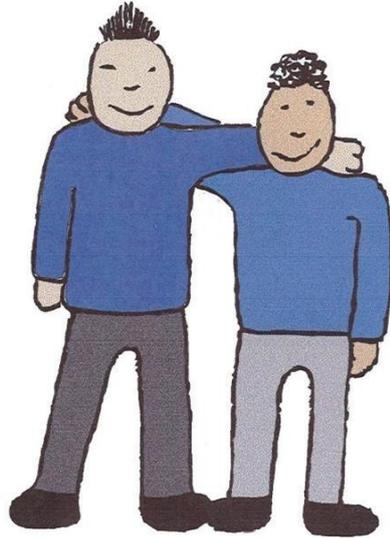


Kneesall C of E Primary



Educational Visits Policy

Head Teacher Signature:	<i>Onof</i>
Date Adopted:	June 2025
Review Date:	June 2026

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Statement of Safety Organisation

Organisation and responsibilities

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

The person named below will oversee and monitor this policy.

Adam Whitchurch, Chair of Governors

Nominated Manager

The Nominated Manager 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.

Nominated Managers must authorise all visits and where applicable seek the approval of the Local Authority for Category C events.

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

The Establishment Visits Coordinator is:

Emma Marfleet, Headteacher

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

The VC 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 VC 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.

Establishments 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 Nominated Manager and managed in the establishment by adherence to Nottinghamshire County Council visits guidance and establishment-specific operating procedures. This establishment's operating procedures for visits are:

- Complete a risk assessment
- Complete the Evolve form and submit to the EVC or the LA, whichever is appropriate
- Ensure consent forms are completed prior to the visit

- Ensure the correct staffing ratios are in place
- Ensure 1st Aid Kits are taken (Check 1st Aid kits are complete)
- Ensure the administration of medicine form is taken and stickers
- Ensure any relevant medication, including inhalers/EpiPens are taken • Ensure a mobile phone is taken
- Ensure contact forms are available
- Ensure staff are aware of which children may be photographed
- Count children prior to leaving the building (Always ensure 2 members of staff count)
- Count children on the coach
- Ensure safety belts are worn whilst in transit
- Count children at the destination
- Continue to count children at regular intervals
- All children go to the toilet together
- When crossing the road, ensure that the children are in lines, according to space, 5 – 10 pupils. Walk to the pavement edge. Wait until told by the member of staff to cross. Once crossed, wait until told by member of staff to move again.
- When crossing roads a member of staff to stand in the middle of the road whilst the pupils cross in front of the member of staff
- Staff to be placed at intervals amongst the pupils
- No pupils to be in front of the lead member of staff and no pupils to be behind the last member of staff
- If parents are helping to transport pupils, ensure that they aware that pupils should not sit in the front seat and they must wear seat belts at all times. Booster seats to be used if required.
- It is the staff's responsibility to brief volunteers of their role when assisting with visits.

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 Nominated Manager and managed by adherence to Nottinghamshire County Council visits guidance and establishment 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 Nominated Manager and be delivered when establishment is in receipt of Local Authority approval.

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

Signed Nominated Manager:

Dated: