



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



Educational Visits Policy

Document control

~~Version 1.00 DRAFT 1st September 2019~~

~~Version 1.01 FINAL 28th November 2019~~

~~Version 1.1 FINAL 20th September 2021~~

~~Version 1.2 DRAFT 26th April 2023~~

Version 1.2.1 FINAL 10th May 2023

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.”

Version 1.1 of this policy was approved and adopted by the Academy Trust Company on:	20 th September 2021
This version (1.2) was approved and adopted by the Academy Trust Company on:	10 th May 2023
Policy Review date:	TBC
Reviewer:	Dave Burrough / OLOL Trust

Contents

1. Introduction	4
2. Scheme of Delegation	4
3. Arrangements	6
4. Transport	8
5. Contacts	8
6. Local Arrangements	9
7. Local Area Visit Policy Template	10
8. All Saints' trip procedures for parent/carers'	10 - 11

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.

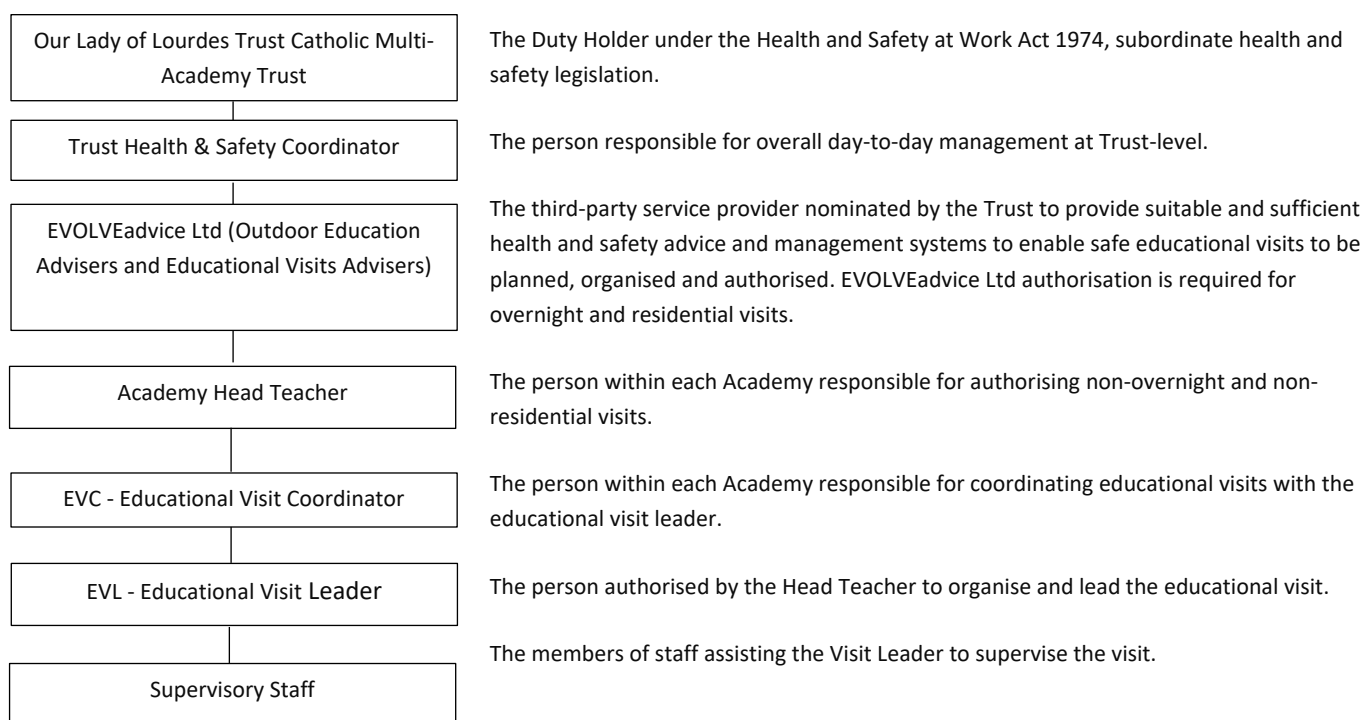
The Trust acknowledges and accepts its duty under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledges the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

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. Please also refer to the [Trust Health & Safety Policy](#).



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 EVOLVEadvice Ltd in respect of the provision of suitable EVOLVE system accounts for personnel at each Academy.

EVOLVEadvice Ltd (Outdoor Education Advisers and Educational Visits Advisers)

- EVOLVEadvice Ltd provide access to licensed access to EVOLVE including an unlimited number of user accounts at the required access levels.
- EVOLVEadvice Ltd provide advice and guidance in respect of educational visits at the planning and authorisation stage.
- EVOLVEadvice Ltd authorise category C visits

The Academy Head Teacher

- The Academy Head Teacher will authorise all visits and where applicable seek the approval of EVOLVEadvice Ltd 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 OLOL Educational Visit Guidance 2023 available to download 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 EVOLVEadvice Ltd).
- The Educational Visit Coordinator will be conversant with the OLOL Educational Visit Guidance 2023 available to download 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 OLOL Educational Visit Guidance 2023 available to download 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 OLOL Educational Visit Guidance 2023 available to download 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 EVOLVEadvice Ltd. 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).

Using the Local Area Visits (LAV) Module in EVOLVE

The local area visits module in EVOLVE simplifies the approval of visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day, the EVOLVE **Local Area Visits (LAV) Module may be utilised**. Utilising LAV's saves time when planning visits to places that we know are safe. This is because we can pre-approve these visits through our policy (please see template attached) and we don't necessarily require parental permission, though you can define when this is in your policy.

