Offsite Visits Policy

The staff member responsible for the Offsite Visits policy is:

Mrs K. Walsh

The governor responsible for this policy is:

the governor responsible for Health & Safety

Agreed by governors: 8th November 2025

Review Date: November 2027

Introduction

This policy adopts OAEP national guidance, www.oeapeg.info which reflects nationally recognised standards as outlined on EVOLVE www.norfolkvisits.org.uk Procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

Educational visits are activities arranged by or on behalf of the school, that take place at school or outside of the school grounds. These allow pupils to encounter experiences that are unavailable in the classroom. They can help pupils to develop initiative, resourcefulness and independence. It also helps develop emotional and physical well-being, develops environmental awareness and interpersonal skills.

The governors and teaching staff have a strong commitment to the added value of learning outside the classroom and beyond the school premises to supplement and enrich the curriculum of the school. 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 both on and off the school site and out of school hours, which support the aims of the school. The range of activities for 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.
- Outside visitors to school (historic re-enactment days, workshops, authors, etc.)

All offsite activities must serve an educational purpose, enriching and enhancing our children's learning experiences.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the headteacher. The headteacher has nominated herself and Katharine

Walsh as the Educational Visits Co-ordinators (EVC), the Governing Body has approved these appointments and both EVCs have received training by the LA.

Before a visit is advertised to parents the headteacher will approve the initial plan. The EVC and then the Headteacher 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 Overseas, Residential or Adventurous visits - Visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits not in your establishments list of Level 1 - Day visits approved at school level on Evolve by EVC & Head.

Level 1 Local regular day visits – We have chosen to post a list of its Level 1 visits in the document library of Evolve & use in-house systems to record & approve such visits. A generic risk assessment format exists for these visits that will be filled in at the beginning of the first visit for on-going and regular Level 1 visits. (Posted in the Evolve Document Library and also found in the folder "Educational Visits" and in "Risk Assessment").

Curriculum links

We provide a range of visits and activities for all areas of the curriculum.

- **English** - theatre visits, visits by authors and theatre groups, drama workshops and poetry days.
- **Maths** – maths workshops, visitors and workshops, maths day activities.
- **Science** – museum visits, workshops and outreach visits, National Science Week activities
- **History** – visits to castles and historic houses, museums, re-enactment visits, field trips and workshops.
- **Geography** – local visits, visits to the coast, sea life centres, zoos.
- **Art and Design** – visits to art galleries, workshops.
- **PE** – local cluster sport events, tournaments, swimming, after school sport clubs.
- **ICT** - visits to other school, establishments, visits to the Apple Store, field trips.

- **Music** – multi school events such as The Big Sing, concerts, a variety of specialist music teachers including piano and guitar lessons, local visits and singing events.
- **RE** – visits to places of worship, local events including Harvest festivals, visits by local clergy.
- **PHSE/Citizenship and British values** – Visit to the Norfolk Show

Residential visits

Children in KS2 have the opportunity to take part in two residential visits. These enable children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, and environmental studies. We undertake these visits only with the written agreement of the LA. We provide qualified instructors for all specialist activities that we undertake.

How visits will be organised

Each visit will have a visit leader responsible for organising the event, including visits to the site where appropriate and carrying out a risk assessment. This will normally be a teacher appointed at the school. The school's EVC will be involved in the planning and monitoring of off-site visits. Through the Evolve Risk Assessment process the EVC will:

- ensure that risk assessments are completed and uploaded on Evolve where appropriate;
- check that staff are competent to lead and help with the trips;
- support staff with risk assessments and organisation of trips where appropriate.
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks and that coach companies assure us that their drivers have police checks;
- make sure all necessary permissions and medical forms are obtained;
- ensure Offsite Visits Policy is up to date and that staff have access to a copy;
- keep records of visits, and ensure there are regular generic assessment of the risk (for example, road-crossing) where there are frequent visits to local venues such as swimming facilities.

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 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.

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. Where it is appropriate the school will ensure that DBS checks have been carried out 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 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.

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 Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks that might be encountered on the visit and will indicate measures to prevent or reduce them. These are based on the guidance from Evolve and uploaded where appropriate onto the Evolve system to be checked and approved by the Local Authority.

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;

- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cares are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and that each driver has been subject to the normal police checks.

Our minibus meets LA guidelines, and each seat has a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of offsite 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 will 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 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, Behaviour and Inclusion, that apply 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 early.

Emergency Procedures

The school will appoint a member of the Senior Management 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 30 days 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 and where required. Any advice provided will be fully considered prior to the trip taking place.

Charging 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.

The school has a policy on remission of charges stating how much they are prepared to contribute, etc.

Visit Plan

The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteacher;
- medical questionnaire returns;
- first-aid boxes.

Monitoring and review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and consider ways in which the visit could be improved.

Informal conversations might take place between the visit leader and the EVC and Headteacher regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed every two years or before if necessary.

Government Guidance on Educational Visits due to the Covid 19 Pandemic.

We are following government guidance when planning school visits and trips. This includes following all health and safety guidance and procedures.

Government guidance:

Educational visits:

Schools can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.

Schools should also make use of outdoor spaces in the local area to support the delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.

The Association of British Insurers (ABI) has produced information on travel insurance implications following the coronavirus (COVID-19) outbreak.