



EDUCATIONAL VISITS POLICY FEBRUARY 2025

Approved by:	Headteacher / Governing Body	Date: Spring 2025
Reviewed & Updated:	FEBRUARY 2025	
Next review due:	Spring 2028 (or as advised by NCC Outdoor Education Team / EVOLVE)	

EQUALITY STATEMENT

This document was formulated to meet the requirements of the Equality Act 2010.

The Governing Body recognises its legal responsibilities under the Equality Act 2010. This policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

GDPR DATA PROTECTION STATEMENT

Data will be processed in line with the requirements and protections set out in the UK General Data Protection Regulation.

North Wheatley C of E Primary School



Educational Visits Policy

BELIEVE * ACHIEVE * THRIVE

Our Vision and Values

At North Wheatley C of E Primary our vision and values are:

The journey through North Wheatley C of E Primary will give every member of the school community the courage and faith to: **'BELIEVE, ACHIEVE & THRIVE'** to encourage them to **'be the best me that they can be'** so that they **'Shine as lights in the World'** - Philippians 2:15.

Christian Values are the heartbeat of our school.

Believe: Believe in yourself, your faith and others

Achieve: Achieve your goals, your dreams and your future

Thrive: Thrive through a love of yourself, your faith, your values, your love of learning

INTRODUCTION

This policy template is written in accordance with Nottinghamshire County Council's current Visits Policy and Guidance. *It is essential that Nominated Managers, Visits Coordinators and Visit Leaders are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions.*

POLICY STATEMENT

The Nominated Managers, SLT and Governors of North Wheatley 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

We recognise that the participation of children in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities, the Nominated Manager/s 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 & 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/s named below will oversee and monitor this policy:

Mrs Vicky Reid (EVC)

Mrs Alison Richardson (Headteacher)

Nominated Manager

The Nominated Manager/s 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 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 Education Visit Coordinator (EVC), the duties delegated to the EVC or, in absence of the EVC, will fulfil this function themselves.

Education Visit Coordinator (EVC)

The Education Visits Coordinator is:

Mrs Vicky Reid

The EVC will undertake duties as agreed between themselves and the Nominated Manager/s. *(Reference to common duties and responsibilities should be made contained within Nottinghamshire County Council's Visits Guidance).*

The EVC will be conversant with Nottinghamshire County Council's Visits Guidance, as well as any existing good practice / guidance 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 Leaders

For any off-site school activity, 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 EVC 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 necessary 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.

The Visit Leader will always have a nominated deputy, who will support them with the planning of the visit and be fully conversant with the trip arrangements in the event of being needed to take a lead role (e.g. in the event of the trip leader being unable to attend or in an emergency).

Supervisory Staff (and DBS checked volunteers who regularly attend visits)

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 adult volunteers should be aware of the risk assessments for the visit.

All staff and volunteers will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff and volunteers 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 (and volunteers, if relevant / appropriate) will feed back information to the Visit Leader to enable a full evaluation 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.

Visit Leaders must use the EVOLVE system when planning their trips.

Visit Leaders must use the school specific **Visit Checklist** (see Appendix 1) as soon as they start to plan a visit. Once completed, this must be given to the EVC to evidence that agreed school procedures have been followed.

VISIT CATEGORIES

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.

Our operating procedures for visits are:

- *Seek usual guidance and initial approval from Mrs Richardson (headteacher) and Mrs Morris (school business manager) to begin the planning stages of the visit (see NW visit checklist).*
- *Add details of the visit to EVOLVE through the 'local area visits' tab.*
- *Continue to follow the NW visit checklist to ensure that all steps are completed so that the local visit is correctly planned, staffed and prepared for.*
- *Seek advice from the EVC (Mrs Reid) if advice or clarification is needed.*

CATEGORY B - Service Approved Visits

Visits not normally forming part of your regular work – e.g. 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 / hazardous visits

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.

ADDITIONAL DOCUMENTATION

See below for copies of:

APPENDIX 1 – North Wheatley Visit Checklist – to be used for all category B+C visits

APPENDIX 2 – Visit Privacy Notice – outlining GDPR compliance

Signed Nominated Manager: <i>Mrs Vicky Reid</i>	Date: 02.02.2025
Signed Nominated Manager: <i>Mrs Alison Richardson</i>	Date: 09.02.2025

NORTH WHEATLEY VISIT PLANNING CHECKLIST



VISIT LEADER	
DEPUTY / JOINT LEADER	
PROPOSED DESTINATION	
PROPOSED DATE	
YEAR GROUP/S	

FIRST STEPS	Notes	Tick when completed
Clarify aim of visit, identify potential pupil numbers and adults needed.		
Establish approx. cost of visit (without transport, at this stage).		
Discuss viability of visit and gain initial approval from Headteacher.		
Choose suitable date – check school calendar and avoid busy / difficult days (consider impact on wider school)		
Investigate possible funding / subsidising and identify staff and volunteers needed (see Cheryl).		

RESEARCH	Notes	Tick when completed
Read <i>Visits Guidance for Children and Young People</i> (see our resource section on EVOLVE)		

Research location, tour operators and /or travel arrangements. Consider alternatives, if necessary.		
Speak to admin team to organise coach bookings and getting the best possible prices		
If the visit involves adventure activities, discuss with the LA Outdoor Education Adviser where appropriate – see details on EVOLVE.		
Speak colleagues who may have previously undertaken similar visits; speak to EVC (Vicky).		

