



Painsley Catholic College

Educational Visits Policy/Procedures

2023-2024

Painsley Catholic College adopts the guidance and procedures issued in the County Council Education Service documentation and, where relevant, DfE documentation. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

## **1. Procedures**

1.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply to the Principal using the Trip Proposal proforma for permission to plan the visit. Once granted they should submit the details on the EVOLVE system. The Educational Visit Coordinator (EVC) will then give authorisation through EVOLVE.

EVOLVE must be completed by the staff member who will be leading on trip. This should not be a delegated task to other staff attending the visit or support staff.

Authorisation will only be granted when all the essential requirements have been considered, the visit can be accommodated within the timetable and the ethos of the visit is one with which Painsley Catholic College wishes to be associated. Visits should not be added to Parent Pay until the EVOLVE form has been completed and agreed with Finance and the Principal.

1.2 When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the Local Authority EVC, Gareth Lloyd. Painsley Catholic College will always follow MAC and County Council guidelines to ensure that Health & Safety procedures have been satisfactorily completed. EVOLVE must be completed in enough time to allow this process to take place. EVC checking can be up to 30 days.

1.3 Regularly repeated visits may receive block annual approval subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal academy day.

1.4 Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the Principal and the EVC.

1.5 All staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

1.6 Charges for visits will be made in line with Painsley Multi Academy Trust Charging & Remission policy

Note: Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action. The Youth Service is the designated operating authority for The Duke of Edinburgh Award and should be liaised with in regard to relevant expeditions and activities.

## **2. Local Responsibilities**

2.1 The Principal is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which Painsley Catholic College wishes to be associated.

2.2 Head of Department will check all visits and approve as the head before they are allowed to take place.

2.3 The EVC has received relevant training and induction and is delegated with the following indicated tasks: -

To give verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.

To receive details in EVOLVE and check all visit details are completed and to ensure the annual record of visits is maintained.

To check that all requirements for approving a visit have been undertaken.

To check that any further requirements for residential or foreign travel and additional or high risk activities have been undertaken.

To liaise with the County Council on any visit involving residential or foreign travel and additional or high risk activities.

To grant permission for a visit to go ahead and signify this by authorising the trip through the EVOLVE process.

The school's current EVC is

**Mrs C Talbot**

2.4 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

### **3. Emergency Procedures**

3.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the college day this includes designating a home contact from Painsley Catholic College who may be needed as a link between the party, the parents, Painsley Catholic College and the County Council in the event of an emergency. This will usually be the Principal, Emergency Contact or EVC.

3.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then Painsley Catholic College, or the Home Contact, must be contacted as soon as possible to inform the Principal so that they can decide: -

A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.

- B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Principal, or Assistant Principal will inform the designated senior officer of the Education Service (Director or Deputy Director) and Painsley Catholic College will instigate School Emergency Management Team (see the *Emergency Action Card*).

Officers of the Authority will be allocated to support Painsley Catholic College with the immediate incident and any necessary follow up or inquiry. The Principal will inform the CEO/COO and Chair of Governors.

- 3.3 In the event of a party being overdue and without contact by more than one hour Painsley Catholic College must investigate the reason and may, where appropriate, need to involve the police.

## **The Governing Body**

- 4.1 The Governing Body wishes to be informed about the following categories of visit prior to them taking place (if any): -

- Residential trips
- Overseas trips
- High Risk outdoor trips
- Extreme Sports

- 4.2 The Governing Body will receive a termly report from the Principal detailing the educational visits that have taken place.

- 4.3 It is important that all trip leaders complete the visit evaluation form within 14 days to allow for accurate reporting to governors.

## 4. Illness

Staffing on all trips should allow contingency for if either a student or staff member is taken ill, especially during residential visits.

This additional information will need to be provided to the EVC no less than 30 school days before the visit is due to commence to allow for effective consultation and guidance to be considered.

**ADOPTED BY THE GOVERNORS: September 2023**

**LAST UPDATED: September 2023**

**NEXT REVIEW DATE: September 2024**