

Christ Church CofE Primary School

Educational Visits Policy

Date Policy Approved:	March 2026
Review Date:	April 2027

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First hand experience forms an essential element in the curriculum of this school.

Establishment	Christ Church C of E Primary School
Nominated Manager	Headteacher
Educational Visits Coordinator (EVC)	Simon Moody
Governor / committee oversight	Full Governing Body
Policy review cycle	Annually, or sooner following significant change or an incident

Introduction

This policy is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2025. It is essential that Nominated Managers, Educational Visits Coordinators and Visit Leaders are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions.

For the purposes of this policy, Christ Church C of E Primary School is the establishment. The Nominated Manager is the Headteacher. The Educational Visits Coordinator (EVC) is the person named within this policy and recorded on EVOLVE.

This policy should be read alongside Nottinghamshire County Council's Visits Guidance for Children and Young People, the Local Authority generic risk assessments, the guidance and resources held on EVOLVE, and any relevant school policies including safeguarding, behaviour, first aid, charging and remissions, and health and safety.

Policy Statement

The Nominated Manager of Christ Church C of E Primary School accepts their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledges 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 Nominated Manager recognises 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 Nominated Manager will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from the establishment whether provided by the establishment or a contracted provider.

Statement of safety organisation

Organisation and responsibilities

Responsibility for all visits rests with the Nominated Manager within individual establishments. The respective roles are outlined within Nottinghamshire County Council's Visits Guidance for Children and Young People.

The person or committee named in the establishment details table will oversee and monitor this policy. The Nominated Manager will report to governors, as appropriate, on visits planned and on the results of

reviews undertaken. Governors do not normally approve individual visits; however, they should be informed in advance, where possible, of non-routine visits, particularly those involving adventure activities, residential visits and visits abroad.

Nominated Manager

The Nominated Manager will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance with Nottinghamshire County Council guidance documents and relevant regulations.

The Nominated Manager must authorise all visits and, where applicable, seek the approval of the Local Authority for Category C events.

The Nominated Manager 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 Nominated Manager will agree, with a named Educational Visits Coordinator (EVC), the duties delegated to the EVC or, in the absence of an EVC, fulfil this function themselves.

For each visit, the Nominated Manager will ensure that:

- the visit has a sound objective based on a developmental, educational or recreational outcome;
- the visit is planned in accordance with Local Authority policy and guidance pertinent to the excursion planned;
- checks have been completed for locations and providers to be used;
- establishment or visit specific risk assessments, taking account of Local Authority generic risk assessments, have been completed and appropriate safety measures are in place;
- due regard for equalities has been demonstrated in preparing for the visit;
- suitable supervision has been arranged and the Visit Leader and other leaders have the necessary skills and experience to lead or supervise the visit;
- where applicable, the governing body has been appropriately informed;
- 24-hour emergency contact procedures are in place for extended visits.

Educational Visits Coordinator (EVC)

The Establishment Educational Visits Coordinator is: [insert name/role recorded on EVOLVE].

They will undertake duties as agreed between themselves and the Nominated Manager. Reference to common duties and responsibilities should be made within Nottinghamshire County Council's Visits Guidance.

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, available as downloadable documents or hyperlinks within Nottinghamshire County Council's EVOLVE system.

The EVC has responsibility for supporting the Nominated Manager and Visit Leaders by:

- ensuring that all visits are considered within the appropriate approval channel and are suitably recorded;
- supporting approval decisions and liaising with the Local Authority Outdoor Education Adviser where necessary;
- assisting Visit Leaders with risk assessment and visit planning;
- supporting checks on leader competence, provider assurance and DBS arrangements where necessary;
- ensuring emergency arrangements and emergency contacts are in place for each visit;
- keeping records of visits, accidents, incidents and near misses, and reviewing practice.

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 EVC 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 and carers 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.

The Visit Leader takes responsibility for:

- obtaining approval before a visit occurs;
- ensuring that the trip, venue and activities match the abilities of the group, staff competencies and the overall aim;
- all necessary planning and preparation before the visit, including curriculum planning, risk assessment and briefing of other leaders, parents/carers and participants;
- overall organisation during the visit, including leadership of staff, supervision of participants, safeguarding and the overall health and safety of the group;
- ensuring that adequate first aid provision will be available;
- evaluating the experience after the visit and reporting any important issues to the EVC.

