



# Alderman Pounder Infant and Nursery School

## Pupil Off-site Visits Policy

**This policy incorporates the following former policies:**

- Educational visits model policy
- Off-site visits policy

**Document Owner:** Education Visits Leader

**Issue Date:** Spring 2018

**Version:** 1.4

**Review frequency:** Annual

### REVISION HISTORY

Version	Revision Date	Next review due	Summary of Changes (and author)
1.0	Autumn 2013	Autumn 2014	Policy incorporated (Julie Hemsley)
1.1	Spring 2015	Spring 2016	Change of location of folder to HT office Change in named person for overseeing and monitoring policy to J Hume
1.2	Spring 2016	Spring 2017	No changes
1.3	Spring 2017	Spring 2018	Name change for person responsible for policy (J Shelton)
1.4	Spring 2018	Spring 2019	Name change for person responsible for policy (J Hemsley)

## Introduction

Off-site visits are a valuable part of the curriculum offered at Alderman Pounder Infant and Nursery School and provide pupils with an opportunity to broaden their experience by visiting places and engaging in activities not available on the school site.

The governing body of Alderman Pounder School has adopted the Nottinghamshire Local Authority's policy on Off-site Visits. This policy is appended to this policy (see Annex A) and is located in the staff room, and is to be used in conjunction with the LA's Off-site handbook.

## Aims

In planning any visit to take place away from the school site we aim to ensure that:-

- The visit has precise aims and objectives in accordance with the school mission statement and that these are made clear to all those involved with the visit.
- The visit is relevant to the pupils' curricular needs.
- The activity could not be undertaken as effectively on the school site.
- The visit is taken in accordance with the current safety guidelines from the Local Authority and the Department for Education.
- Full parental consent is obtained for all trips.
- All planning and finance is done in accordance with the procedures set out in the Off-site Handbook which is kept in the Head Teacher's office.
- In accordance with the school Health & Safety Policy it is recognized that safety is the prime consideration on all visits and should not be compromised in order to meet educational or other objectives. Risk should be assessed when planning the visit and as an ongoing process throughout the visit.  
**Activities should not proceed or continue if the risks are assessed to be or become too high.**

# **Annex A: Nottinghamshire County Council School Visits Policy**

## **Introduction**

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2011. 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.

## **Policy Statement**

The Governors and Head Teacher of **Alderman Pounder Infant and 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 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.

## **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.

<b>Miss J Hemsley</b>
-----------------------

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.

### Visit Coordinator (VC)

The School Visits Coordinator is:

<b>Miss J Hemsley</b>
-----------------------

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).

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 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:

- **completion of pre-visit and visit planning sheet**
- **completion of off-site generic risk assessments**
- **completion of specific risk assessments**
- **completion of approval form**
- **check to ensure all children have completed annual consent (on back of contacts sheet)**
- **adult/staff ratio**

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.

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 Head Teacher and be delivered when school is in receipt of Local Authority approval.

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.

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

Signed Head Teacher: ..... Date: