

Our Lady and St Patrick's College, Knock



Educational Visits Policy

Policy Details

Legal Status	Adopted	Version Date	Last Review	Next Review	Responsible
Statutory	30 th November 2022	November 2022	December 2019	November 2025	Ms McCarthy

Related Documents and Location

1. Child Protection/Safeguarding Policy
2. Critical Incident Management Policy
3. Positive Behaviour Policy
4. Anti-Bullying Policy
5. eSafety and Digital Technology Policy
6. Drugs Policy
7. Special Educational Needs Policy
8. Administration of Medication in School Policy
9. Attendance Policy for Students
10. DE Guidance and Circulars (Appendix 1)
11. Code of Conduct for Students on an Educational Visit (Appendix 9)
12. Code of Conduct for Leaders on an Educational Visit (Appendix 10)

All policies are available on the College Website and Private Folders.

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1. Introduction

The College recognises that educational visits can play an integral part in the development and education of our students. It is our belief that students derive considerable benefit from taking part in educational visits. In particular, they have opportunities to participate in activities and gain from experiences not available in the normal classroom setting. Such educational visits help young people to develop a wide range of valuable personal and social skills. The College acknowledges that educational visits would not be possible without the dedication of school staff who take on these extra responsibilities. Nonetheless, these visits can present various challenges and hazards outside the classroom. This policy, therefore, seeks to provide guidance for all those involved in planning and carrying out educational visits. It reflects Department of Education (DE) best practice guidance and procedures as set out in EA Educational Visits - During COVID 19 - Guidance for Schools (2021) and Every School a Good School: Guidance for Governors: Educational Visits (2010).

Students and parents should be aware that participation in an educational visit is a privilege, not a right. The Principal reserves the right to refuse permission for any student to participate in an educational visit.

2. Aims

1. To ensure that all educational visits conform to best practice.
2. To endeavour to reduce risk through appropriate risk assessment.
3. To promote high standards of safety on educational visits.
4. To assist those involved in the planning and management of educational visits.
5. To enhance students' understanding of curricular activities.
6. To help students develop a wide range of personal and social skills.
7. To promote personal responsibility, independence, confidence and self-esteem in students.

3. Definition of Educational Visits

The term 'educational visits' refers to *'all academic, sporting, cultural, creative and personal development activities, which take place away from the young person's school, and make a significant contribution to learning and development of those participating'*. EA Educational Visits - Guidance for Schools (2021)

4. Timing of Educational Visits

Overnight educational visits which take place annually and can, therefore, be planned well in advance will normally only be permitted at the following times:

- During the Halloween mid-term break;
- During the Christmas and Easter holidays;
- During the February mid-term break;
- During the two-week period after the summer exams.

Where a trip/visit extends 3 days or more into a holiday period, permission may be given for the trip to begin up to 2 days before the end of term/mid-term. Language trips/exchanges may also take place during the school term. This will be at the discretion of the Senior Leadership Team (SLT).

To facilitate preparation for GCSE/GCE examinations, the College's internal deadline for educational visits for Year 11 - 14 is 17th March.

5. Categories of Educational Visits

Category 1	Visits which take place on a regular basis and occur largely within establishment hours, e.g., sporting fixtures, swimming pool visits.
Category 2	One-off day/evening excursions (non-hazardous), e.g., field study trips, theatre visits, business/education visits, regional sporting fixtures.
Category 3	Residential visits of one or more nights within the UK or Ireland (non-hazardous), e.g., visits to residential centres, field centres and school exchanges.
Category 4	Residential visits outside the UK or Ireland (non-hazardous), e.g., international exchange visits, sporting events, cultural activities and international community work.
Category 5	Hazardous activities - residential and non-residential, e.g., angling, bouldering/gorge walking, caving and potholing, coasteering, cycling/mountain biking, dingy sailing, fieldwork, hillwalking, horse-riding, kayaking, open canoeing, orienteering, rafting, rock climbing/abseiling, rowing, skiing/snowboarding, stand-up paddle boarding, sub-aqua, swimming in open water, surfing, water-skiing and windsurfing.

6. Legal Context

The legal framework to protect children from harm is primarily provided by the **Children (Northern Ireland) Order 1995**. The central thrust of the Order is that the welfare of the child must be the paramount consideration and it is this essential principle which underpins effective practice in the area of child protection.

Under **Article 7 of the Education and Libraries (NI) Order 2003**, the College's Board of Governors has a statutory duty to safeguard and promote the welfare of registered students at the school at all times when the students are in the lawful control or charge of a member of staff of the school. The basic principles of child protection must always be borne in mind when undertaking an educational visit, particularly where it includes a residential element. Careful consideration must be given to students who have special educational needs, as such children may be especially vulnerable.

The Board of Governors is also legally obliged to ensure that the health and safety of its employees and students in their care is safeguarded, while in any way affected by such employer's undertakings. This duty is imposed through occupational health and safety statute, specifically under **The Health and Safety at Work (Northern Ireland) Order 1978**. The manner in which such arrangements are developed is through the process of a risk assessment, the outcome of which acts as the basis for the staff to establish what needs to be put in place to allow the visit to proceed in a way which sufficiently manages the risks to which participants may be exposed.

Data Protection: A range of information is required for the purpose of organising and reviewing an educational visit. This information is covered by the provisions of Data Protection legislation including the General Data Protection Regulation (GDPR) which has applied from 25/05/18. A signature on such a form is deemed to be an authorisation to allow the College to process and retain the information for the purpose(s) stated.

7. Leader/Student Ratios

Leader/student ratios for educational visits are not prescribed in law. Supervision and Leader/student ratios are agreed by the Educational Visits Coordinator and the Group Leader and determined through an informed risk assessment. Leader/student ratios are agreed based on:

- the category of the educational visit;
- the specific educational objective(s); and
- the outcome of a risk assessment.

