the Head Teacher.

#### Category C SOLAR Approved Visits

Residential visits, Overnight Visits, Educational Visits requiring specific competency to deliver or events that are more hazardous. All category C Educational Visits will be processed via the EVOLVE system, approved by the Academy Head Teacher and will only proceed once approved by SOLAR.

Where the Academies use external providers for activity provision, suitable assurance must be sought to ensure that they are suitable and appropriate for use. The Department for Education (DfE) recommends that LOTC (Council for Learning Outside the Classroom) accreditation be sought for activity providers. LOTC accreditation is awarded on a

3-year cycle. In years 2 and 3 an LOTC accreditation should be supplemented by other suitable assurances which may include assessment visits to proposed providers and destinations by the EVL and requesting updated assurances in the form of documentation.

All Categories (Covid-19 update)

The group leader will take into account the local Covid-19 status and restrictions and ensure that suitable and sufficient controls are in place, including:

- Social distancing
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- Appropriate personal protective equipment is taken when needed (e.g., gloves, facemasks bag for waste, tissues etc.)

## 4. Transport

### Trust Mini Bus Transport

Please refer to the Trust Mini Bus Policy.

### Staff Private Vehicle Transport

Staff are required to register their vehicle prior to use.

### Parent or Carer Private Vehicle Transport

Consent should be obtained from the parent or carer of the child being transported prior to a child being transported in another parent's private vehicle.

## 5. Contacts

### Trust Health & Safety Coordinator

E. [D.Burrough@ololcatholicmat.co.uk](mailto:D.Burrough@ololcatholicmat.co.uk)

T. 0115 955 62 62

M. 07858 284 509

### SOLAR – Sport, Outdoor Learning, Life Skills, Adventure and Risk Management

W. [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=nottinghamcityvisits.org.uk](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=nottinghamcityvisits.org.uk)

T. 0115 947 6202 (Ext 238)

E. [Andrew.Smith@collegest.org.uk](mailto:Andrew.Smith@collegest.org.uk)

### General Health & Safety Advice

E. [David.Thompson@nottinghamcity.gov.uk](mailto:David.Thompson@nottinghamcity.gov.uk)

T. 0115 87 64608 / Emergency Tel/SMS/WhatsApp 07817 887 168 (includes out of hours service)



## 6. Local Arrangements

Name of Academy / Site.....

Name of Head Teacher.....

Name of Educational Visit Coordinator.....