



Newlands Junior School
We are Proud

January 2025

Nottinghamshire County Council School Visits Policy

Introduction

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2011. It is essential that Governors, Headteachers, Visits Coordinators and the Visit Leaders are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions.

Policy Statement

The Governors and Head teacher of Newlands Junior School accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

Statement of Safety Policy

The Governors recognise that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities the Governors and Headteacher will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from school whether provided by school or a contracted provider.

Statement of safety organisation

Organisation and responsibilities

Responsibility for all visits rests with the Governing Body and Headteachers within individual schools. The respective roles of each are outlined within Nottinghamshire County Council's Visits Guidance for Children and Young People.

Governing Body

Governors must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place.

Governors may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Headteacher.

The person named below will oversee and monitor this policy.

Ms Elliott

The Headteacher will report to the above person outlining visits planned and the results of reviews undertaken where appropriate for further consideration at suitable meetings.

Head teacher Mrs Castledine

The Headteacher will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations.

Headteachers must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events.

The Headteacher will confirm the qualifications, training records and experience of the Group Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.

The Headteacher will agree, with a named Visit Coordinator (VC), the duties delegated to the VC, or in absence of a VC, fulfil this function themselves.

Educational Visit Coordinator (EVC)

The School Visits Coordinator is: **Ms Elliott**

They will undertake duties as agreed between themselves and the Headteacher. (Reference to common duties and responsibilities should be made contained within Nottinghamshire County Council's Visits Guidance).

The EVC will be conversant with Nottinghamshire County Council's Visits Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups (available as downloadable documents or hyperlinks within Nottinghamshire County Council's EVOLVE system).

Visit Leader

The Visit Leader should be conversant with Nottinghamshire County Council's Visits Guidance, service specific guidance and corporate policy and will comply with these requirements.

The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Visit Leader will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

The Visit Leader will be fully familiar with emergency procedures and contact numbers.

Supervisory staff

All staff assisting with supervision on any trip will be conversant with the Nottinghamshire County Council's Visits Guidance and the specific risk assessment/s for that event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Visit Leader.

Staff will feed back information to the Visit Leader to enable a full review of the trip to be completed.

Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

Schools must use this system or implement alternative arrangements that are similarly robust.

Nottinghamshire County Council identifies 3 categories of visits within its Visits Guidance for Children and Young People, which require differing levels of approval:

Category A – Locally Approved Visits

All such events will be approved by the Head teacher and managed in school by adherence to Nottinghamshire County Council visits guidance and school specific operating procedures. This school's operating procedures for visits are:

Organising an educational off site visit or visiting theatre & other groups coming into school.

In order to avoid confusion and to clarify the roles & responsibilities for organising the above please follow the procedures below.

Procedures:

1. Teachers' should check that the Head teacher gives permission to organise the visit either on or off site.
2. Check the diary to ensure that the date of proposed visit does not conflict with other activities in school e.g. sport coaching or other group activities.
3. Check availability of the date and time with the visit provider. Make sure you say that it is a provisional booking.
4. As soon as you have made a provisional booking date with an offsite provider arrange a meeting with office manager to determine availability of coaches, numbers of staff & pupils involved & to determine overall costs including coach travel, admission prices etc. Have draft letter & consent form ready to go through details required in letter to be sent out to parents, which will then be completed by the school business manager.

At certain times of the year coach operators are very busy and may be unable to provide travel at short notice. Therefore, please book coaches via the office manager at least 12 weeks in advance of visit.

It is important that a time is booked with the office manager to go through the checklist, please do not turn up at the office and expect to discuss the visit without prior notice.

5. Complete an EV1 or EV2 form as appropriate now done on-line (EVOLVE) detailing number of pupils and adults going on the visit. This form must be completed for approval by the Head at least 6 weeks prior to the visit. For residential visits permission must be obtained from County Hall.
6. Complete Risk Assessment forms on Evolve.

<u>Checklist</u>	Not Completed	Completed
Headteacher permission sought	<input type="checkbox"/>	<input type="checkbox"/>
Diary Checked	<input type="checkbox"/>	<input type="checkbox"/>
Availability checked & <u>provisional</u> booking made	<input type="checkbox"/>	<input type="checkbox"/>
Meeting arranged with SBM and request form completed	<input type="checkbox"/>	<input type="checkbox"/>
Costs agreed / Coaches booked (if necessary) Letter agreed etc.	<input type="checkbox"/>	<input type="checkbox"/>
On- Line Forms completed for Heads approval	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments completed	<input type="checkbox"/>	<input type="checkbox"/>
Check with office manager that letter & consent forms have been sent to parents & packed lunches ordered if required	<input type="checkbox"/>	<input type="checkbox"/>
Approval granted by Headteacher	<input type="checkbox"/>	<input type="checkbox"/>
Check all parental consent forms have been returned & photocopied by the office (one copy to given to SBM)	<input type="checkbox"/>	<input type="checkbox"/>

Please return this form when completed to the office.

Category B - Service Approved Visits

Visits not normally forming part of your regular work, such as all day excursions or trips.

All such events will be processed via the EVOLVE system, approved by the Headteacher and managed by adherence to Nottinghamshire County Council visits guidance and school-specific operating procedures.

Category C Service & Local Authority Approved Visits

Residential visits, visits requiring specific competency to deliver or more hazardous events.

All such events will be processed via the EVOLVE system, approved by the Headteacher and be delivered when school is in receipt of Local Authority approval.

Where the school uses external providers for activity provision, suitable assurance must be sought by school to ensure that they are suitable and appropriate for use.