Supervisory staff

All staff assisting with supervision on any trip will be conversant with 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.

Teaching assistants, governors, parents and other volunteers may support visits. They will be briefed on their role, responsibilities, supervision arrangements, emergency procedures and any relevant information about participants. A suitably competent adult will be appointed to take charge of any separated group.

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.

Christ Church C of E Primary School will use EVOLVE, or alternative arrangements that are similarly robust, for the planning, recording and approval of visits. Staff must not make financial commitments or raise expectations with families until outline approval has been discussed with the EVC and Nominated Manager.

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

Category	Type of visit	Approval / recording	Consent / key controls
A	Routine, local, low-risk visits and activities.	Approved by the Nominated Manager. The Local Area Visit form on EVOLVE is strongly advised.	Annual or termly consent may be used where parents/carers have been provided with suitable information. Local operating procedures and LA generic risk assessments apply.
B	Visits not normally forming part of regular local work, such as all-day excursions or trips.	Processed via EVOLVE and approved by the Nominated Manager.	Specific written consent. Specific risk assessment produced with reference to LA generic risk assessments.
C	Residential visits, visits requiring specific competency to deliver, visits abroad, adventurous activities or more hazardous events.	Processed via EVOLVE, approved by the Nominated Manager and delivered only when LA approval has been received.	Specific written consent and detailed information for parents/carers. Submit at least 4 weeks in advance for UK visits and 8 weeks for foreign travel.

Category A - Locally Approved Visits

All such events will be approved by the Nominated Manager and managed in the establishment by adherence to Nottinghamshire County Council visits guidance and establishment-specific operating procedures. The use of the Local Area Visit form on EVOLVE is strongly advised.

This establishment's operating procedures for Category A visits are:

- attendance at the local church for religious or curriculum-based activities;
- attendance at the local sports centre for swimming lessons;
- attendance at sporting events at other educational facilities;
- attendance at other educational facilities, including primary and secondary schools, for curriculum-based activities;
- attendance at the local community centre;
- other local enrichment opportunities within the school's local area, such as short curriculum walks, parks, libraries, shops or community facilities, where covered by the Local Authority generic risk assessments and school local operating procedures.

Parental approval for children attending Category A visits will normally be collected by annual consent at the start of each academic year. The details of these consent forms will be maintained centrally. Consent arrangements will be reviewed annually and updated where the nature of the activity requires specific consent or further information.

Where a Category A activity happens after school hours, involves a notable change to normal arrangements, or requires specific transport arrangements, parents/carers will be informed of the dates, times and relevant arrangements.

Whilst children are off-site attending Category A visits, the Visit Leader will follow school procedures for signing out of and back into the school premises. The Visit Leader will carry appropriate emergency contact details, medical information and first aid provision.

Category B - Service Approved Visits

Visits not normally forming part of regular work, such as all-day excursions or trips.

All such events will be processed via the EVOLVE system, approved by the Nominated Manager and managed by adherence to Nottinghamshire County Council visits guidance and establishment-specific operating procedures.

Parents/carers must be informed of such activities and specific consent will be required in writing. Existing risk assessments will be reviewed and a specific risk assessment produced identifying safety management procedures for the event.

Category C - Service and Local Authority Approved Visits

Residential visits, visits requiring specific competency to deliver, visits abroad, adventurous activities or more hazardous events.

All such events will be processed via the EVOLVE system, approved by the Nominated Manager and be delivered when the establishment is in receipt of Local Authority approval.

The Nominated Manager must give approval for Category C events and obtain specific approval from the Local Authority. Specific consent must be obtained for all such events and specific information provided to parents/carers, usually through information sharing events or planning meetings where appropriate.

Where the visit involves a new venture to the establishment, visiting a developing country or remote area, an expedition, skiing, or adventure activities using a new provider or company, the establishment will take initial advice from the Local Authority Outdoor Education Adviser before making any financial commitment.

Category C visit information must be submitted on EVOLVE at least four weeks in advance for UK visits and a minimum of eight weeks in advance for foreign travel excursions. Any advice or required amendments from the Outdoor Education Adviser must be complied with before the visit takes place.

Planning, risk assessment and risk management

All visits must be appropriately planned. Visits must have clear aims that may be curriculum based, developmental or recreational depending on the purpose of the visit. Leaders, parents/carers and participants should be aware of the aims of the visit as part of the planning process.

