



## *St Marys Catholic Primary School*

### *Standard Operating Procedures for Category 1 / Routine Visits*

#### *Introduction*

*This document outlines the standard operating procedures for routine visits at St Marys Catholic Primary School.*

*These procedures are designed to ensure that visits can take place frequently, at short notice, or even spontaneously, while maintaining the safety and well-being of all participants.*

#### *Assumptions*

- St Marys Catholic Primary School follows the OEAP National Guidance for offsite visits.*
- The school has defined three categories of visits:*
  - Category 1: Standard visits*
  - Category 2: Other visits requiring notification*
  - Category 3: High-risk visits requiring approval*
- The school uses an online visit management system for Category 2 and 3 visits but does not require notification for Category 1 visits.*
- The school has policies and emergency procedures aligned with the overarching policies of the governing education trust.*

#### *Category 1 Visits*

*Category 1 Visits at St Marys Catholic Primary School include all visits and activities with pupils that:*

- Take place within the Local Learning Area or at specific pre-approved locations.*
- Do not involve adventure activities unless specifically included in these procedures.*
- Occur wholly within the normal school day, departing after morning assembly and registration and returning by 3.00 pm.*

#### *Local Learning Area*

*The Local Learning Area for St Marys Catholic Primary School is defined as including the following locations:*

*The Local Learning Area includes:*

- Aston le Walls Pocket Park*
- Church*

*These locations are within walking distance from the school and are pre-approved for Category 1 visits.*



### **Staffing**

- All visit leaders and assistants must be approved by the Head teacher, including vetting and DBS checks.
- Groups must be led by an approved leader and accompanied by at least one approved assistant.
- Maximum group size is 30 pupils, with additional staff for pupils requiring individual support.

### **Emergency Contacts**

- Three senior staff members (Head teacher, Deputy Head teacher, and EVC) act as Emergency Contacts.
- One Emergency Contact must be on duty on-site during school hours, with the others remaining contactable.

### **Planning Ahead**

- Planned visits should be entered into the school diary to avoid scheduling conflicts.

### **Prior to Departure**

- Check the weather forecast and adjust plans if necessary.
- Create a group list including names, medical conditions, staff mobile numbers, destination, and planned activities.
- Ensure all necessary medication is available and carried by the visit leader.

### **On Departure**

- Place a copy of the group list in the office.
- Inform the duty Emergency Contact of departure and planned return time.

### **During the Visit**

- Conduct regular headcounts and remain vigilant for hazards.
- Inform the duty Emergency Contact if the group is delayed.

### **On Return**

- Inform the duty Emergency Contact of the group's return.
- Report any incidents or concerns to the EVC.

### **Travel and Transport**

- Walking routes and road crossing points are marked on the map.
- Travel to specific locations outside the Local Learning Area should be by approved coach providers.



### **First Aid**

- A first aid kit must be carried by the visit leader or an assistant.

### **Parental Information and Consent**

- Parental consent is not required for Category 1 visits, except for after-school sports fixtures.
- Parents are informed at the start of the school year about routine offsite visits and the need for suitable clothing and footwear.

### **Clothing**

- Ensure pupils have appropriate clothing and footwear for the weather. Spare clothing is available in the storeroom.

### **Site-Specific Information**

#### **Pocket Park**

- Avoid large trees in high winds or lightning.
- Be cautious of stinging nettles, brambles, and trip hazards.
- Poor mobile coverage in some areas.
- Orienteering is included in Category 1.

#### **Category 1 Visits Outside the Local Learning Area**

- Visits to pre-approved locations like the local museum, academy, theatre, and swimming pool are included in Category 1.
- Pupils must be directly supervised when walking between transport and the venue.

#### **After-School Sports Fixtures**

- The PE Co-ordinator is responsible for arranging transport, staffing, and obtaining parental consent.
- A group list must be produced and distributed, and an Emergency Contact nominated.

These procedures ensure that Category 1 visits at St Marys Catholic Primary School are conducted safely and efficiently, allowing for frequent and spontaneous educational opportunities.