PLANNING	Notes	Tick when completed
Read through the relevant LA generic risk assessment/s on EVOLVE and make sure your plans are in accordance with these.		
If you are not familiar with the destination, make preliminary visit to enable an effective risk assessment - see SLT to organise an appropriate time to undertake pre-visit.		
Obtain information and safety assurances from provider – including all their relevant risk assessments, H&S and insurance info.		
Plan programme, including recreational time – think about practicalities if weather is bad.		
Consider any issues of inclusion for participants with additional needs.		
Consider what level of first aid is appropriate for the visit and who will be lead first aider (most external providers will have information about their first aid facilities).		
Complete specific risk assessment with advice from Vicky (EVC) if required – remember to check the EVOLVE portal for any proforma that could be adapted, if relevant.		
Establish financial arrangements and cost - including contingency – with		

Cheryl. This includes agreeing on if the visit can be subsidised.		
Establish insurance arrangements for destination / provider and transport.		
Confirm travel and other arrangements – make sure office are fully aware.		
Agree alternatives / flexibility within the programme for use if required (e.g. in adverse weather conditions)		

STAFFING	Notes	Tick when completed
Ensure that you have competent staff and volunteers (DBS checked)		
Ensure that appropriate adult to pupil ratios are in place for the visit/ activity (speak to Vicky for advice)		
Develop a plan for supervision and management of the visit – in particular, think carefully about arrival / lunchtime and departure, and the practicalities of toileting children		
Ensure staff (and volunteers, if appropriate) have seen all relevant planning documents including risk assessments and schedule for day.		
Arrange a briefing for staff involved (e.g. day before or morning of visit)		

PARENTS/CARERS & PARTICIPANTS	Notes	Tick when completed
Well in advance, prepare written information for parents and participants - ensure that the HT approves the letter before asking the office staff to send out		
Make arrangements for applications and collection of money with office		
Hold parents' meeting <i>(only applicable for residential visits)</i>		
Issue parental consent forms for completion, equipment and clothing		

lists, contact details and any other instructions (as appropriate)		
--	--	--

APPROVAL	Notes	Tick when completed
Submit approval application for Category B and C events via EVOLVE At least 2 weeks ahead of visit At least 4 weeks ahead of visit for residentials This allows time for both the HT and EVC to read the application and supporting documents before approval.		

PRE-VISIT PREPARATION	Notes	Tick when completed
Ensure you have full parental consent for all participants, check medical / allergy information provided and deal with any potential issues in advance		
Check and confirm arrangements with travel operator / providers		
Issue updated information to parents, staff and pupils		
Ensure FSM have been discussed and catered for – check with office about who is having sandwiches provided		
Plan emergency procedures and collate contact details for all		
Brief participants on visit and health and safety procedures – this includes staff, volunteers and children (e.g. what they need to do if they get separated)		
Ensure all necessary documentation is obtained		
DAY BEFORE – get school mobiles from office and charge ready for trip		

ON MORNING - Carry out a final check of all essential documentation / equipment before departure		
--	--	--

ON THE VISIT	Notes
Maintain effective ongoing supervision	
Continually be aware and risk asses, as required	
Review your plans and amend as appropriate	
Keep staff informed of any alterations to operating procedures	
Contact school if there are any changes / issues	

ON RETURN	Notes	Tick when completed
Ensure paper copies of group lists / medical info etc are shredded as per GDPR guidelines		
Review visit with pupils and other participants and collect their comments		
Complete evaluation on EVOLVE		



North Wheatley C of E Primary School

Sturton Road, South Wheatley
Retford, Notts, DN22 9DH

Tel: 01427 880409

Email: office@northwheatley.notts.sch.uk

Website: <https://www.northwheatleyprimary.net/>

BELIEVE * ACHIEVE * THRIVE

Headteacher: Mrs Alison Richardson

PRIVACY NOTICE – School Trips & Visits

Introduction

When organising a school trip for pupils offsite, for any duration, it is important that necessary information is available or is shared with relevant third parties.

What data do we share with third-parties

Information that may be shared will include both personal and special category, that is to say, more sensitive, data about pupils, staff, and any volunteer helpers.

This may include, but is not limited to:

- name
- address
- dates of birth
- next of kin/emergency contact details
- mobile numbers
- landline numbers
- email and other contact details
- health and medication information
- child protection information
- pupil premium or other special status information
- passport or other identity information as required

This data will be contained securely as both hard copy and electronic information. The data will be shared as required with other third parties that can include transport providers, travel agency staff, venues, accommodation providers, immigration and/or police, and medical staff if it is necessary.

It is the responsibility of parents and carers for pupils attending trips to ensure that the relevant information is provided as requested.

Why do we need to share the data

Provision of this data is a requirement, failure to do so may result in the pupil's place on the trip being cancelled. Cancellation in these circumstances would not necessarily lead to a refund of any monies paid.

How the data will be processed

As we are processing data for the purposes of managing the school trip, the school's usual UK GDPR and data protection policy applies. Information about how the school controls and uses data is found within the main policy and also contained in the privacy notice that is on the school website in addition to the content of this notice.

Review

North Wheatley C of E Primary School will update this privacy notice from time to time, as advised by our GDPR management team / DPO. Any substantial changes that affect your rights will be provided to you directly, as far as is reasonably practicable.