Policy for Offsite Visits

Formally adopted by the Governing Board of:-	**Caister Primary Federation**
On:-	**22nd October 2025**
Chair of Governors:-	**Payal Patel**
Last updated:-	**March 2021**

The Caister Primary Federation has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. www.oeapng.info and as outline on EVOLVE www.norfolkvisits.org.uk Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to. Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the Head of School or other designated member of staff.

Aims and purposes of Offsite Visits

The Caister Primary Federation has a strong commitment to the added value of learning outside the classroom and beyond the Federation premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

Each year the Federation will arrange a number of activities that take place off the schools' site and out of school hours, which support the aims of the Federation. The range of activities which the Governing Body has given its approval includes (but is not limited to):

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- Federation sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

Legislation and Guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to **Jonathan Rice**. The Executive Head teacher has nominated:

- Katie Stone as the Educational Visits Co-ordinator (EVC) at Caister Infant & Nursery School
- Gemma Cambridge as the Educational Visits Co-ordinator (EVC) at Caister Junior School
- Donna Walker as the Educational Visits Co-ordinator (EVC) at Hemsby Primary School
- Catherine Barnard as the Educational Visits Co-ordinator (EVC) at Rollesby Primary School.

The Governing Body has approved these appointments and the EVCs have received training by the LA.

Before a visit is advertised to parents the EHT and EVC will approve the initial plan. The 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 educational visits co-ordinator (EVC) role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable visit lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

The 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 will be a system within the Federation 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.

Visit Lead

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.

Every educational visit will have 1 member of staff designated as the visit lead. The visit lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

Staff

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. Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the visit lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the visit lead and others, as appropriate

The Federation 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 Federation. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the Federation will ensure that DBS screening is available for volunteers.

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the visit lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils

The Federation has a clear code of conduct for Federation visits based on the Federation '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.

Our relationship/behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

The Federation has agreed a policy for categorising its visits in line with NCC guidance i.e.:

- Level 3 visits must be approved via Evolve and the LA's on-line approval gained.
- Level 2 Day visits approved at Federation level on Evolve by EVC & Head.
- Level 1 Local regular day visits this establishment has chosen to use Evolve to record & approve all these visits.

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 Federation level on Evolve].

Level 1 = Local & regular visits that you have generic risk assessments' & standard operating procedures for.

Planning and preparation

The decision on whether or not a visit will take place will be made by the Head of School, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Head of School will seek approval of the Executive Headteacher.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Residential Visits

The Head of School, together with the Executive Headteacher, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the visit lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

Risk Assessment

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Visit leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the school EVC.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- Wherever possible, at least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips [EYFS only]
- Appropriate first aid equipment will be take on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The visit lead will take regular headcounts and/or rollcalls

External Activity Providers

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the Federation on behalf of the pupils. All payments for the visit will be made through the Federation accounts.

The Visit Leader will make appropriate checks before committing the Federation to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the Federation will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts 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 Federation as most of these activities take place during Federation hours and are a normal part of a child's education at Federation . 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 Federation hours. The Federation has 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 Federation has policies for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

Emergency Procedures

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The visit leader will be familiar with these plans for each visit.

In the case of an emergency, the visit leader or other supervising adult will contact the school office.

At least one member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the visit leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the visit leader will contact the Head of School who will notify the parents/carers. The visit leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

The Federation 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.

Review by the Local Authority

The Federation is supported in its arrangements for offsite visits by the County Council. Where necessary the Federation 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 Federation 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 Federation may invite, but not require, parents to make voluntary contributions for Federation 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 Federation will comply with the law in relation to charges that may be made for the cost of activities provided outside Federation hours, within Federation hours and for board and lodging on residential courses.

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

- Federation Charging & Remittance Policy
- Pupil Premium Policy (Which has to be outlined on Federation website) Guidance re use of Pupil Premium to support visits is in Evolve resources.
- Inclusion Policy
- Behavior Policy