

Christ Church C of E  
Primary School, Moreton



# Educational Visits Policy

Date Written: September 2024

Date for Review: September 2025

*Love must be completely sincere. Hate what is evil, hold on to what is good. Love one another warmly as Christians, and be eager to show respect for one another. Work hard and do not be lazy. Serve the Lord with a heart full of devotion. Let your hope keep you joyful, be patient in your troubles, and pray at all times."*

*Romans 12:9-12*

**Mission Statement**

***Together we can do all things through Christ who strengthens us***

Our mission is to love all children who are part of our community helping them develop respect, tolerance, self-confidence and to become the best they can be.

We will support our children to develop their God given gifts to the full and encourage a life-long passion for learning which will successfully lead them into secondary school and beyond.

As a church school at the heart of Moreton community, our work is underpinned by the Christian values of *friendship, humility, forgiveness, compassion, justice and service* which Jesus helps us to achieve.

We are a welcoming, caring and inclusive school committed to working in partnership with parents, governors, Christ Church and Chester Diocese Academy Trust.

We strive to provide a rich and varied curriculum which reflects God's concern for the whole child; promoting spiritual, moral, cultural, physical and emotional wellbeing alongside academic excellence and independence.

As a school community, we all work together to provide the very best for our pupils and families; firmly believing that:

***Together we can do all things through Christ who strengthens us***

## Introduction

It is important for all children to participate in Educational Visits and off-site activities as part of their Educational experience or personal development. These activities and opportunities are integral to a rounded educational experience which excites, challenges, motivates and stimulates learners.

### The Educational Visits policy is designed to:

The aim of this policy is to give guidance not just to teachers planning school visits, but also to parent helpers, classroom assistants, student teachers and any others involved in helping to take children out of school on a visit.

### CRB CHECKS

All staff, support staff, parents and other voluntary helpers should be CRB checked and cleared before undertaking a school visit with children.

### Planning an Educational Visit (See also [Edsential LOfC Policy September 2020 for further guidance](#))

1. The teacher in charge must complete an Evolve form and submit to the EVC within the following time frame:

Activity	Authorisation Required and Minimum Time Frame
Local off site non adventurous visits	Authorised by Head
Residential in UK / Overseas by LOfC Provider	Edsential Authorisation - <b>20 working days (term time) in advance of activity</b>
Adventure Activities	Edsential Authorisation - <b>20 working days in advance of activity</b>
Overseas Expeditions and Ski trips other overseas visits not delivered by an LOfC provider	Edsential to be involved in the planning stages and final submission must be submitted <b>6 weeks</b> in advance
<b>Schools can request for late visit forms to be reviewed to ensure they are meeting Health and Safety requirements. This will be at the discretion of Edsential. An additional fee will be charged</b>	<b>Fees £20 per late submission – further details of this can be found on your SLA</b>

Details needed – completed provider form, adults attending, children attending, insurance details, emergency contact details (at least two 24/7 contacts), itinerary (including what will happen during non-structured time, toileting, hand washing), groupings (including allocated adult), medical needs, Risk Assessments (including any that are supplied by the provider), behaviour plans, additional needs, briefing info for adults attending

2. If possible, the Lead and supporting teachers should visit the provider to ensure that it is a suitable place for a trip to be undertaken, and should carry out a Risk Assessment of the site. Any external provider should carry a minimum of £5m public liability insurance coverage from an approved UK insurer. £10m is the preferred amount of liability cover.
3. Ensure parental agreement has been obtained for all children attending.
4. Staff should brief any accompanying adults to ensure they know what to expect on the trip and also are aware of the itinerary and any additional needs of the children attending. Emergency procedures need to be highlighted and contact numbers of the lead and supporting teachers provided.
5. First Aid kits/inhalers/medication/sick-buckets/hand-sanitiser must be taken on all educational visits.
6. Upon return to school, the visit must be evaluated on Evolve by the visit leader.

**If parent helpers are accompanying the children on an educational visit, it is imperative that, for their and the children's safety, they understand the following:**

**What do we expect from parent helpers at Christ Church?**

- 1) The class teacher will make clear what he or she would like you to do during the visit and you will probably be given a small group of children to look after. Please keep them near to you and within vision at all times.
- 2) If your child is in your group, please be sensitive to the needs of the other children and ensure that all children in the group are treated equally.
- 3) If you have any trouble with a child, please inform the teacher rather than trying to tell the child off yourself.
- 4) If you are helping to supervise children getting changed before or after swimming, please do not help the children to get changed or comb their hair for them. Don't go into the cubicles, but remain in the general changing area.
- 5) On residential trips it may be necessary for you to know about the dietary, medical or physical conditions of children in the group. This information will be provided by the school and should be kept in confidence.
- 7) On residential trips male helpers/staff should not enter girls' rooms unless there is an emergency.
- 8) For your own protection please ensure that you are never left alone with a single child.

**What to do in an Emergency (Lead/Supporting Teacher)**

If there is an accident or emergency that involves people having to be taken to hospital, do the following:

- a) Advise all other group adults that an accident procedure is in operation.
- b) Make sure ALL members of the group are accounted for.
- c) If there are injuries, immediately find out who has them and to what extent the people are injured.
- d) Ensure the injured are accompanied to hospital by a member of school staff.
- e) Ensure the rest of the group are supervised and have understood what has happened and how it will affect the rest of the programme.
- f) The headteacher should be informed as soon as possible, as well as the parents of any injured child.
- g) Do not talk to the media unless you have clearance from the headteacher. (See below)
- h) As soon as possible start making a written record of what has happened and is happening, with times recorded. This will be useful if a court case ensues.
- i) Fill in an accident form for each injured person.
- j) Restrict access to telephones until you have made contact with the headteacher. The names of the injured should not be released to anyone other than the headteacher or the named person at school or LEA Emergency Team representatives