



School Mission Statement

Our Mission at St. Anne's is to Live, love learn with Christ.

Policy Statement

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- All visits must have an identifiable educational benefit, with clear objectives linked to the establishment's vision for outdoor off-site activities.
- All visits must be led by a named competent Group Leader and accompanying adults.
- All those involved in the organisation and running of educational visits will comply with National, LA and their establishment's guidelines on the health and safety of participants on educational visits.
- The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.
- It is the responsibility of all staff to ensure that the risk to the health and safety of all participants is minimised by a process of continuous vigilance and ongoing risk assessment.

The school will appoint an Educational Visits Co-ordinator (EVO). At present this persons is:-

Mrs Trish Johnston and Mrs K Ariphova (administration)

- The EVO will ensure that the planning and supervision of all visits and adventurous activities meet national and local guidelines.
- The EVO will assess the competence of the Group Leader.

During the planning of a visit the Group Leader will:-

- Ensure that the visit is planned and risk assessed, including an exploratory visit whenever it is possible.
- Ensure that the visit complies with National, local authority, and their own establishment guidelines.

- Ensure that a parent/guardian is made fully aware of the nature, purpose and detail of a visit and that permission, including all relevant information (i.e. medical issues) is obtained for any off site activity.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or outdoor adventurous activities.
- Ensure all travel arrangements are included in the risk assessment.
- Ensure that provision is made for any incident, including First Aid and a procedure to follow in the event of any emergency or any other serious incident.
- Ensure that all necessary forms are completed for an educational visit and the appropriate consents and approvals are obtained.
- Ensure that all accompanying adults are selected on the basis of their competence and suitability to undertake the tasks they are allocated and ensure those adults understand their role.
- Ensure all students/pupils are informed of the nature and purpose of the visit.

During a visit the Group Leader will:-

- Ensure that the visit is as safe as practicable.
- Curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unexceptional level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all times.

During a visit accompanying adults will:-

- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

During a visit all participants will:-

- Ensure they cooperate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- Develop their knowledge and understanding related to responsible participation in risk reduction.

After the visit the Group Leader will:-

- Ensure that the visit is reviewed and a verbal report is made to the Head of Establishment indicating the extent the intended educational benefits were achieved. This will include the result of all investigations into particular incidents as necessary.
- Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the EVC and shared with colleagues for consideration in the planning of future educational visits and activities.

Educational Visits Check List:-

Before Visit

- Class teacher Meet with EVC to discuss proposed visit (If possible visit proposed site in advance).

If approved:

- Book visit through school office.
- Send out relevant form / letter to parents. ● Book transport through school office.
- Inform kitchen of date and number of hot school lunches not required. ● Ensure children know procedure should they become separated from the group.

On Visit Day

- Collect first aid kits.
- Collect buckets in case of travel sickness.
- Take all necessary medication (epi-pens, inhalers).
- Ensure staff members have a mobile phone, school contact number and pupil information list.
- Head count and check belongings.
- During course of visit children should be regularly head counted.

After the Visit

- Ensure a debrief takes place between the Group leader and EVC.