Under normal circumstances, the following Leader/student ratios should not be exceeded:

Category	Year Group	Age	Leader/Student Ratios
1 and 2	Year 8 - 12	11 - 16	1 Leader for up to a maximum of 20 students
1 and 2	Year 13 - 14	16 +	1 Leader for up to a maximum of 20 students
3, 4 and 5	Year 8 - 14	11 - 19	Additional supervision may be required*

*Key factors which are taken into consideration in the establishment of appropriate ratios include: nature and location of activities to be undertaken; age and ability of the group; students with special educational and/or medical needs; day visit or overnight stay; mixed or single gender group; duration and nature of the journey; type of accommodation; competence/experience of Leaders; requirements of the organisation/location to be visited; competence and behaviour of the students; prevailing weather conditions and time of year; duration and location of planned activities; first-aid cover.

Under normal circumstances, at least one male and one female Leader should accompany mixed sex groups, where an overnight stay is involved. Where this is not possible, parents will be made aware and give their consent to the proposed arrangement prior to the educational visit.

8. Accompanying Staff/Volunteers

Under normal circumstances, current members of staff will accompany students on educational visits. If the Group Leader wishes to include any other adults, an application must be made to the Senior Leadership Team (SLT) at the time of submission of the application or as soon as possible thereafter. The need to involve volunteers with clearly defined roles and responsibilities is an accepted practice.

Only children enrolled in the College may be considered for educational visits unless with the approval of SLT. The norm would be that members of staff going on an educational visit would not be accompanied by their spouses, partners, children or other family members.

9. Supervision

Supervision on an educational visit can be close or remote; however, it is always for the duration of the educational visit.

Close (direct) supervision occurs when the group remains within sight and contact of a Leader.

Remote (indirect) supervision is planned and is subject to stringent controls, while the group is not necessarily within direct contact or vision of a Leader at all times. Both the students and the Leaders will know of each other's whereabouts and clear lines of communication including rendezvous points will have been established. Leaders are required to remain in the area in which the indirect supervised activity takes place.

10. Roles and Responsibilities

The aim of these roles and responsibilities is to protect all students and Leaders involved in educational visits.

In accordance with Every School a Good School: Guidance for Governors: Educational Visits (2010), the **Board of Governors** should ensure that best practice in relation to educational visits is developed and implemented in the College. In pursuance of this aim, the **Board of Governors and the Principal** should:

- ensure that the College has a written Educational Visits Policy;
- ensure that educational visits have specific educational objectives;
- satisfy themselves that a risk assessment has been carried out;
- ensure that appropriate safety measures are in place;
- ensure that the Group Leader can demonstrate how his/her proposal complies with the College's policies in relation to educational visits and health and safety;
- be assured that all Leaders are child protection vetted in accordance with the Child Protection/Safeguarding Policy;
- be assured that the ratio of Leaders to students is appropriate for the needs of the group;
- insist that they are informed about less routine visits or residential activities well in advance of them happening;
- contribute to the establishment of an acceptable Code of Conduct for both Leaders and students.

The approval of the Board of Governors is required for all Category 3, 4 and 5 Educational Visits.

The **Educational Visits Coordinator** (Vice Principal [Pastoral Care]) has responsibility for ensuring that:

- the visit has specific educational objectives and complies with best practice;
- a competent Group Leader is selected;
- there is an acceptable Code of Conduct for Leaders and Students on an Educational Visit;*
- Child Protection procedures are adhered to in the planning process, including the vetting of volunteers;
- all necessary arrangements and preparations have been completed, including risk assessment, before the visit begins;
- all relevant checks have been undertaken if an independent provider is to be used;
- the Group Leader has experience in supervising students of a similar age and ability to those participating and will organise and manage the group effectively;
- where relevant, the Group Leader or one of the Leaders is suitably qualified and competent to supervise and/or instruct the students during specific activities;
- the Group Leader has taken reasonable steps to familiarise him/herself with the location/centre where the activity will take place;
- prior to any educational visit, all volunteers should be clearly advised of their role and responsibilities during the visit and this should be communicated in writing to them and all accompanying staff;
- the ratio of Leaders to students is appropriate;
- proper procedures have been followed in planning the visit;
- there is adequate and relevant insurance cover;
- the Group Leader has the address/phone number of the venue to be visited and has a contact name;
- the Group Leader has the contact details of the Educational Visits Coordinator;
- an emergency Contingency Plan has been created and that the Group Leader, accompanying staff, volunteers and nominated school contact are aware of the agreed emergency contingency arrangements;
- the Group Leader, Leaders and Educational Visits Coordinator have all relevant information on the group members;
- arrangements are established which may be required for the early return of individual participants;
- she liaises effectively with the Principal/Group Leader/Leaders in the event of a serious incident.

The **Group Leader** has a crucial role to play in the successful and safe completion of an educational visit. He/She is a teacher who has overall operational responsibility for the supervision and conduct of the visit, and the health and safety of the group, ensuring that clear lines of accountability are established. The **Group Leader** should:

- obtain prior agreement from the Senior Leadership Team/Board of Governors for the educational visit;
- appoint a Deputy Group Leader, if appropriate, with the consent of the Educational Visits Coordinator;
- ensure that he/she adheres to best practice;
- follow the Procedures for Educational Visits (Appendix 5, 6 or 7);
- ensure all relevant forms are completed and submitted to the Vice Principal (Pastoral Care);
- adhere to Financial Procedures for Educational Visits in liaison with Ms O'Connor (Finance Manager);
- undertake and complete the planning and preparation for the visit;
- undertake and complete an appropriate risk assessment with Emergency Procedures;
- complete a Contingency Plan and submit it to the Vice Principal (Pastoral Care) for final approval *;
- ensure that Child Protection procedures are followed, including the vetting of volunteers;
- ensure that all relevant checks have been undertaken if an independent provider is to be used;*
- be responsible for all transport/accommodation arrangements for the educational visit;
- complete and submit the Student List for Educational Visits (Appendix 4) to the Students Office;
- give parents information in writing about the educational visit and invite them to a briefing meeting, if appropriate;
- receive written consent from parents for their child to participate in the educational visit;
- collect relevant information on the students proposed to participate in the educational visit to assess and confirm their suitability;
- have proper regard to the health and safety of the young people and ensure that adequate supervision of students is provided at all times;
- ensure the Leader/student ratio is appropriate for the needs of the group and the nature of the activity to be undertaken;
- organise a briefing for all Leaders, clearly define the role of each Leader and ensure that all tasks have been clearly assigned;
- ensure that Leaders have the relevant details of the students involved: i.e. names, contact details for parents*; special educational needs; or medical needs;
- ensure that students, Leaders and Educational Visits Coordinator are aware of the Emergency Procedures;
- take steps to become familiar with the location where the activity will take place;
- ensure that there is adequate and relevant insurance cover;
- inform parents, if appropriate, as to the terms and conditions of insurance cover;*
- ensure that adequate first-aid provision is available;
- regularly review activities throughout the educational visit;
- stop the visit/activity if he/she thinks the risk to the health or safety of students is unacceptable;
- receive a Code of Conduct for Students on an Educational Visit (for each student) which has been signed by a parent;*
- issue a copy of the Code of Conduct for Leaders on an Educational Visit to every Leader;*
- ensure that all members of the group (students and Leaders) adhere to the established Code of Conduct;*
- ensure that all Leaders have the emergency contact details of the Vice Principal (Pastoral Care) for use in the event of a serious incident during the educational visit;
- contact the Vice Principal (Pastoral) immediately in the event of a serious incident;
- complete a post-visit review and evaluation with the Vice Principal (Pastoral Care);*
- retain all records of the educational visit as per Section 20.

