

# St Colman's Primary School

*Joined by Faith, Encouraged to Succeed*



## Educational Visits Policy

**Policy Reviewed on:**

**May 2024**

**Ratified by Governors**

**October 2024**

**Date of Review**

**May 2027**

**Signatures**

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## St. Colman's PS, Lambeg

### Educational Visits Policy

#### BASIS OF POLICY

The Board of Governors of St. Colman's PS has referred to and adopted the Education Authority best practice guidelines as recommended in their publication "Interim Guidance for schools 2017". This can be accessed on [www.eani.org.uk](http://www.eani.org.uk) or via the school office.

- In St. Colman's we do not offer residential visits at the current time.
- Any visits of long distance or with special hazards will be presented to the Chair of Governors for approval.
- Any planned local day visits will be agreed following a risk assessment process. The Board of Governors delegate to the principal, approval of such visits.

On occasions the principal will liaise with the Chairman of the Board of Governors to gain approval prior to specific visits taking place. These visits may be of longer duration, pose additional risks to children with SEN or behavioural issues or require specific travel arrangements to and from the destination i.e., multiple or staggered modes of transport.

The organising teachers will be responsible for ensuring that risk assessments and planning according to the policy and guidance are carried out prior to approval by the Principal or Chair of Governors.

Teachers must consult the Educational Visits File stored in the school office for our policy, best practice recommendations, current procedures, documentation and supervision ratios.

**EANI outlines 5 distinct categories of educational visits and key steps in ensuring best practice is followed.**

All trips must be notified to and discussed with the principal before proceeding with plans. Educational visits **must have specific educational** objectives.



**Note:**

*An EVA and a Risk Assessment Form must be completed for day visits.*

*An EVP and a Risk Assessment must be completed for Residential Trips. (Not currently offered in St. Colman's PS.)*

Costing should form part of the initial planning.

**Parental permission must be gained in writing** for all children taking part in an educational visit. This permission can be sought via telephone, formal note ClassDojo or via the School Payment App.

**Minimum adult ratios must be adhered to** and will be enhanced in certain circumstances - this must be discussed with the principal prior to the visit.

**PRIMARY SCHOOL MINIMUM RATIOS**

**Foundation (P1/2) 1 adult :10 pupils**

**Key stages 1 & 2: 1 adult: 15 pupils**

**Minimum supervision ratios must be applied**, and classroom assistants assigned to a particular child for SEN may **not** be counted against the overall total. Parent Volunteers can be used when necessary and thus, are exempt from Access NI pre-checks as these activities are not deemed as "Regulated Activities".

**EDUCATIONAL VISITS AND ACTIVITIES - STAFF**

Initial approval should be sought from the principal.

Guidance from School Educational Visits Policy and EA Interim Guidance 2017 should be sought.

**DOCUMENTS TO BE COMPLETED DEPENDING ON VISIT ETC.**

- **Planning checklist Form**



- **A Risk Analysis** must be carried out for every visit. This should cover general risks to the pupils and should consider any additional risks that might present for individual children depending on need.
- **EVA for (visits Cat.1&2) or**
- **EVP for (visits Cat 3, 4 & 5)**

**The teacher in charge** will ascertain the suitability of the venue and the qualifications and competence of the staff provided to ensure the safety of the visit or trip. Activities by water carry additional risk. No river studies should be carried out when the river is in spate. Pond dipping should only be carried out under expert supervision. Kayaking or water activities should only be carried out under the supervision of trained leaders – school accepts that these personnel will be supplied by the host organisation.

**Forests** should not be entered during **lightning**. Children should not be exposed to violent, stormy weather. They should not be in proximity to forceful waves.

It is normal practice for instructions or guides to outline safety procedures to be given to staff and children at the start of each session and staff should ensure that this is always done.

**PARENTAL CONSENT** must be obtained before pupil participation in any visit outside school. The educational nature of the visit should be stated; Careful costings should be carried out.

Advice should be given as to suitable clothing particularly the need for a waterproof, sensible shoes or warm clothing when children may be outside.

The **teacher in charge** will assume responsibility for:

- **health and safety issues,**
- **the deployment of staff** and the adequate supervision of the children.



Our school policy outlines that **newly appointed or temporary members of teaching staff should not be responsible for leading and organising category 3, 4 or 5 trips.**

All accidents should be reported in the normal way even if they have happened off-site.

With the approval of parents, children may carry their own frequent use inhalers but otherwise medicines should be retained by a member of staff.

Staff should be mindful of those children with physical needs or health related issues – provision for these children should be outlined in the risk Assessment.

**Staff Should Carry a First Aid Kit.**



## RESIDENTIAL TRIPS (SEE EA GUIDANCE 2017)

Note the school's current policy in Educational Visits does not offer overnight stays of any duration.

In the event of a school policy change regarding Residential trips a meeting **must** be held with parents prior to the residential and permission sought in writing.

At the centre staff and children should be **made aware** of evacuation procedures.

The principal and staff will agree to supervise self-administration of medicines **ONLY** where written advice is clearly given and the teacher feels comfortable and confident in the process. Children with special medical or physical needs will have a member of staff assigned to monitor and support them.

All staff to always accept their duty of care for children's well-being and safety. Our ethos for all our work is based on the understandings of "*In Loco Parentis*".

### **Note:**

This policy will be updated regularly, and as new guidance is offered from DE and the EANI.

This policy is formed using our Child Protection and suite of pastoral policies. Further we rely on the guidance offered in the September 2024 update in the DE's:

***"Safeguarding and Child Protection in Schools – A Guide for Schools."***



## TRIPS and VISITS

### CODE OF CONDUCT:



- Be on your best behaviour.
- Behave sensibly and don't take safety risks.
- Always follow your teacher's and leader's instructions
- Always think about your own and others' safety
- Be careful walking on or near roads
- Keep your seat belt on when travelling
- If you have a problem or are worried about something, **tell the teacher**
- Never go anywhere on your own
- Don't talk to strangers
- Try to make sure everyone has a good time!
- Have fun and enjoy your trip