Edwalton Primary School

Health & Safety
Off Site Visits Policy
2026-27

Reviewed September 2026

E Talbot - Chair of Governors

To be reviewed – September 2027



Educational Visits Policy

In accordance with Nottinghamshire County Council

Introduction

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance September 2024. It is essential that Governors, Head Teachers, Visits Coordinators and the Visit Leaders are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions. The NCC guidance can be found using the following link september-2024-guidance-on-visitors-including-vips-to-ncc-schools .docx

Policy Statement

The Governors and Head Teacher of Edwalton 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 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 Governors and Head Teacher 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.

At Edwalton Primary School, Governors and staff believe that, learning outside the classroom, when planned and implemented well, contributes **significantly to raising standards** and improving pupils' social and emotional development.

Inclusion and Entitlement

Educational visits are an integral part of the curriculum. All pupils are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities in line with our duties under the Equalities Act 2010. Each pupil has an entitlement to experience:

- Effective learning opportunities
- Success in learning
- Achieving as high a standard as possible
- A Residential experience
- Setting their own goals and challenge
- Opportunities to assess their level of risk and challenge

Teachers will set appropriate learning challenges, responding to pupils' diverse learning needs. The school will make provision, with well-planned reasonable adjustments made to support children, enabling them where possible to participate effectively in all educational visits.

Taking risks is central to our learning philosophy right from Foundation because children learn best when they are taught to explore and challenge themselves both physically and mentally. We expose children to real life risks so they can regulate their own behaviours and learn to manage their own safety and the safety of others.

This is possible because adults are **vigilant.**

Statement of safety organisation

Organisation and responsibilities

Responsibility for all visits rests with the Governing Body and Head Teachers within individual schools. 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.

Governors may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Head Teacher.

The person named below will oversee and monitor this policy.

E TALBOT – CHAIR OF GOVERNORS

The Head Teacher will report to the above person outlining visits planned and the results of reviews undertaken where appropriate for further consideration at suitable meetings.

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.

Head Teachers must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C 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 Visit Coordinator (VC), the duties delegated to the VC, or in absence of a VC, fulfil this function themselves.

The Head Teacher must be consulted in good time on any educational visit being organised and kept informed of arrangements, as necessary.

The Head Teacher will make sure through the Head Teacher's report, that governors are kept informed of the nature and progress/success of educational visits.

Visit Coordinator (VC)

The School Visits Coordinators are: Chris Owen-Jones (EYFS/KS1) and Rachel Steer (KS2)

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 and below).

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 YMDBoon's e-visit website).

They will promote and 'Champion' educational visits from the school and take a lead in policy development, monitoring, supporting and offering coaching/training in planning for educational visits.

They will ensure all staff are aware of educational visits procedures via documentation and inset sessions, staff training and relevant meetings.

They will ensure that appropriate risk assessments are completed and appropriate control measures are in place reducing risk to an acceptable level on 'e-visit.co.uk'

They will ensure records of all visits are held centrally and electronically in the school using the YMDBoon system which offers a Risk Management history for each and every visit which will include lists of all participants, risk assessments itinerary and programme information.

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.

Initially the Visit Leader must ensure there are clear educational aims for the visit. They 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.

It is the Visit Leader's responsibility to ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as

appropriate. The Visit Leader should make sure all staff and adult helpers are aware of who is responsible for first aid. The risk assessment must show evidence first aid has been considered.

The Visit Leader will collate and check parental consent forms for all pupils as well as ensuing 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. They must ensure children are suitably briefed at all stages of the visit. All group members must be clear of rules and behaviour code. Children should be involved in the ongoing risk assessment.

The Visit Leader will be fully familiar with emergency procedures and contact numbers and brief all staff.

Appendix one contains the Visit Lead checklist to be used as a reference point to ensure all areas are covered.

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.

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/Routine Visits i.e. swimming, local schools (e.g.Rushcliffe) , Alford Road park and the local church

All such events will be approved by the Head Teacher 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 to fill in **Local Visit form** on e-visit.co.uk.

Please ensure;

- *There is a specific risk assessment that covers the area that participants are visiting (in the Established Docs folder on e-visit.co.uk)*
- *School has a list of participants and accompanying adults before the departure*
- *the list of participants indicates any medical or special needs and how these will be managed*
- *school has an emergency contact number for the leader and another key professional on the trip*

NB: You can add this information to the Local Visit form or leave it with the school office

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.

It is advised that these trips are submitted on e-visit four weeks before the trip is due to take place in order to make any adjustments needed.

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 e-visit system, approved by the Head Teacher and be delivered when school is in receipt of Local Authority approval.