* Categories 3, 4 and 5 only

The **Deputy Group Leader** should:

- support the Group Leader;
- undertake the duties of the Group Leader as required.

Accompanying Staff/Volunteers/Leaders are responsible to the College whether the visit takes place within normal hours or outside those hours. They must endeavour to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. Accompanying Staff/Volunteers/Leaders should:

- accept the authority and follow the instructions of the Group Leader;
- follow the direction of the Group Leader to assist with the organisation of activities and supervision of students;
- ensure that the established Codes of Conduct for Students and Leaders are adhered to;
- stop the visit/activity and notify the Group Leader if they think the risk to the health or safety of the students in their charge is unacceptable.

Parents should be able to make an informed decision as to whether their child should go on an educational visit. However, in the interests of the overall safety and success of the visit, the ultimate decision as to who participates rests with the Principal. Parents should:

- give written consent for their child to participate in the educational visit;
- confirm that their son/daughter is medically fit to participate;
- advise their child to cooperate with staff as per the College Rules for Students and the Positive Behaviour Policy;
- adhere to agreed pick-up and set-down arrangements;
- complete and sign a Parental Consent for Participation in Sporting Fixtures;
- complete and sign a Parental Consent for an Educational Visit;
- sign the Code of Conduct for Students on an Educational Visit;*
- attend the briefing session in the College (where appropriate);*
- agree to their son/daughter receiving emergency medical treatment, including anaesthetic/blood transfusion, as considered necessary, by the medical authorities present;* (If parents do not agree to this, the Principal may decide to withdraw the student from the visit given the additional responsibility this would entail for the Group Leader.)
- help prepare their son/daughter for the visit by reinforcing the College's Code of Conduct for Students on an Educational Visit;*
- accept and pay any costs relating to their son/daughter being sent home early from the educational visit.*

Students have specific responsibilities when participating in an educational visit. Students must at all times:

- endeavour to achieve the educational objectives of the educational visit;
- act in accordance with the College Rules for Students and the Positive Behaviour Policy;
- adhere to the agreed Code of Conduct for Students on an Educational Visit;*
- advise a Leader immediately of any problems or concerns during the educational visit;
- behave in a safe and appropriate manner to ensure their safety and the safety of all members of the group;
- cooperate with Leaders and other supervisory staff at all times;
- be respectful and show good manners towards all members of the group, as well as members of the public;
- avoid taking unnecessary risks;
- find out what schoolwork they have missed and catch up both on classwork and homework.

* Categories 3, 4 and 5 only

11. Procedures for Educational Visits

The very different nature of educational visits undertaken by the College necessitates the establishment of two different sets of procedures and documentation to support different types of visit, i.e. Categories 1 and 2 and Categories 3, 4 and 5.

Educational visits in Categories 1 and 2 encompass all non-hazardous visits, both those which occur on a regular basis and one-off events. The Procedures for Educational Visits (Categories 1 and 2) are outlined in Appendix 5. Specific Procedures for Sporting Fixtures are outlined in Appendix 6. Educational visits in Categories 1 and 2 may only proceed following approval from the College's Senior Leadership Team.

Educational visits in Categories 3, 4 and 5 encompass all visits which involve either a residential element or hazardous activities. The Procedures for Educational Visits (Categories 3, 4 and 5) are outlined in Appendix 7. Educational visits in Categories 3, 4 and 5 may only proceed following approval from the Board of Governors.

12. Vetting Procedures

Vetting remains a key preventative measure in denying an unsuitable individual access to children through the education system. In the context of educational visits, vetting procedures for accompanying staff/volunteers will be in line with Section 22: Vetting Procedures in the College's Child Protection/Safeguarding Policy. Volunteers are vetted or supervised according to the practice and procedures outlined in DE Circular 2012/19.

In the event of overnight stays in residential centres (UK), the Group Leader should ensure that they have appropriate vetting procedures in place for their own staff.

Vetting of staff in residential centres/host families abroad cannot be undertaken through AccessNI. Parents will be made aware of this during the pre-visit briefing session in the College.

Any child protection issue which occurs during an educational visit will be reported immediately to the Designated Teacher for Child Protection.

13. Risk Assessment

Educational visits cannot be entirely risk-free. The aim, therefore, is to contain risks within acceptable levels. Fundamental to the planning process of any educational visit is the process of risk assessment. Risk assessment allows the Group Leader to make a reasoned judgement about the level of risk involved and what needs to be put in place to reduce the risk to an acceptable level to permit the visit to go ahead.

It is acceptable for a generic risk assessment to be used for educational visits (Categories 1 - 2) provided that hazards, risk factors and control measures remain the same. For educational visits (Categories 3, 4 and 5) the Group Leader may need to consult with any External Provider or Outside Operator to carry out a full and detailed risk assessment of hazards posed by the educational visit. The Group Leader should complete the College's Risk Assessment Form (Appendix 14) for an Educational Visit and submit it to the Vice Principal (Pastoral Care) for final approval.

The Group Leader should understand that risk assessment is a dynamic process. He/She must, therefore, carry out ongoing risk assessment during the educational visit and take appropriate action if necessary.

14. Code of Conduct for an Educational Visit

It is the responsibility of both Leaders and students to maintain high standards of behaviour while on educational visits. All students participating in an educational visit must act in accordance with the College Rules for Students and the Positive Behaviour Policy at all times. In addition, they must adhere to the agreed Code of Conduct for Students on an Educational Visit (Categories 3, 4 and 5) (Appendix 9). Sanctions will be applied if a student's behaviour is deemed unacceptable.

Accompanying staff/volunteers are at all times bound to follow the Code of Conduct for Staff/Volunteers from the College's Child Protection/Safeguarding Policy. Moreover, taking into account the special circumstances of an educational visit, accompanying staff/volunteers must adhere to the Code of Conduct for Leaders on an Educational Visit (Categories 3, 4 and 5) (Appendix 10).

15. Transport

The Group Leader is responsible for all transport arrangements for the educational visit. All coach bookings for educational visits in N. Ireland/Ireland must be made with the Students Office, with the exception of trips organised by an External Provider.

16. Insurance Cover

The Group Leader must ensure, well before the educational visit begins, that adequate insurance arrangements are in place. He/She should clarify with the College Business Manager if additional cover needs to be arranged for:

- personal injury;
- medical cover for Leaders and group members;
- third party in relation to loss or damage to property;
- specialised risk activities (often excluded from standard policies);
- activities abroad and activities of a potentially hazardous nature;
- participants with medical conditions;
- cancellations;
- other emergency situations.

For educational visits abroad or educational visits organised by an External Provider, parents should be informed of the scope of any insurance the College/External Provider is to arrange. Parents, on occasion, may be advised by the Group Leader to arrange individual insurance for their child.

No person acting on behalf of the College should sign an indemnity for any outside body against liability without it first being checked and approved by the College Business Manager.

17. Emergency Procedures

Emergency Procedures must be established by the Group Leader. Everyone involved in the educational visit should be aware of the procedures to be followed in the event of an emergency and action to be taken if lost or separated from the group. The Group Leader should also ensure that adequate first-aid provision is available and carry adequate supplies of sanitary products as per the Period Dignity programme.

18. Contingency Planning

Contingency planning relates to areas and circumstances which should be anticipated in advance of an educational visit, e.g., unsuitable weather, transport problems, cancellation of an event, illness or injury, etc. The Group Leader should complete a Contingency Plan for an Educational Visit in Categories 3, 4 or 5 and submit it to the Vice Principal (Pastoral Care) for final approval.

19. Critical Incident

'A critical incident may be defined as any sudden and unexpected incident or sequence of events which causes trauma within our school community and which overwhelms our normal coping mechanisms'.

The College's Critical Incident Management Policy aims to provide the guidance necessary for an effective response to any future critical incident in Our Lady and St Patrick's College, Knock. It is our intention to be mindful of students who are off site because of educational visits. As with all other students, thought will need to be given as to how they are contacted, informed and supported.

20. Maintaining Records for Educational Visits

Records for Educational Visits will be maintained as per the Disposal of Records Schedule outlined below.

Financial and Administration Details	Current financial year + 6 years.
Attendance/Staff Supervision, etc.	Current financial year + 6 years. In the case of an incident/accident involving a student, retain until the pupil is 23 years old or 26 for a student with special educational needs.

21. Procedures for Monitoring and Evaluating this Policy

The implementation and effectiveness of the policy is monitored by means of:

- Post-Visit Reviews with Group Leaders;
- Feedback from Student Councils;
- Consultation between Heads of School and Vice Principal (Pastoral Care) to quantify incidents on educational visits and to monitor how effectively these incidents have been dealt with.

The Vice Principal (Pastoral Care) reviews this policy every three years to inform and support improvements in practice. Any recommendations for change are made to the Principal and the Board of Governors.

Students and parents are encouraged to contact the Vice Principal (Pastoral Care) at any time to express their views on the policy.

22. How to Raise a Concern or Make a Complaint about the Administration of this Policy

If you have a concern or complaint about the administration of this policy, please contact Ms McCarthy, Vice Principal, in the first instance. If necessary, you may then access and follow the College's Complaints Procedure which is available on the College website at www.knock.co.uk. Should you remain dissatisfied with the College's response after completing the internal complaints procedure, you can bring your complaint to the Northern Ireland Public Services Ombudsman within six months. Contact details for the Northern Ireland Public Services Ombudsman are provided on Page 11 of the Complaints Procedure.

Signed: Mr Leo O'Reilly
(Chairperson of Board of Governors)

Date: 30th November 2022

Signed: Miss Deborah McLaughlin
(Principal)

Date: 30th November 2022

Related Documents

DE: Pastoral Care in Schools: Promoting Positive Behaviour (2001)

DE/DHSSPS: Supporting Pupils with Medication Needs (2008)

DE: Every School a Good School: Guidance for Governors: Educational Visits (2010)

DE Circular 2012/19 (10/09/12) - Disclosure and Barring Arrangements: Changes for Pre-employment Vetting Checks for Volunteers Working in Schools from 10 September 2012

DE Circular 2014/12 (08/05/14): Concussion

DE Circular 2015/07 (03/03/15): Concussion - Informing the School - Advice for Parents

DE Circular 2017/04 (Updated 02/09/19) - Safeguarding/Child Protection - A Guide for Schools - Update

CPSSS School Governors Handbook: Safeguarding and Child Protection (Revised September 2019)

Education Authority: EA Educational Visits - Guidance for Schools (October 2021)

Glossary of Terms

Accompanying Staff	Members of staff, other than the Group Leader, who participate in the visit in a supervisory capacity.
The College	Our Lady and St Patrick's College, Knock.
Educational Visits Coordinator	The Vice Principal (Pastoral Care) has responsibility to ensure that the visit meets all requirements.
External Provider	An organisation or company outside the direct control of the Board of Governors of the visiting group, which provides all or some elements of the programme or services required by the group, e.g., tour operator, residential centre, leisure centre, etc.
Group Leader	The accompanying member of staff who has overall responsibility for the group for the duration of the visit.
In Loco Parentis	The standard of care expected of all school staff when exercising a duty of care to all students when under school regulations is described as being 'in loco parentis': in place of a prudent parent.
Leaders	The collective term for the adults who have responsibility for the students, for the duration of the visit. This includes the Group Leader, accompanying staff and volunteers.
Outside Operator	An organisation or company which provides a transport service, usually on a commercial or profit-making basis.
Parents	Those with parental responsibility including guardians.
Risk	The likelihood that harm will in fact result if nothing were done to either eliminate or in some other way control the hazard to limit its harmful potential.
Students	Young people between the ages of 11 and 19 years who attend Our Lady and St Patrick's College, Knock.
Students with Special Needs	Students who require specific supervision and attention.
Volunteers	Adults other than staff members who participate in the visit, in a supervisory capacity.



