Educational Visits
School Cover Policy

Our school helps us to walk with Jesus to be the best that we can be. Through God's love and guidance, we create an ethos of shared endeavour, friendship and co-operation to help us flourish academically, emotionally and spiritually.

"I can do all things through Christ, who strengthens me."
Philippians 4:13

Policy Author	Nicola Baynes
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Next Review	September 2027 (earlier if guidance changes)

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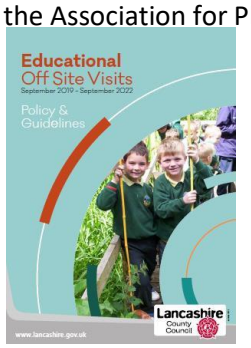
Equality Statement

At Baxenden St John's School, equality is a key principle for treating all people fairly and creating a society in which everyone has the opportunity to fulfil their potential - irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age or any other recognised area of discrimination.

As the governing body are the employers on behalf of the school, it has been agreed that the school will adopt all recommendations regarding education visits from Lancashire County Council. The policy can be located in the school office in the green file. Parents can request a full copy to be emailed should they request it. In additional, 'Safe Practice: in Physical Education, School Sport and Physical Activity' from the Association for Physical Education will be adhered to.





Crossing Roads

When children need to cross any road as part of an EV, a member of staff will act as lollipop person in the centre of the road whilst the other members of staff take the lead. A remaining member of staff will walk at the rear.

Parental Permission

At the start of every academic year, parents will complete a permission slip to allow their child to participate in any local area EV which may take place to enhance the curriculum learning. Further reminders (via letter or text) near to the event will be sent to parents, but no further permission will need to be obtained. For an EV away from the school site and local area, detail information and permission slips will be sent well in advance of the visit day.

Ratio/Adults

When considering ratios, the nature of the visit, environment, cohort and the recommendations outlined in the Policy Guideline Book will be considered. The head teacher will oversee any decisions regarding ratios.

Where volunteer adults support a visit, the school will endeavour to utilise adults known to the school and/or pupils. Visit leaders are responsible for briefing any additional helper on a visit and sharing the risk assessment (RA) information. Volunteers should receive a copy of the RA and sign to say they are aware of the risks and the control measures that have been put in place.

Alcohol

On our annual residential to Robinwood, the centre provides alcoholic drinks within the teachers' staff room at the end of the days activity. However, the governors have agreed that if the ratio of adult to pupil is diminished then no adult should drink alcohol whilst in charge of the pupils.

Evolve/EVC

Staff are responsible for completing the online information regarding EV on https://evolve.edufocus.co.uk

On returning from any visit, teachers **must complete the Post Activity Report within 28 days**. If the deadline for this is missed teachers should use the "Add note" facility to record the outcome of the visit.

The EVC will attend annual network meetings and any updated training opportunities.

Visit Leaders and Base Contacts

Visit Leaders are responsible for submitting the evolve form and Form 5 Risk Assessment to the EVC in advance of any off-site visit. On completing the RA Form 5 they must consult with the head-teacher in the first instance for availability of staff to cover ratios. When visiting centres with their own staff who may lead activities you **must not count** these people in your ratio. Ratios are the responsibility of the school.

Visit Leaders must take their approved Evolve Form, Form 5 Risk Assessment, Children's Medical Records/Parental Contacts- (Type B Visits) and the Emergency Plan Form 10 on their visit with them. It is the visit leaders' responsibility to inform the base contact that a visit has been completed and that all pupils have been collected, if a visit exceeds the school day.

The Emergency Base Contact must be clear about their role and responsibility. Copies of the Evolve Form, Form 5 Risk Assessment, Children's Medical Records/Parental Contacts- (*Type B Visits), the Emergency Plan Form 9, staff details including contact number and next of kin, coach company and contact details and the itinerary must be left with this person. For visits which continue outside of school hours, the base contact must keep this information in a pack with them at all times until the visit is closed.

Further Information

Please contact the school should further information be required.