Local Area Visits (LAV's) – when to use

By utilising LAV's it saves us lots of time when planning visits to places that we know are safe. This is because we can pre-approve these visits through our LAV policy (please see template attached).

- An LAV is a visit within a predefined local area that is not overnight or adventurous and does not normally require any additional risk assessments.
- EVOLVE automatically authorises Local Area Visits. This is because the Head Teacher will have pre-authorised these trips by approving the school's Local Area Visit policy.
- The school's Local Area Visit policy determines when it is safe to use this option.
- The school's Local Area Visit policy needs to be in place when using the LAV module as these trips are automatically authorised.

- The school's Local Area Visit policy may include regular inter-school sporting fixtures as pre-approved venues, where appropriate.
- Please see the attached policy template in section 7.
- Ensure that all trip leaders are aware of, and follow, the school's Local Area Visit policy and that it is uploaded to EVOLVE.

Link to a short EVOLVE LAV training video - <https://vimeo.com/515477011/c8cbd6c9ef>

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 EVOLVEadvice Ltd 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 EVOLVEadvice Ltd.

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 (infectious diseases)

The group leader will take into account the current advice on infectious diseases 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 / antiviral 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 Minibus Transport

Please refer to the Trust Minibus 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

EVOLVEadvice Ltd (Outdoor Education Advisers and Educational Visits Advisers)

W. [EVOLVEadvice](#)

T. Please email the address below and request a call back.

E. advice@evolveadvice.co.uk

Dave Burrough, Dir. Estates, Trust Health & Safety Coordinator

E. d.burrough@ololcatholicmat.co.uk

T. 07858 284 509

Emily Harman, Trust Estate Manager

E. d.burrough@ololcatholicmat.co.uk

T. 07356 100 745

Trust Forest Schools Lead for Estates

Darren Stevenson, Trust Maintenance Manager

E. d.burrough@ololcatholicmat.co.uk

T. 07398 712 589

General Health & Safety Advice

E. 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: All Saints' Catholic Voluntary Academy

Name of Head Teacher: Carlo Cuomo

Name of Educational Visit Coordinator(s)...: Helen Flint and Faye Hunt

7. Local Area Visit Policy

[Our Policies and Documents - All Saints' Catholic Voluntary Academy - Mansfield](#)

8. All Saints' trip procedures for Parents/Carers

Advertising the trip

- A notification email will be sent via Arbor before any trip is open for bookings. This is only the case for residential trips and those on a 'first come, first served' basis.
- **Booking and confirmation of a place on a trip**
An email will be sent to all eligible students at the designated time and date. You will sign up to the trip via Arbor.
- Payment of the deposit for residential trips or full payment in the case of day trips **does not** guarantee your child's place. Successful students will be notified by the Trip Organiser by a separate email that their place has been secured. The school reserves the right to withdraw students if their behaviour has been felt to be unacceptable during the school year. If your child is refused a place on these grounds, the deposit will be refunded. If your child misbehaves at any point during the school trip, you will be responsible for collecting your child to take him/her home.
- Once your child's place is confirmed, the initial deposit/full payment is not refundable under **any** circumstances, including the reasons as follows:
 1. You decide to remove your child from the trip
 2. Your child is not allowed on the trip due to poor behaviour leading up to the date of departure
 3. Your child is sent home during the trip for poor behaviour or safeguarding concerns
- The school reserves the right to withdraw students from the trip with regard to safeguarding concerns.
- Once a deposit has been paid, this is your child's commitment to attending the trip. Any monies paid cannot be transferred onto any other trip. Where possible the school will advise of all trips being run, but this is not always possible where changes are made throughout the academic year to ensure trips are viable to run.

Required documentation for all trips

- In the case of residential trips or those where it is deemed necessary, Parents/Carers and students will be required to sign a Behaviour Contract which will be issued to students.
- Students will be issued with an OV4 Consent & Medical Form to complete nearer to the date of the trip.
- The school reserves the right to withdraw students from the trip if the payments are not made in line with the Payment Schedule and the deposit money will not be refunded.
- The scale of non-returnable monies increases the nearer the date for the trip if your child is unable to participate due to parent or school choice. The scale of non-refundable monies is:
 - More than 70 days Deposit only
 - 69 - 28 days 60% of tour cost
 - 27 - 14 days 80% of tour cost
 - Less than 14 days 100% of tour cost

Documents for travelling abroad:

- You must ensure your child has the correct and necessary travel documents.

It is the sole responsibility of the Parents/Carers to obtain, prior to travel, all necessary travel documents required for example Passports, European Travel Information and Authorisation System (ETIAS), Visas, Parental Travel Consents, Biometric Residence Permits etc. and that the school will be unable to refund against deposits or other monies lost due to a traveller not having access to, or being unable to secure, the required travel documents.

All documents must be valid for the duration of the visit.

PASSPORTS:

Passports will need to have an **expiry date in excess of at least 6 months** from the date of return to the UK. You will need to provide school with an image or photocopy of your child's Passport so that arrangements can be made for the travel registration process.

ETIAS:

The European Union has announced that it anticipates the European Travel Information and Authorisation System (ETIAS) will be operational from mid-2025. For more information about this document, please visit this link:

https://travel-europe.europa.eu/etias/who-should-apply_en

School will email successful applicants with any updates on this process.

- You must also ensure your child has a valid Health Insurance Card (either a UK GHIC or UK EHIC). You will need to provide us with a copy of the GHIC or EHIC card.