Educational Visits Request Form

(To be completed by the Group Leader and forwarded to Ms McCarthy well in advance of the educational visit)

Group Leader			
Deputy Group Leader			
Educational Objective(s) of Visit			
Place(s) to Be Visited			
Date(s)	From (Date):	To (Date):	Number of Days
Time	From (Time):	To (Time):	Visit Category (1 - 5)
Number of Students	Male	Female	Total No. of Students
Year Group(s)			
Activities to Be Undertaken			
Other Staff/Adults Involved			
Transport Arrangements			
Independent Provider <small>(if applicable)</small>			
Estimated Cost per Student			

Cover Arrangements (Please complete <u>before</u> submitting your form.)			
Name of Teacher(s)	Date(s) of Cover	From Period:	To Period: (inclusive)
1.			
2.			
3.			
4.			

Signature of Group Leader		Date	
Visit Approved by SLT	Yes / No	Date	
Signature of Vice Principal		Date	
Visit Approved by Board*	Yes / No / N/A	Date	

*Educational visits in Categories 3, 4 and 5 may only proceed following approval from the Board of Governors.



Student List for Educational Visits

(To be completed by the Group Leader and forwarded to the Students Secretary well in advance of the educational visit)

Date(s):	From Time/Period:	To Time/Period: (inclusive)
Educational Objective(s) of Visit	Place(s) to Be Visited	Supervising Staff/Adults

The Group Leader must include both the tutor group and the full name of each student participating in the educational visit.

	Tutor Group	Full Name of Student		Tutor Group	Full Name of Student
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Signature of Group Leader		Date	
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For Students Office Use Only	
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Procedures for Educational Visits

(Categories 1 and 2)

1.	Identification of objective(s) of the educational visit.
2.	<p>The Group Leader:</p> <ul style="list-style-type: none"> (i) completes the Educational Visit Request Form which includes Leader/student ratio; (ii) completes the Risk Assessment Form; and (iii) forwards both forms to the Vice Principal (Pastoral Care) for consideration at a meeting of the Senior Leadership Team (SLT).
3.	Following approval from SLT, the Group Leader gives parents information in writing about the educational visit.
4	He/She receives written consent from parents for their child to participate in the educational visit.
	<p>Prior to the educational visit, the Group Leader:</p> <ul style="list-style-type: none"> (i) ensures that child protection procedures are followed, including the vetting of volunteers; (ii) makes all transport arrangements for the educational visit; (iii) collects relevant information on the students proposed to participate in the visit to assess and confirm their suitability; (iv) organises a briefing for all Leaders; (v) ensures that Leaders have the relevant details of the students involved: i.e. names; special educational needs; or medical needs; (vi) clearly defines the role of each Leader and ensures that all tasks have been clearly assigned; (vii) ensures that all Leaders have the emergency contact details of the Vice Principal (Pastoral Care) for use in the event of a serious incident during the educational visit; (viii) ensures that adequate first-aid provision is available; (ix) completes the Student List for Educational Visits which is: (1) forwarded to the Student Secretary; and (2) posted in the staffroom. (x) informs the Vice Principal (Curriculum) so that cover can be arranged for participating staff;
5.	<p>During the educational visit, the Group Leader:</p> <ul style="list-style-type: none"> (i) ensures that students and Leaders are aware of the Emergency Procedures. <p>During the educational visit, the Group Leader and Leaders:</p> <ul style="list-style-type: none"> (ii) ensure that all members of the group adhere to College Rules for Students and the Positive Behaviour Policy; (iii) regularly review activities and monitor risks; (iv) stop the visit/activity if they think the risk to the health or safety of students is unacceptable.
6.	<p>The Group Leader:</p> <ul style="list-style-type: none"> (i) adheres to Financial Procedures for Educational Visits in liaison with Ms O'Connor (Finance Manager); (ii) maintains all records (consent forms/incident reports) as per Section 20.

Procedures for Sporting Fixtures
(Categories 1 and 2)

1.	Identification of objective(s) of the sporting fixture.
2.	<p>Prior to the sporting fixture, the Group Leader:</p> <ul style="list-style-type: none"> (i) liaises with the Head of PE and Sport; (ii) ensures that child protection procedures are followed, including the vetting of volunteers; (iii) makes all transport arrangements for the sporting fixture; (iv) is aware of the Risk Assessment Form for Sporting Fixtures; (v) has Parental Consent for Participation in Sporting Fixtures; (vi) ensures that Leaders have the relevant details of the students involved: i.e. names; special educational needs; or medical needs; (vii) ensures that students and Leaders are aware of the Emergency Procedures; (viii) ensures that adequate first-aid provision is available; (ix) completes the Student List for Educational Visits which is: (1) forwarded to the Student Secretary; and (2) posted in the staffroom; (x) ensures that all Leaders have the emergency contact details of the Vice Principal (Pastoral Care) for use in the event of a serious incident during the educational visit; (xi) informs the Vice Principal (Curriculum) so that cover can be arranged for participating staff.
3.	<p>During the sporting fixture, the Group Leader:</p> <ul style="list-style-type: none"> (i) ensures that students and Leaders are aware of the Emergency Procedures. <p>During the educational visit, the Group Leader and Leaders:</p> <ul style="list-style-type: none"> (ii) ensure that all members of the group adhere to College Rules for Students and the Positive Behaviour Policy; (iii) regularly review activities and monitor risks; (iv) are aware of the signs to look out for in the case of a suspected concussion; (v) should ensure that a student with a suspected concussion is immediately removed from play; (vi) stop the activity if they think the risk to the health or safety of students is unacceptable.
4.	<p>The Group Leader:</p> <ul style="list-style-type: none"> (i) adheres to Financial Procedures for Educational Visits in liaison with Ms O'Connor (Finance Manager); (ii) maintains all records (consent forms/incident reports) as per Section 20.