These assessments must be carried out at least 6 weeks before the trip takes place. If abroad, this timescale is extended and assessments need to be complete and submitted to the LA at least 8 weeks before the trip takes place.

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.

Notes on 'Risk Management' and the Planning and Preparation for Educational Visits

Thorough preparation for a visit must be undertaken. The EVC and the Head Teacher should be consulted regarding the arrangements, nature and purpose of a visit. The visit should have clear educational aims. The following must be addressed in further planning:

- Matters of supervision (See supervision ratio below)
- Provider checks, content of the day(s) activities, first aid and transport must be considered and organised in advance.

- Parents must be advised of the details of any visit and kept fully informed. Any cost of the visit must take into account the School Charging Policy.
- All necessary permission/consent slips must be obtained.
- A charged mobile phone should be taken on all trips by all staff. Check that mobile phone coverage is in the area that you are visiting and have a back-up plan
- An Emergency Contingency Plan B needs to be in place, detailing alternative arrangements due to inclement weather, transport breakdown etc.

How to undertake a risk assessment and who to submit it to

In addition to the above planning, a written Risk Assessment (a statutory requirement) must be made for any proposed educational off-site visit. It should:

- Identify any significant risks which pupils, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level;
- Be passed on to the EVC and Head Teacher through EVOLVE for consultation
- Be kept with the Emergency Contact List and other planning
- Check if the venue and/or provider have their own risk assessments.
- Ensure that a 'collective discussion/briefing' takes place regarding the 'risk assessment' prior to the visit, ensuring understanding and compliance by all accompanying staff
- All non-staff taking part in the visit should go be DBS checked if they are to be left in sole charge of a group of children
- Any 'Generic' risk assessments must be changed, adapted or modified to suit the specific considerations and needs of the circumstances.

The six main considerations in undertaking risk assessments are:

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures

With more hazardous or unusual visits close contact between school and the venue/provider is an important safeguard. A preliminary staff visit should be made if possible**.**

During the visit

In addition to measures documented on the Risk Assessment staff should –

- If travelling by coach, ensure the driver has school contact details.
- Take a register call of the children before starting a trip and departing from any visit. In addition a head count should be done.
- Ensure adequate supervision and check children are always given suitable briefings in their group with their group leader and staff take regular head counts.

- Be prepared to make 'ongoing' professional judgments related to assessment of risks.
- Keep the school informed as to safe arrival and of departure time(s) so as school can communicate in good time with parents and staff.

Supervision ratio.

These are the recommended supervision ratios for a one-day visit, in accordance with NCC and should not be exceeded. These may however, be reduced when on a local visit i.e. swimming.

- FS2 – Year 3 (Ages 4-8) 1 teacher or adult to every 6 pupils
- Years 4 to 6 (Ages 8-11) 1 teacher or adult for every 10 - 15 pupils
- Residential Visits (Years 4-6) 1 teacher or adult for every 10 pupils

Pupils with special needs may need a higher ratio of adult supervision. It may also be necessary to do a separate risk assessment for those children. Thus ensuring they could take part in the visit or so that other arrangements can be made.

Emergency procedure.

An accurate list of everyone involved in the visit, together with the parent consent forms must be taken on the visit. The list should also be copied and this copy left in school.

In an emergency these are steps that could be taken. The lead Teacher of the group should

- Assess the situation and ensure the safety of the rest of the group.
- Alert the emergency services, if required.
- Ensure an adult informs the school of the accident to advise the parents of any child(ren) involved
- Ensure the pupil/adult injured is accompanied to the hospital.
- If a serious injury happens the head teacher must contact the L.E.A. and the Health and Safety Executive 0115 971 2800 during school hours. Outside working hours L.E.A. should be contacted via the emergency after hours telephone 0800 731 0698.
- And the Flying High Trust – Chris Wheatley 0115 989 2284

A written account of the incident should be made as soon as possible noting all the details of the events. The name of any witnesses should be noted down and if possible a written account should be taken from them.

First Aid

On each trip there should be one person that holds their first aid certificate. The first aider, in the event of an accident has immediate temporary care of the person until medical advice is sought, if necessary. The list below is a recommended list of first aid items that should be taken with you on the visit.

If there is a child that will needs a prescribed drug while on the visit the first aider will need written information and signed consent from the parent. A check list of medicines, administration times and dates should be completed and signed off. All medicines should be kept securely by the lead first aider for the trip or group when on a residential.

Insurance

Visits that take place during normal school hours, are covered by the school's insurance. But if an extra activity is undertaken while on the trip i.e. white water rafting additional insurance will be necessary.

Finance.

Organisers of the trip will need to consider the following.

- Transport.
- Instruction
- Organisation of school lunch for pupil premium children.
- Entry fees.
- Pocket money.

