



# School Educational Visits Policy

Updated: June 2025  
Review: June 2027 (or sooner if required)

## **Introduction**

This policy is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2021. It is essential that Governors, Headteachers, Educational Visits Co-ordinators 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 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**

At All Hallows Primary we aim to provide each pupil with the opportunity to experience a range of visits, journeys and experiences outside of the school setting. We recognise the importance of off-site activities to all of our children and how they provide an opportunity to promote learning and development and enhance the curriculum, extending and supporting class based work. We aim to offer activities that benefit our children educationally, widening their knowledge and understanding of the world, whilst developing and encouraging investigative and independence skills.

As part of their responsibilities the Governors, Head Teacher and all school staff, 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.

When organisations, teachers and other staff, (including volunteers) are responsible for the children of others they assume a legal duty of care. This means that they have a duty to take reasonable care to avoid acts or omissions which could reasonably have been foreseen as likely to injure someone that they should have consideration for.

## **Statement of safety organisation - Organisation and responsibilities**

Responsibility for all visits rests with the Governors and Head teacher. 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. This responsibility is delegated to the Head teacher

## **The Head Teacher**

The Head teacher 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. The management of the policy may be delegated to the Educational Visit Co-ordinator.

The Head teacher must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events. (Residential visits, visits requiring specific competency to deliver or more hazardous events.

The Head teacher 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 Head teacher will agree, with a named Educational Visit Coordinator (EVC), the duties delegated to the EVC, or in absence of the EVA, fulfil the this function themselves.

### **Educational Visit Coordinator (EVC)**

#### **The School Educational Visits Co-ordinator is: Belinda Clark**

They will undertake duties as agreed between themselves and the Head Teacher. (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. This may include a meeting for parents/carers prior to a visit, particularly a residential.

They will ensure that any supporting staff (or if applicable other supporting adults) are given copies of the specific risk assessment and any other useful visit information such as an itinerary.

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**

The visit leader will ensure that all supervisory staff are suitable and competent to take part.

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.

## Transporting

A visit leader will have a list of children taking part in the visit and how they are being transported. Where children are being transported in cars, the adult who is taking them and the names of children will be listed on the specific risk assessment (SRA) for the visit and left in the office.

**Minibuses:** If children are being transported on a minibus, at least one adult accompanying the pupils must be first aid trained and seatbelts must be worn at all times. Booster seats are not required in minibuses.

**Coaches:** Coaches should not be booked for visits if they do not have seatbelts. Visit leaders should ensure that all children are wearing a working seatbelt before departing.

**Cars:** A child can be transported alone, by their own parent/carer or other family member.

## 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. Visit leaders are responsible for ensuring that they are using the most up-to-date risk assessment templates.

School must use this system. It is not necessary to upload a generic risk assessments (GRA's) onto EVOLVE for visits. These must however be numbered in the 'Programme/Risk assessment' section on the visit overview sheet. (GRA 1 and 2 MUST always be shown.) These do however need to be completed for each visit and need to be available to view if required by the EVC, Head Teacher or LA. They must be read by the relevant supporting staff and adhered to. It is however vital that a specific risk assessment is uploaded as an attachment to the visit overview sheet.

## Ratios

The minimum adult : pupil ratio is as shown below:

Foundation stage 1 : 2 minimum

Reception 1 : 4 minimum

Years 1 – 3 1 : 6 minimum

Years 4 – 6 1 : 15 minimum

Residential 1 : 12 minimum

Adventurous activities 1 : 10 minimum

Visits abroad 1 : 10 minimum

When using public transport 1 : 12 minimum

The ratios above are a guide only. When assessing the number of staff/adults required for effective supervision, this will be completed on a visit by visit basis and following the SAGED model:

**S**taff – capability to perform roles – considering any external factors, such as health conditions.

**A**ctivity – the type of activities involved and the level of risk these may cause.

**G**roup – the nature of the specific group involved – including any inclusion factors to consider.

**E**nvironment – the location and any environmental factors that could present a greater risk.

**D**istance – how far away from the main base/assistance the group will be.

## Visit Categories

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 the school specific operating procedures set out below.

These types of visits are routine and local to school and will be shorter in duration (an hour/a morning or afternoon session.) We will gain parental permission via Parentmail when parents/carers will be notified that their child will be attending a visit of this type, when and where the visit is taking place. Where visits begin or end after school hours (for example a school sports match), then parents/carers will be provided with more detailed information about times and transport arrangements, and will be required to provide a contact number in case of an emergency.

These types of visit are recorded as Local Area Visits and are stored on the EVOLVE system. These can be opened, edited with specific information about the numbers of participants and visit dates, and printed out for approval by the Head Teacher.

A Local Area Visit form for Category A visits **MUST** be submitted on EVOLVE at least 5 days prior to the visit. This will ensure that the Head Teacher and EVC have time to check and approve them.

### ***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 Head Teacher and managed by adherence to Nottinghamshire County Council visits guidance and school-specific operating procedures.

All Category B visits **MUST** be submitted on EVOLVE, ready for approval at least 10 days prior to the visit. This will ensure that the Head Teacher and EVC have time to check and approve them.

### ***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 Head Teacher 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. In these cases, all external provider risk assessments **MUST** be available for the Governors, Head Teacher, EVC or LA to view if needed.

All Category C visits **MUST** be submitted on EVOLVE, ready for approval at least 6 weeks prior to the visit. This will ensure that the Head Teacher and EVC have time to check and approve them, before submitting them to the LA for approval.

This policy will be reviewed annually.

Date of review: Autumn term 2023  
Signed Chair of Governors: Sarah Lee  
Signed Head Teacher: Heather Gabb  
Signed EVC: B Clark  
Date: November 2024