Procedures for Educational Visits

(Categories 3, 4 and 5)

1.	Identification of objective(s) of the educational visit.
2.	The Group Leader: <ul style="list-style-type: none"> (i) completes the Educational Visit Request Form which includes Leader/student ratio; (ii) completes the Risk Assessment Form with Emergency Procedures and Contingency Plan; and (iii) forwards both forms to the Vice Principal (Pastoral Care) for consideration by the Senior Leadership Team (SLT) and Governors.
3.	Following initial approval from SLT and Governors, the Group Leader writes to parents to seek expressions of interest in the educational visit.
	The Group Leader: <ul style="list-style-type: none"> (i) ensures that child protection procedures are followed, including the vetting of volunteers; (ii) makes all transport/accommodation arrangements for the educational visit; (iii) informs the Vice Principal (Curriculum) so that cover can be arranged for participating staff; (iv) ensures that there is adequate and relevant insurance cover; (v) ensures that adequate first-aid provision is available; (vi) ensures that all relevant checks have been undertaken if an External Provider is used; (vii) adheres to Financial Procedures for Educational Visits in liaison with Ms O'Connor (Finance Manager).
4.	The Group Leader submits a list of names of interested students to the Head of School/Vice Principal (Pastoral Care) for approval. Students' behaviour records are taken into account.
5.	Students are selected for the educational visit. Deposits/payments are collected.
6.	Students and parents are briefed about all aspects of the educational visit and receive: <ul style="list-style-type: none"> (i) details of the itinerary and programme; (ii) a copy of the Code of Conduct for Students on an Educational Visit; (iii) details of insurance cover and Emergency Procedures.
7.	The Group Leader collects a signed Parental Consent for an Educational Visit and a signed Code of Conduct for Students on an Educational Visit for each student.
8.	A list of the details (names, contact, SEN, medical, etc.) for all participating students and Leaders to be collated by the Group Leader.
9.	The Group Leader meets all Leaders to issue: <ul style="list-style-type: none"> (i) a copy of the Codes of Conduct for Students and Leaders on an Educational Visit; (ii) a list of the details (names, contact, SEN, medical, etc.) for all participating students and Leaders; (iii) details of the costs, dates, venue, itinerary (transport) and programme; (iv) defined roles for each Leader; (v) the risk assessment form; (vi) details of Emergency Procedures/Contingency Plan; (vii) insurance details; (viii) Incident Record Forms; (ix) the emergency contact details for the Vice Principal (Pastoral Care).
10.	The Group Leader meets the Vice Principal (Pastoral Care) to submit: <ul style="list-style-type: none"> (i) a completed Educational Visits Planning Checklist; (ii) a list of the details (names, contact, SEN, medical, etc.) for all participating students and Leaders; (iii) details of the costs, dates, venue, itinerary (transport) and programme; (iv) the final risk assessment form; (x) details of Emergency Procedures/Contingency Plan; (v) insurance details; (vi) a signed Parental Consent for an Educational Visit (for each student); (vii) a signed Code of Conduct for Students on an Educational Visit (for each student).
11.	Final approval is given by the Vice Principal (Pastoral Care) and the Board of Governors.
12.	Prior to an educational visit (during term-time), the Group Leader completes the Student List for Educational Visits which is forwarded to the Student Secretary and posted in the staffroom.
13.	During the visit the Group Leader: <ul style="list-style-type: none"> (i) ensures that all members of the group (students and Leaders) adhere to the established Code of Conduct; (ii) regularly reviews activities and monitors risks; (iii) stops the visit/activity if he/she thinks the risk to the health or safety of students is unacceptable.
14.	The Group Leader maintains all records (consent forms/incident reports) as per Section 20.
15.	The Group Leader completes and submits the Post-Visit Review Form to the Vice Principal (Pastoral Care).
16.	The Group Leader meets the Vice Principal (Pastoral Care) to complete a post-visit review and evaluation (including Incident Record Forms).



Parental Consent for an Educational Visit

(To be completed by a Parent/Guardian for an Educational Visit - Categories 3, 4 and 5)

Student Details			
Student Name		Tutor Group	
Date of Birth		Dates of Visit	

Emergency Contact 1		Emergency Contact 2	
Name		Name	
Home Number		Home Number	
Work Number		Work Number	
Mobile Number		Mobile Number	
Relationship to Student		Relationship to Student	

Medical/Other Information			
Medical Conditions		Medication (if relevant)	
Dietary Requirements		Special Educational Needs	
GP Name		Phone Number	

I give permission for my son/daughter to participate in the educational visit to [xxxxxx] from [xx/xx/xx] - [xx/xx/xx]. I confirm that he/she is medically fit to participate.

I accept the established Code of Conduct for Students on an Educational Visit and agree to all the arrangements, including supervisory arrangements, and any costs relating to my son/daughter being sent home early from the visit.

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic/blood transfusion, as considered necessary, by the medical authorities present.

Parental Signature: _____

Date: _____



Code of Conduct for Students on an Educational Visit

(Categories 3, 4 and 5)

Students on an educational visit (Categories 3, 4 and 5) are at all times bound by the normal College Rules for Students and Positive Behaviour Policy of Our Lady and St Patrick's College, Knock. In addition, students are expected to adhere to the Code of Conduct for Students on an Educational Visit as outlined below.

1. Students must advise a Leader* immediately of any problems or concerns during the educational visit.
2. Students are expected to behave in a safe and appropriate manner to ensure their safety and the safety of all members of the group.
3. Students must cooperate with Leaders, accommodation staff and other supervisory staff at all times.
4. Students must pack their own bags and never carry items for anyone else. They are responsible for their own property (passports, money, etc.) and must respect the property of others.
5. Students must be respectful and show good manners towards all members of the group, as well as members of the public. They must be sensitive to local cultures, customs and the environment.
6. Language must be appropriate at all times.
7. Students must not have cigarettes, tobacco or nicotine containing products (e-cigarettes) in their possession at any time.
8. Students must not have alcohol, solvents, illegal drugs or new psychoactive substances (NPS) in their possession at any time.
9. Students must adhere to College rules regarding appropriate use of cameras, mobile phones and social media.
10. Students must report punctually for all meetings and designated mealtimes.
11. Students must keep any facilities (accommodation, transport, etc.) they use clean and tidy.
12. Students must dress appropriately at all times.
13. Male students must not enter the bedroom(s) or sleeping accommodation of female students.
14. Female students must not enter the bedroom(s) or sleeping accommodation of male students.
15. Same sex couples will be placed in separate bedrooms/sleeping accommodation and must not enter their partner's bedroom(s) or sleeping accommodation.
16. At bedtime students must remain in their own bedroom/sleeping accommodation until called by a Leader the next morning.
17. At bedtime/night-time students must be aware of and considerate towards other students/Leaders/hotel guests at all times.
18. Any damage found or caused in the accommodation/hotel must be reported to a Leader at once. Students/Parents will have to pay for any necessary repairs.

Additional Rules for Ski Trips

19. Students may only ski with their instructors during timetabled lessons. Free skiing is not permitted.
20. Common sense, courtesy and discipline are to be exercised at all times, especially when skiing.
21. Students are responsible for returning their items to the hire company in good condition.

*Leader is the collective term for the adults who have responsibility for the young people, for the duration of the visit. This includes the Group Leader, accompanying staff and volunteer supervisors.

Sanctions

Students and parents should be aware that any breach of the College Rules for Students, the College's Positive Behaviour Policy and this Code of Conduct for Students on an Educational Visit will result in sanctions being applied.

- If there are prior concerns about a student's behaviour, the College reserves the right to withdraw permission to participate in the educational visit and deposits/payments may be lost.
- Should an issue arise during the educational visit, students will be spoken to and given a verbal warning by a member of staff.
- Students may be excluded from an activity or all activities and will remain under the supervision of a Leader.
- Parents will be contacted and informed of the problem.
- If any damage is caused during the educational visit, the relevant student(s)/parent(s) will have to pay for any necessary repairs.
- In particular cases a student may be sent home early and parents will incur any additional costs.
- The College Policy on Drugs will be implemented if a student is found to be in possession of alcohol, solvents, illegal drugs or new psychoactive substances (NPS) at any stage during the educational visit.
- Students are advised that any breach of discipline will prevent any participation in future overnight educational visits.
- Students will be sanctioned on their return as per the College's Positive Behaviour Policy.

Mr A Smith
Group Leader
Date

Mrs A Smith
Deputy Group Leader
Date

Please sign below and return to (Name of Group Leader)

I agree to abide by the College Rules for Students, the College's Positive Behaviour Policy and this Code of Conduct for Students on an Educational Visit.

I am aware of and I accept the sanctions that may be applied in the event of any breach of the College Rules for Students, the College's Positive Behaviour Policy and this Code of Conduct for Students on an Educational Visit.

Student Name		Tutor Group	
Student Signature		Date	
Parental Signature		Date	



Code of Conduct for Leaders on an Educational Visit

(Categories 3, 4 and 5)

Leader is the collective term for the adults who have responsibility for the young people, for the duration of the visit. This includes the Group Leader, accompanying staff and volunteer supervisors.

Leaders are responsible to the College whether the visit takes place within normal hours or outside those hours. Staff/volunteers leading and accompanying a group of students are at all times bound to follow the Code of Conduct for Staff/Volunteers from the College's Child Protection/Safeguarding Policy. Moreover, taking into account the special circumstances of an educational visit (Categories 3, 4 and 5), accompanying staff/volunteers must adhere to the following:

Leaders:

- must endeavour to ensure that the educational objectives of the visit are addressed;
- must endeavour to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances;
- should accept the authority and follow the instructions of the Group Leader;
- should follow the direction of the Group Leader to assist with the organisation of activities and supervision of students;
- should ensure that the established Codes of Conduct for students and Leaders are adhered to;
- should stop the visit/activity and notify the Group Leader if they think the risk to the health or safety of the group members in their charge is unacceptable;
- must ensure that their relationships with students are appropriate to the age and gender of the students, taking care that their conduct does not give rise to comment or speculation;
- must avoid situations in which they are alone with a student. If such a situation is unavoidable, the supervisor should as far as possible ensure that he/she is in a public place with the student;
- must avoid all physical contact with students, unless administering first aid;
- must not use illegal drugs/new psychoactive substances (NPS) during the educational visit;
- must not drink alcohol during the educational visit;
- must not smoke or use nicotine containing products (e-cigarettes) in the presence of students during the educational visit;
- must ensure that their own conduct is appropriate in the circumstances and should not give rise to comment or speculation.

Male Leaders must not enter the bedrooms or sleeping accommodation of female students unless in an emergency when such action is completely unavoidable.

Female Leaders must not enter the bedrooms or sleeping accommodation of male students unless in an emergency when such action is completely unavoidable.

If any incident occurs during the trip where a Leader feels that his/her actions may have been misconstrued, the Leader should report the incident to the Group Leader immediately and should, on his/her return to the College, report the incident to the Designated Teacher or Principal.



Educational Visits Incident Record Form

(To be completed by the Leader/Group Leader)

Destination		Group Leader	
Dates		Visit Category	

Date of Incident:	
Time of Incident:	
Location of Incident:	
Name and Tutor Group of Student(s):	
Name and Tutor Group of Witness(es):	

Please state what happened in your own words. Include details and the names of those involved.

Describe what action was taken (e.g., details of first-aid, police or medical involvement).

Signature of Leader		Date	
Signature of Group Leader		Date	

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 2018. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.



Our Lady and St Patrick's College, Knock

Appendix 12

Educational Visits Planning Checklist

(To be completed by the Group Leader - Categories 3, 4 and 5 only)

Destination		Group Leader	
Dates		Visit Category	

		Yes	No	N/A
1	The proposed visit has clear educational objectives.			
	<ul style="list-style-type: none"> • The nature of the visit has been established. 			
	<ul style="list-style-type: none"> • The target group has been identified. 			
2	All the relevant information regarding the proposed educational visit has been presented to SLT, e.g., destination, itinerary, timescales, etc.			
3	The Senior Leadership Team/Board of Governors has approved the proposed visit.			
4	A risk assessment has been undertaken for all aspects of the visit and appropriate control measures have been put in place and recorded:			
	<ul style="list-style-type: none"> • hazards have been identified; 			
	<ul style="list-style-type: none"> • people who may be at risk have been identified; 			
	<ul style="list-style-type: none"> • evaluation of the risk has been undertaken; 			
	<ul style="list-style-type: none"> • additional safety and/or control measures have been established; 			
	<ul style="list-style-type: none"> • information has been disseminated to all relevant persons and appropriate records maintained. 			
5	Where residual risks (inherent in all visits) still prevail appropriate Emergency Procedures and a Contingency Plan have been put in place and disseminated to all relevant persons.			
6	The number of Leaders in attendance has been agreed:			
	<ul style="list-style-type: none"> • a teacher has been identified as Group Leader; 			
	<ul style="list-style-type: none"> • a Deputy Group Leader has been identified; 			
	<ul style="list-style-type: none"> • accompanying staff/volunteers have been identified; 			
	<ul style="list-style-type: none"> • vetting procedures have been undertaken (where necessary). 			
7	Leaders have been made fully aware of:			
	<ul style="list-style-type: none"> • their roles and responsibilities; 			
	<ul style="list-style-type: none"> • the standard of conduct required of them during the visit. 			
8	Leaders have received a copy of the Code of Conduct for Leaders on an Educational Visit.			
9	Students and parents/guardians have been informed/briefed and understand the implications of their participation in the visit.			

10	Parents have given their written consent to the students participating in the educational visit.			
11	Every student and his/her parent have signed the Code of Conduct for Students on an Educational Visit.			
12	All relevant information (medical, dietary and contact details) pertaining to the students participating in the educational visit has been obtained, recorded and appropriate action taken where necessary.			
13	The transport arrangements for the group are appropriate for the nature/type of journey(s) planned.			
14	Adequate insurance is in place to cover all aspects of the educational visit, including transport.			
15	Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:			
	<ul style="list-style-type: none"> its suitability for the group; 			
	<ul style="list-style-type: none"> its compatibility with the objectives of the visit. 			
16	Where the educational visit involves outdoor or adventurous activities, the Educational Visits Coordinator and Group Leader are satisfied that:			
	<ul style="list-style-type: none"> appropriate management structures and systems are in place in relation to child protection/health and safety; 			
	<ul style="list-style-type: none"> staff are competent to provide the activities; 			
	<ul style="list-style-type: none"> risk assessments for the activities the group will partake in are in place; 			
	<ul style="list-style-type: none"> all relevant checks have been undertaken to ensure the above are in place. 			
17	Financial Procedures for Educational Visits have been adhered to in liaison with Ms O'Connor (Finance Manager).			
18	The Educational Visits Coordinator has approved the operational arrangements for the visit.			
19	Final approval is obtained, as appropriate.			

Signature of Group Leader		Date	
Signature of Vice Principal		Date	



Post-Visit Review Form

(To be completed by the Group Leader - Categories 3, 4 and 5 only)

Destination		Group Leader	
Dates		Visit Category	

Please comment on the following:

	Issue	Response
1	Was the venue suitable?	
2	Was the accommodation/food/equipment of a suitable standard?	
3	Were the venue staff competent?	
4	Were the travel arrangements appropriate?	
5	Were the educational objectives met?	
6	Was the content of the programme relevant to the group?	
7	Were the students effectively briefed prior to the visit?	
8	Were agreed procedures followed by all in a supervisory capacity?	
9	Are there any specific issues which need to be addressed as a result of this visit?	
10	Other comments/amendments for future trips.	

The Group Leader will retain all records of this educational visit as per Section 20 of the Educational Visits Policy.

Signature of Group Leader		Date	
Signature of Vice Principal		Date	

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 2018. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.



Our Lady and St Patrick's College, Knock

Appendix 14

Risk Assessment Form

(To be completed by the Group Leader)

Place(s) to Be Visited		Date(s)	Group Leader	Accompanying Adults/Volunteers
Number of Students		Activities	Transport Arrangements	External Provider (if applicable)
Male				
Female				
Total Number				

What is the hazard?	Who is at risk?	How could they be harmed?	Probability of Occurrence (1-5)	Consequence of Outcome (1-5)	Overall Risk (1-25)	Control Measures
Emergency Procedures						
Contingency Plan						

Probability of occurrence	Score	Consequence of Outcome	Signature of Group Leader
Highly unlikely to ever occur	1	Slight inconvenience	
May occur but very rarely	2	Minor injury requiring first-aid	Date
Does occur but only rarely	3	Medical attention required	
Occurs from time to time	4	Major injury leading to hospitalisation	
Likely to occur often	5	Fatality or serious injury leading to disability	

* Probability of Occurrence x Consequence of Outcome = Overall Risk

Risk = Probability of occurrence x Consequence of outcome

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more then active management of the risk is required.

Score	1	2	3	4	5
1	1 Trivial Insignificant	2 Trivial Insignificant	3 Trivial Insignificant	4 Trivial Insignificant	5 Low Tolerable
2	2 Trivial Insignificant	4 Trivial Insignificant	6 Low Tolerable	8 Low Tolerable	10 Medium Substantial
3	3 Trivial Insignificant	6 Low Tolerable	9 Low Tolerable	12 Medium Substantial	15 Medium Substantial
4	4 Trivial Insignificant	8 Low Tolerable	12 Medium Substantial	16 Medium Substantial	20 High Intolerable
5	5 Low Tolerable	10 Medium Substantial	15 Medium Substantial	20 High Intolerable	25 High Intolerable

Risk Level	Action Required
1 – 4 Trivial/Insignificant	Acceptable. Activity should be regularly reviewed to ensure there is no change to the risk.
5 – 9 Low/Tolerable	Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
10 – 16 Medium/Substantial	Active management of risk required above score of 10. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to reduce risk to low.
20 – 25 High/Intolerable	Unacceptable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk to medium, then monitor.

Risk Treatment

