Ellingham CE VC & Woodton Primary Federation

WHOLE SCHOOL POLICY FOR

Educational Visits

Date Reviewed:	Agreed by Governors:	Date for Next Review:
January 2026	January 2026	January 2029

Our vision is to love our neighbour, enabling everyone to flourish and to reach their full potential.

RESPECT | CHALLENGE | INSPIRE | RESILIENCE | NURTURE | ASPIRATION

Aims and Purpose of Offsite Visits

Ellingham VC & Woodton Primary Federation 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/ Head Teacher to ensure that this policy is adhered to.

We have a strong commitment to the added value of learning outside the classroom and beyond the school premises. We seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all of our pupils.

Each year the schools arrange a number of activities that take place off the school site and out of school hours, which support our values and the aims of our curriculum. 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: Mrs Dawn Thomas. The headteacher has nominated Mrs Sarah Querelle as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

It has been agreed that Local Area Visits need to be approved by the EVC and the Headteacher but not added to Evolve. Parental/Carer permission is sought at the start of the academic year (or as a child starts in the case of a mid -year admission) and held on file for LAVs.

Before a visit is advertised to parents the Head teacher 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 on Evolve for the EVC and Head a minimum of 1 week in advance.

Level 1 Local regular day visits. Ellingham VC & Woodton Primary Federation have chosen to post a list of its Level 1 visits in the document library of Evolve & will use in-house systems to record & approve such visits. A generic risk assessment exists for these Level 1 visits. (Standard Operating Procedures are 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

Ellingham CE VC & Woodton Primary Federation 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 is 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.

We value and recognise the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Headteacher, EVC 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. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time 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.

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

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 we seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Statements or other assurance checks are required.

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. The school offices have a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits 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/Carers

The school has a clear code of conduct for school visits based on the schools 'Behaviour and Relationships 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 early.

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 Emergency Point of Contact (EPOC) will have 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. This information is stored on Pupil Asset and can be accessed by the SLT.

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 & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip 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. An activity may not go ahead if there are insufficient contributions to facilitate the visit.

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.

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

- School Charging Policy
- Remission of Charges Policy (as part of above policy).
- SEND Policy
- Behavior & Relationships Policy
- Medical Conditions Policy
- Insurance policy (related to Travel).