



The White Hills Park Trust
A Culture of Excellence

School Educational Visits Policy

Updated: September 2019
Review: September 2021

Introduction

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2011. It is essential that Trustees, 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 Trustees, Governors and Executive Principal of The White Hills Park Trust 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 Trustees and 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 Trustees, Governors and Executive Principal 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. Anyone accompanying a trip will hold a full, enhanced DBS check.

Statement of safety organisation

Organisation and responsibilities

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

Board of Trustees

Trustees must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place. This responsibility is delegated to the Executive Principal.

Executive Principal

The Executive Principal 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 Head Teacher.

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

The Executive Principal 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 Executive Principal will agree, with a named Educational Visit Coordinator (EVC), the duties delegated to the EVC.

Educational Visit Coordinator (VC)

The School Educational Visits Co-ordinators are:

Heather Crofts – Alderman White
Louise Jordan – Bramcote College

They will undertake duties as agreed between themselves, the Executive Principal 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. The Visit Leader will ensure they liaise with the Executive Principal or Head of School to ensure that all parents are provided with an emergency contact telephone number for trips starting or finishing outside normal school hours.

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.

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 (recorded in house)

All such events will be approved by the Executive Principal 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:

Visit Leader completes an additional activities form for approval by the Executive Principal.

Visit Leader writes to parents outlining the trip with a reply slip & Parental Consent Form.

Visit Leader collates reply slips/Parental Consent Forms/Medical information & if required arranges a parental information evening in house.

Visit Leader completes school Specific Risk Assessment.

Visit Leader checks all students have returned and completed a Parental Consent Form and they are held with the Educational Visits Co-ordinator along with a copy of the trip letter.

Visit Leader informs Educational Visits Co-ordinator that the operating procedures are now complete.

Visit Leader ensures that a First Aider will be in attendance.

Visit Leader collects a trip folder from EVC with all necessary documents & a mobile phone if required.

Category B - Service Approved Visits

Events and activities that do not normally form part of a local or regular input. They may extend beyond normal operating hours, necessitating a late return, but do not involve an overnight stay.

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

Category C Service & Local Authority Approved Visits

The most complex and demanding activity level, involved in residential visits, adventurous activities, activities with higher than normal risks and trips to higher risk environments.

All such events will be processed via the EVOLVE system, approved by the Executive Principal 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.