

ST CHRISTOPHER'S C.E. HIGH SCHOOL

A Church of England Academy

Educational Off Site Visits

MISSION STATEMENT

St Christopher's is a Church of England Academy where pupils and staff work together, in the knowledge and love of God. We try to act out our faith in daily lives, with Christ as our example. We seek to promote the spiritual, moral, cultural, intellectual and physical development of our pupils within a caring and supportive community, preparing them as Christians for the opportunities, responsibilities and experiences of their adult life.

St Christopher's Mission Statement and Aims highlights how we value each and every individual in our school community equally and every day.

Introduction

- This policy applies to all off-site visits and all adventurous activities carried out with young people, with the exception of work experience placements.
- Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.
- Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about raising achievement through an organised, powerful approach to learning. Good quality learning outside the classroom adds much value to classroom learning.

Employer Policies and Procedures

- The Handbook for Educational Off-site Visits and all Adventurous Activities (September 2016) published by Lancashire County Council has been adopted as the employer's Policy and Procedures. All visits are planned, agreed and reviewed through 'Evolve', Lancashire's system.
- The guidance from this Handbook will take precedence over any other conflicting guidance.

Roles

- The Head teacher will appoint an Educational Visits Co-ordinator (EVC) who has the training and experience to enable him/ her to completely discharge his/her responsibilities as listed in the Handbook. This role currently falls to the Deputy Head teacher.
- Approval for visits will be given as follows:
 - Local Authority (LA): All type B visits
 - Head teacher: All type B visits
 - EVC: Local visits, sports fixtures
 - Governors: Will monitor the implementation of this Policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy. Their role may be to review the value of the activities. They may also act as a critical friend when reviewing policy. They will also play a part in any investigation for exceptional circumstances.

Establishment Procedures

- School procedures are in place to ensure trips are well planned, led and reviewed.
 - All staff must initially seek approval through SMT
 - Once agreed The lead teacher completes either the Type A or Type B form
 - A risk assessment must be completed
 - Post trip evaluation must be completed on 'Evolve', including any 'near misses'
 - Following any incidents, the EVC will ensure best practice is shared
- Monitoring
 - The EVC will ensure that there is a system in place for appropriate monitoring of visits and activities.

- Induction, training and succession planning
 - EVC will attend appropriate training delivered by Evolve.
 - The school has administration support who supports all stages of the procedures

Risk Management

- Risk Management is a vital part of planning and assessing benefits and risk associated with visits and activities.
- Visit leaders are responsible for carrying out and recording risk assessments. They can use adapted and modified generic risk assessments where appropriate, and will use the forms issued by the establishment.
- All forms used by the establishment had been designed by Evolve.
- All type B visits and risk assessments are checked by the Evolve team
- All venues and providers must be registered with Lancashire County Council' Evolve team.

Emergency Procedures and incident reporting

- A member of SMT should be nominated as emergency 24/7 contact.
- All emergency contact details must be left with the nominated SMT.

Behaviour

- Appropriate behaviour is essential for the smooth running of any educational visit. All young people must be made aware of expected behaviour standards. For Type B visits abroad a code of conduct should be signed by both pupils and parents.

Inclusion

- We believe in the following principles for all our young people:
 - A presumption of entitlement to participate
 - Accessibility of entitlement to participate
 - Accessibility through direct or realistic adaptation or modification
 - Integration through participation with peers
- We acknowledge that it is unlawful to:
 - Treat a young person with a protected characteristic less favourably
 - Fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

Insurance

- Young people participating in visits and activities will usually have travel insurance provided through Lancashire County Council. Any differences will be made clear to parents/ carers before any payment or consent is made.

Finance

- Charges are made in line with guidance from LCC. Further details can be found in our Charging Policy on the school's website.

Policy Date: November 2018

Review Date: November 2020 (or sooner if legislation or circumstances dictates)