

Mapplewells Primary & Nursery School



Educational Visits Policy

**Approved June 2023
Due for Review June 2026**

Introduction:

The Educational Visits Policy reflects the consensus of opinion of the whole staff and has been drawn up in consultation with staff and governors. This policy is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance.

The school aims and mission statement underpin all that we do in school.

School Aims:

To provide an environment in which all children feel safe, cared for and supported.

- To encourage independence and confidence to take risks and make their own decisions.
- That every child who walks out of the door at the end of Year 6 will have become the very best that they can be.
- All our aims are encapsulated by our motto SUCCESS:

S – self-confidence

U – understanding

C – celebration

C – curiosity

E – excellence, enthusiasm and enjoyment

S – self-discipline

S – support

Mission Statement:

To provide every child in our care with the best quality education possible, in a warm, respectful and caring environment. Our children will be capable of dealing with the priorities of today as well as the unknown priorities of tomorrow. To put our school in the heart of the community and form links with that community which will benefit our children.

The implementation of this policy is the responsibility of all the staff.

Policy Statement:

The Governors and Head Teacher of Mapplewells Primary & Nursery 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 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 school whether provided by school or a contracted provider.

Organisation and responsibilities:

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

Head Teacher -

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.

Headteachers must authorise all visits and where applicable seek the approval of the Governing Body and the 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 Co-ordinator (VC) -

The School Visits Coordinator will undertake duties as agreed between themselves and the Headteacher.

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.

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

All such events will be approved by the Headteacher and managed in school by adherence to Nottinghamshire County Council Visits Guidance for Children and Young People (April 2011) and school specific operating procedures. This school's operating procedures for visits are:

Parental Consent Forms are filled out by parents on their child entering school, these give the following permissions:

I give permission for my child to go on supervised visits in the local area provided I have been informed beforehand by the school.	Yes/No
I give permission for my child to be taken on school visits and recognised school activities, e.g. inter-school sporting fixtures, both during and after school hours in a coach, a minibus or in a member of staff's car provided the school has informed me beforehand and that the member of staff is fully insured.	Yes/No

It is understood that this consent will be used throughout a child's education whilst at Mapplewells Primary and Nursery School and parents/carers agree to inform the school if any of the details change.

Letters are sent out prior to all activities informing parents/carers of dates and times.

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 Headteacher and managed by adherence to Nottinghamshire County Council Visits Guidance for Children and Young People, using the most up to date Local Authority Generic Risk Assessments and school-specific operating procedures.

Letters are sent out prior to all activities informing parents/carers of dates and times. Parental consent is requested for their child to take part in the activity and an emergency contact number is also obtained.

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 school is in receipt of Local Authority approval.

Category C consent forms are obtained for all children attending this type of visit.

Where the school uses external providers for activity provision, suitable assurance must be sought by school through the completion of a Nottinghamshire County Council Provider Assurance to ensure that they are suitable and appropriate for use.

Signed Chair of Governors:		Date:
Signed Headteacher: