Offsite Visits Policy

Approved by Governors on: Autumn 2025

To be reviewed on: Autumn 2028

Signature: Julie L. Dekker Executive Headteacher
Date: 25/9/25

Signature: HMusk Chair of Governors

Date: 25/9/25

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The Federation of Great Ellingham and Rocklands Primary Schools has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. www.oeapng.info and uses EVOLVE www.norfolkvisits.org.uk to record and approve visits. Monitoring procedures have been agreed with the Governing Body and Headteacher to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

The Federation has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher and she has nominated Miss Blake as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents the Headteacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. www.norfolkvisits.org.uk

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 – [Adventure Activity, Overseas or Residential]
These visits must be approved via Evolve and the LA's on-line approval gained.
These must normally be submitted to LA at **least 30 days before the visit.**

Level 2 Day visits approved at school level on Evolve by EVC & Head.
These must be submitted to Head a **minimum of 7 days in advance**

Level 1 Local regular day visits this establishment has chosen to post a list of its Level 1 visits in the document library of Evolve. It confirms the set of standard operating procedures (SOP) or generic risk assessments existed for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

Definition of Levels:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. These must be approved on-line at school level on Evolve.

Level 1 = Local & regular visits that you have generic risk assessments' & standard operating procedures for.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility by the Visit Leader. Where it is appropriate the school will ensure that DBS screening is available for volunteers but is not necessary in every instance of supporting.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Adults will not be under the influence of alcohol or other drugs to ensure that their ability to recognise hazards or respond to emergencies is in any way restricted.

There are no longer required adult to child ratios and instead this decision will be made between the Visit Leader, the Headteacher and the EVC, taking into account the need of the children attending, the location and the means of travel.

The visit will be supported with adequate first aid provision and for visits including children from EYFS, a paediatric first aider will attend.

Risk Management

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and these will be recorded.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Statements or other assurance checks are required.

Organisations without the LOtC quality badge must have a Providers Statement sent to them and a response have been received before the visit takes place.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visit parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home.

Emergency Procedures

The school will appoint a member of the Senior Leadership Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.
Some sample monitoring will also be undertaken by the LA and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the visit taking place.

Charging Policy for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Educational Visits – Check list for visit leaders

The visit leader should check the Local Visits List on Evolve to see if the proposed trip is a level 1 approved local day visit. If the trip is level 2 the trip will need to be approved by the Headteacher on Evolve. If the trip is level 3 it must be approved by the LA via Evolve.
The visit leader should complete appropriate risk assessments for activities and pupils.
The visit leader should ensure appropriate adult ratios with decisions agreed by the Headteacher and EVC.
The visit leader should complete a visit form and print out a nominal roll for the trip.
The visit leader should check the nominal roll to ensure that all appropriate medicines are taken on the trip.
The visit leader should ensure that at least one member of staff is first aid trained and that a first aid kit is taken on the visit, along with the required medication.
The visit leader should ensure they have emergency contact numbers and they have a mobile phone.
The visit leader should undertake a head count/ register on arrival and departure point and regularly throughout the visit.
The visit leader should plan and brief the group on what to do if separated from the group.
The visit leader should ensure appropriate supervision throughout the visit and particularly when crossing roads, near water or when undertaking adventurous activities.

Other school policies that this Educational Visit policy relates to are:

- School Charging Policy
- Remission of Charges Policy (Maybe part of above policy).
- Pupil Premium Policy (Which has to be outlined on school website) Guidance re use of Pupil Premium to support visits is in Evolve resources.
- Inclusion Policy

- Behaviour Policy
- Supporting Pupils with Medical Conditions
- Insurance policy (related to Travel).

Appendices

1. **Standard Operating Procedure for Level 1 and 2 visits**
2. **Standard travel risk assessment to be amended by visit lead**
3. **Standard walking risk assessment to be amended by visit lead**

Standard Operating Procedures for Level 1 and 2 Visits

Standard Operating Procedures (SOP) need to be based on an adequate and current risk assessment for that particular visit.

This risk assessment (RA) is based on a walk through of the visit, and dated and recorded including who was involved. The wider the group/input the better. Revise when any significant changes occur.

The SOP that is developed from your site specific RA will form the induction and training of all staff who may undertake key roles in leading or assisting on such visits.

Some key factors to consider:
Approval : *by what means will EVC/Head be aware who is out when and confirm ok to go?* Any visit must be agreed with the Headteacher at planning stage. The Level 1 form must be submitted a minimum of 7 days prior to the visit.

Emergency backup: *Who is on call to assist and is available by phone/runner?* SLT should always be listed as the emergency point of contact.

Consent: Check block consent from parents includes this visit.

Staff Competence: *Are all staff able to lead this local visit or who has been approved to lead?* At the planning stage the Headteacher will agree as to whether the Visit Lead is fit to fulfil this role and will decide on the required ratio of adults to children.

First Aid: *Does the leader need to be qualified? Or is it local enough for help from school (or venue) to assist?* Almost every visit will require accompaniment of a trained first aider. Where there exceptions to this, travelling directly to the High School for instance, a decision will be made case by case.
Does a First Aid kit need to be taken? Yes, a first aid kit must always be carried. Checking the attending children's medical records is the responsibility of the person completing the Level 1 visit form but ensuring the children leave school with the correct medicines is the responsibility of the Visit Lead (the adult taking the children offsite) Children within EYFS require the support of a paediatric first aider to leave site.

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Communication: *Does a mobile need to be taken, who back at base to contact?* Personal mobiles to be carried by members of staff. Visit Lead to contact designated SLT back at school.

Route:
Including key road crossing points and system of crossing i.e. maximum size of wave etc. Are spotters required where visibility is limited? Agreed signalling & communication system (With regard to traffic noise etc).

Near water or other significant hazard?

Risk Assessments to consider and complete:
+Transport RA
+Walking RA
Both of the above include medical lists and behaviour specific risks.
+Pupil Specific RA
+Event specific RA

Event specific assessment requirements:

Staff
Competence & Experience First Aid? NQT's etc shadow & then monitored?

Activity
What is the proposed activity? Risks associated to the activity/location.

On the day
Weather, road works? Any significant variation to the norm?

Travel
Mode of transport? Signpost to relevant completed travel RA.

The above dictates what else needs to be on an event specific risk assessment.