The Education Act 1996 allows charges to be made only for strictly defined school activities, these are outlined in the DFE circular 2189. The Act largely forbids charges for activities that take place during school hours, but schools are in their right to ask for a voluntary contribution. It must be made clear that the children will not be treated differently according to the contribution that is made. It is also important to point out that a visit cannot take place if insufficient contributions are made.

Once the adult/child ratio has been agreed, any more adults wishing to go will be required to pay their own costs.

Use of vehicles.

Children on buses from the age of 3 years should wear a seat belt. There should only be 2 children to each seat.

It is strongly recommended teachers ensure all seat belts, are used correctly by the pupils.

Children travelling in cars should use a booster seat where appropriate.

Farm Visits.

A visit to a farm can be very valuable, but needs careful consideration. Risk from machinery, chemicals, contact with animals and animal faeces (E coli 0157). Schools should pre-visit the farm to check it is suitable and has adequate washing facilities, including running water, liquid soap, paper towels or driers.

All farms have risk assessments and if visited by a school be registered with School Farms and Gardens and Defra.

Safety rules

- Talk to the pupils about dangers around the farm.
- Cover all open wounds, cuts with waterproof plasters.
- Don't put fingers in your mouth or near your face.
- Don't put your face close to the animal.
- Don't eat the animal food or any unpasteurised produce.
- Suitable clothing to be worn i.e. Wellingtons.
- Wash your hands before eating or drinking also leaving.
- Pregnant women should avoid contact with lambing ewes.

If you are thinking of taking children under the age of five or with special needs, it should be taken into consideration in the Risk Assessment the likelihood of them putting their fingers in their mouths. A higher ratio of adults may be required therefore to prevent this.

Signed Chair of Governors: ..... Date: .....

Signed Head Teacher: ..... Date: .....

Signed VC:_____ _____ Date: _____

Nottinghamshire County Council

Visit Planning Checklist

	Target date to be completed	Tick when completed
First steps • Clarify aim of visit, identify participants involved and potential numbers • Discuss with Nominated Manager/VC viability of proposal and competence to lead the visit, gain outline approval. • Investigate possible funding and identify support staff. **Background research** • Read Visits Guidance for Children and Young People • Research location, tour operators and /or travel arrangements. Consider alternatives • If the visit involves adventure activities, discuss with the LA Outdoor Education Adviser where appropriate • Speak colleagues who may have previously undertaken similar visits • If going abroad, check the Foreign Office and Health Department websites for safety and health risks **Planning** • Read through the LA generic risk assessments and make sure your plans are in accordance with these. • Make preliminary visit to enable an effective risk assessment • Obtain information and safety assurances from provider • Plan programme including recreational time • Consider any issues of inclusion for participants with additional needs • Consider what level of first aid is appropriate for the visit • Complete specific risk assessment with advice from VC if required • Decide on number of participants and selection procedure if required • Establish financial arrangements and cost - including contingency • Establish insurance arrangements • Book accommodation, travel and other arrangements • Consider alternatives within the programme for use if required **Staffing** • Ensure that you have competent leaders and supervisors • Develop a plan for supervision and management of the visit • Arrange a briefing for staff involved **Parents and participants** • Prepare written information for parents and participants (refer to check list in section 7) • Make arrangements for applications and collection of money • Hold parents' meeting. Discuss programme and activities - use photographs if possible to explain outcomes and risks involved • Receive applications and select group according to agreed criteria • Issue parental consent forms for completion, equipment and clothing lists, contact details and any other instructions		

	Target date to be completed	Tick when completed
For visits abroad • Check Foreign Office website regularly • In plenty of time, check passport and visa arrangements (particularly if any non British nationals included) and make necessary applications • Check consent arrangements for any children in care • Arrange European Health Insurance Cards (EHIC) • Order foreign currency **Approval** • Submit approval application for Category B and C events via EVOLVE at least 4 weeks in advance for residential events and 8 weeks for trips abroad. **Pre-visit preparation** • Ensure you have full parental consent for all participants, check medical information provided and deal with any issues • Check arrangements with travel operator/providers • Issue updated information to parents, staff and pupils • Plan emergency procedures and collate contact details for all • Brief participants on visit and health and safety procedures • Ensure all necessary documentation is obtained • Carry out a final check of all essential documentation just before departure **While on the visit** • Maintain effective ongoing supervision • Review your plans and amend as appropriate • Keep staff informed of any alterations to operating procedures **On return** • Review visit with pupils and collect their comments • Prepare report for VC/Nominated Manager/Governing Body • Ensure financial accounts are closed • Deal with any insurance claims, complaints and accident reports • Write letters of thanks • Celebrate the visit		