

Nottinghamshire County Council




Coddington

— C of E —

Primary and Nursery
School

EDUCATIONAL VISITS POLICY

Review Date	October 2022
Next review due	October 2025
Reviewed By	SLT 11.10.22
Approval by Chair of Governors	

Introduction

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance. It is essential that Nominated Managers, 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 Nominated Managers of **Coddington C of E 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 Nominated Manager 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 Nominated Manager 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 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.

Rebecca Major – Head of School

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: **Rebecca Major**

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:

Category A visits (Regular events such as walks to the church or sports fixtures) will be recorded on the visit log which is stored on the Staff documents drive. (Staff Handbook/Risk assessment).

This will reflect the date, time and which standing risk assessment applies to this visit. The standing risk assessments can be viewed on Evolve. There is no requirement for Category A visits to be recorded on the Evolve system.

Category B - Service Approved Visits

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

A pre-approval for these must be sought before booking. There is a proforma for this which needs to be completed and passed to Jon/Tim/Sharon.

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.

For Category B Visits, staff need to identify which of the Notts CC generic risk assessments apply. They need then to print and read these documents, making any amendments relevant to the visit. There is no need to complete a specific risk assessment unless there is no provision for it in the generic assessments. This may be for example provision for behavioural and additional needs. Any amended generic risk assessments must be attached to the documents section of Evolve (please highlight the changes).

Once complete the form needs to be submitted to the EVC for approval.

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.

For Category C visits, staff must identify and amend the relevant generic risk assessments. A specific risk assessment needs to be completed to identify how pupils will be managed during the itinerary of events and in remote contact (time spent in rooms etc.)

A clear itinerary needs to be in place, including contingency for poor weather etc.

Please do not include venue risk assessments as the LA will not accept these. All risk assessments must place a clear focus on how we can mitigate risk for our pupils, while maximising the benefit.

Signed Nominated Manager: Date: