Safeguarding Children on Educational Visits policy

Alderman Pounder Infant and Nursery School

Approved by:	Governing Body	Date: PENDING
Last reviewed on:	October 2026	
Next review due by:	Autumn 2027	

Introduction

The Safeguarding of Children on Off-Site Visits Policy reflects the vision and values of the school. The Governors, Headteacher and school staff fully 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 Governors and Headteacher will take all reasonably practicable steps to ensure the health, safety and welfare of all participants while travelling to, and engaged in, activities away from school whether provided school or a contracted provider.

The Governors and Head Teacher of the 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 participants are kept safe whilst on visits and journeys away from their normal place of attendance.

This policy is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance. As part of annual training and induction training for new staff, information in relation to Nottinghamshire County Council's Visits Policy and Guidance will be provided.

The school uses EVOLVE to support relevant planning, including risk assessments of the relevant off-site visits.

Aims of this Policy

This policy aims to:

- identify the roles and responsibilities and procedures which will be followed when off-site visits are being arranged, to ensure they are well planned, appropriately risk assessed and lead to pupils and staff being safe during these activities
- Identify the roles and responsibilities during off-site visits, including seeking of further assistance if required, to ensure off-site visits take place safely and children are safe
- Identify procedures which will be followed when issues arise, to ensure any potential risks are avoided

School Ethos and Expectations

At Alderman Pounder Infant and Nursery School, we put children at the heart of everything we do. Our motto, **"Making a difference, as we grow together,"** reflects our commitment to helping every child feel happy, valued, included and ready to learn.

Our pupils are expected to:

- **Be Ready** – listen carefully, follow instructions, bring the correct equipment, be prepared to take part, approach new experiences with curiosity, confidence and resilience.
- **Be Respectful** – use good manners; show kindness, care and consideration towards other children, adults and members of the public; celebrate differences; and look after property, places and the environment.
- **Be Safe** – follow agreed routines, stay with the group, move calmly and sensibly, use equipment appropriately, respond promptly to adults' instructions and tell an adult if worried or in need of help.

Our Values

Through our curriculum, relationships and wider experiences, including educational visits, we support pupils to become confident, independent and enthusiastic lifelong learners. We aim to achieve this through embedding our school values:

- aspiration
- confidence
- creativity
- enjoyment
- pride
- responsibility
- resilience
- perseverance

These expectations apply in school and during all educational visits. Staff will explain and reinforce them in ways that are appropriate to the pupils' ages, needs and the nature of each visit.

Roles and Responsibilities

Organisation and responsibilities:

Responsibility for all visits rest with the Governing Body and Headteacher of our school, and these responsibilities are identified below: 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.
- In order to ensure this Governors may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Headteacher.

Head Teacher

- The Headteacher 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.
- The Headteacher must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events (refer to section x below)
- The Headteacher will be responsible for confirming the qualifications, training records and experience of the Visit 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 Headteacher will agree, with the Visit Co-ordinator, who initially will be the School Business Manager, the duties delegated to the Visits Co-ordinator, and in their absence will fulfil these responsibilities

Visit Co-ordinator (EVC)

The School Visits Coordinator will undertake duties as agreed between themselves and the Headteacher, but will normally be checking the documentation is fully recorded and provided for the relevant people, including the Group Leader. The EVC 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.

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.

Making Arrangements for Off-Site Visits

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 (YMD Boon e-Visit platform) has been developed to facilitate this and is regularly updated.

Our school will use the e-Visit system.

Nottinghamshire County Council identifies 3 categories of visits within its Visits Guidance for Children and Young People, which require differing levels of approval:

The 3 categories are:

- Category A – Locally Approved Visits
- Category B – Service Approved Visits
- Category C – Service and Local Authority Approved Visits

Category A – Locally Approved Visits

All such events will be approved by the Headteacher and managed in school by adherence to Nottinghamshire County Council Visits Guidance for Children and Young People and school specific operating procedures.

To ensure the school has permission from parents for their children to engage in such activities parent consent is gathered when the child enters the school. This asked for their permission in relation to two aspects of off-site visits:

1. I give permission for my child to take part in local outings within walking distance such as visits to Inham Nook allotments, walks around the local area, religious buildings, other schools in the locality and environmental study trips during school time. YES/ NO

2. I give permission for my child to visit other Flying High Schools for Trust events. I understand that transport may be necessary for my child to attend and I will be informed of this. YES/ NO

Letters are sent out prior to all activities informing parents/carers of dates and times.

Category B - Service Approved Visits

Visits which do not normally form part of your regular work, such as all day excursions or trips are classed as Category B – Service Approved Visits. All such events will be processed via the e-Visit system, approved by the Headteacher and managed by adherence to Nottinghamshire County Council Visits Guidance for Children and Young People, using the most up to date Risk Assessments and school-specific operating procedures.

Letters are sent out prior to all activities informing parents/carers of dates and times. Parental consent is specifically requested for their child to take part in the activity and an emergency contact number is also obtained. Where consent is not provided, either because a NO return has been provided or a consent form has not been received, then the relevant child will not take part in the off-site activity/ visit.

Category C- Service and Local Authority Approved Visits

Residential visits, visits requiring specific competency to deliver or those with more hazardous events are classed as Category C – Service and Local Authority Approved Visits.

All such events will be processed via the e-Visit system, approved by the Headteacher and be delivered when school is in receipt of Health & Safety (YMD Boon) approval.

More detailed Category C consent forms are obtained for all children attending this type of visit and pupils are not able to take part unless this Consent form has been received prior to the Residential visit or hazardous activity taking place.

Where the school uses external providers for activity provision, suitable assurance must be sought by school through the completion of a Nottinghamshire County Council Provider Assurance to ensure that they are suitable and appropriate for use.

Additional Support

In planning the off-site visit our school will ensure that appropriate support arrangements or cover arrangements are in place in the case of an accident, a pupil or member of staff becoming ill, or in-appropriate behaviour leading to either the pupil or the staff member needing to return.

All staff are aware that they have the power to discipline pupils for misbehaving outside the school premises. This may include inappropriate behaviour or bullying incidents occurring anywhere off the school premises, including during off-site visits. School staff are also aware that they can impose a disciplinary sanction when the pupil is under the lawful control of school staff, while on a school trip or similar, even though the pupil is not on the school premises at this time.

Monitoring Off-Site Visits

The school will carry out an evaluation of Category 3 Off-site visits to identify the effectiveness of the visit, including any planning arrangements which can be improved.

The school will monitor the impact and benefits of all Category 2 and 3 Off-site visits to support with future planning.

Links with Other Policies

This policy links with:

- Child Protection policy
- Positive Behaviour policy
- Anti-Bullying policy
- Risk Assessment framework
- Home School Agreement