



Nottinghamshire County Council Establishments Visits Policy



Policy name: Visit Policy

Reviewed: Spring 2025
Next Review: Spring 2026

Introduction

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2018. It is essential that the Headteacher (Nominated Manager), Visits Coordinator 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 Headteacher of Walkeringham Primary 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 Headteacher recognises 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 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 establishment whether provided by establishment or a contracted provider.

Statement of safety organisation

Organisation and responsibilities

Responsibility for all visits rests with the Governing Body and Headteacher 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.

Heather Driver - Headteacher

Headteacher (Nominated Manager)

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.

The Headteacher must authorise all visits and where applicable seek the approval of the Governing Body and 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.

Visit Coordinator (VC)

The Establishment Visits Coordinator is:

Nicola Spacey - Teacher

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 Headteacher 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:

These are visits and activities that are generally perceived as being routine events presenting low levels of risk. These events can be adequately managed through the use of LA generic risk assessment and establishment operating procedures (such as a school's visits policy and risk management procedures).

Examples of these visits:

- Local events that occur as part of your work programme and within the normal operating hours (such as core operating hours or the school day).
- Sporting activities within your locality or those that take place immediately after hours, including trips to swimming pools, leisure centres or local sports fixtures.
- Local enrichment opportunities on site, or a short journey from it, such as to a café, village hall, library, local shops etc.

The Headteacher must approve all such activities. Establishments can record this in a format to suit their own purposes, which may include use of EVOLVE or an in house paper based system that could include the provision of approval on an annual basis.

Parental consent for Category A activities can be obtained annually or on a termly basis if information is provided to parents and guardians outlining the visits and activities planned for that period.

It should be possible for establishments to hold the majority of risk assessment information for these visits within their standard operating procedures, negating the need for reproduction of risk assessments for similar trips within a period of time. Individual management plans or support for specific needs will require consideration in addition to generic management procedures dependant on the needs of the group or visit planned.

Establishments should:

- refer to, and work within, the LA generic risk assessments adding additional control measures as appropriate for participant needs or the visit in general. These should be reviewed annually, where a significant change occurs or following an incident on a trip
- follow the most recent LA advice and develop and follow any establishment policies and codes of practice they consider necessary in respect of these types of visit
- decide as part of the risk assessment process, what type of consent is appropriate, i.e. for a period of time or specifically for a series of events where the nature of activity may deem it appropriate
- if an activity happens after hours such as school sports matches, inform parents of the specific dates and times of each activity throughout a programme or fixture and detail transport arrangements if applicable

Visit Guidance - Children, Families and Cultural Services

- follow other relevant LA guidance such as that for physical education activities, lone worker guidance or work placement procedures
- ensure Safe Practice in Physical Education and School Sport published by the Association for Physical Education is used as a key reference when planning school sports events
- ensure that competent staff are allocated to lead and supervise visits
- ensure that effective arrangements and/or contingency plans are in place to manage an unforeseen incident if it were to occur, this may form part of the sites routine operating procedures
- ensure that formal approval has been provided, this could be carried out by approval of the risk assessments for the events planned via a dated signature on the form by the Nominated Manager or as stipulated in a local establishment visits policy

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 Headteacher 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.