The Visit Leader and EVC must refer to and read the relevant Local Authority generic risk assessments. These form a general framework for safety and all visits should conform to them. They do not replace the need to consider the individual circumstances of the school, the needs of participants or the specific activity being planned.

Specific risk assessments are required for all Category B and Category C events. The level of detail should reflect the complexity of the visit. Short local visits need less planning than longer residential visits or visits to distant or hazardous locations. Potential hazards involving water and traffic must be considered with particular care.

Risk assessment continues throughout the visit. Visit Leaders and other staff will apply control measures, monitor the group, respond to changing conditions and stop or amend activities if the risk becomes unacceptable.

External providers

Where the establishment uses external providers for activity provision, suitable assurance must be sought by the establishment to ensure that they are suitable and appropriate for use.

The Provider Assurance Checklist, available through EVOLVE, will be used where appropriate. Where a provider holds a suitable endorsement such as a Council for Learning Outside the Classroom Quality Badge, Adventuremark or an Adventure Activities Licence, additional assurance may not be necessary unless it is useful for visit planning or the provider's suitability is unclear.

Where a provider is used, it is the responsibility of the provider to risk assess and manage safety for the services they are contracted to deliver. School staff retain responsibility for the supervision and pastoral care of participants throughout the visit and must intervene if any aspect of service provision does not meet expected standards.

Inclusion, behaviour and safeguarding

Visits should be planned to be inclusive. The school will make reasonable adjustments so that pupils with disabilities, medical needs or additional needs can be included wherever this can be achieved safely and reasonably. Individual plans or risk assessments may be needed to support safe inclusion.

Participants must follow the instructions of leaders and other supervisors, must not take unnecessary risks, and must inform the Visit Leader or other supervisors of any concerns they may have. Anyone whose behaviour may put themselves or others at risk may be stopped from going on a visit, may have activities curtailed, or may be returned home, following consultation with parents/carers and the Nominated Manager where appropriate.

Safeguarding arrangements on visits will be in line with the school's Safeguarding and Child Protection Policy. The Visit Leader will ensure that safeguarding considerations are included within planning, supervision, accommodation arrangements, remote supervision, use of volunteers and any use of external providers.

Consent and communication with parents/carers

Parents/carers must be provided with sufficient information to make an informed decision about whether their child should participate in a visit. Information will include the purpose of the visit, date, times, venue, transport, cost, clothing or equipment required, supervision arrangements where relevant, and any significant risks or safety arrangements.

Consent will be obtained in accordance with the visit category. Category A visits may be covered by annual or termly consent where suitable information has been provided. Category B and Category C visits require specific written consent. Parents/carers must provide necessary medical information and emergency contact details.

Transport

Transport arrangements will be planned and managed in accordance with Nottinghamshire County Council guidance. Coaches, minibuses, public transport and private cars will only be used where the arrangements are suitable for the group and the visit.

Where volunteer drivers or private cars are used, the school will follow Local Authority procedures, including completion of any required checks or forms. Seatbelts and child restraint requirements will be followed. Participants will not be dropped off en route unless this has been planned, risk assessed and agreed with parents/carers and the Nominated Manager.

Emergency arrangements

The Visit Leader will normally take charge of any emergency when on a visit and will ensure that emergency procedures and back-up cover are arranged. The Visit Leader will ensure that all leaders know how to contact emergency services, the school and the emergency contact person.

In support of emergency arrangements, emergency contact details will be stored on EVOLVE where appropriate and centrally within school. These details will be reviewed at least annually and before significant visits. For extended visits, a base contact will be nominated and will have access to the visit documentation, participant information and emergency contact details.

All establishments should have an Emergency Plan that can be implemented for a major emergency or critical incident, including provision during visits and outside routine operating hours. Action following an incident will be in accordance with the school's agreed emergency response procedures and Local Authority guidance.

Accidents, incidents and near misses will be reported and reviewed. Significant incidents will be reported in accordance with Local Authority and school procedures. Feedback from visits will be used to review practice and improve future planning.

Monitoring and review

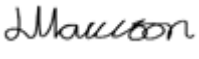
The Nominated Manager and EVC will monitor visit planning and practice, including the use of EVOLVE, risk assessments, provider assurance, supervision arrangements, consent and emergency procedures. The school will co-operate with any Local Authority monitoring of visit planning or visits taking place.

This policy will be reviewed annually, or sooner following significant changes to Local Authority guidance, school procedures, visit provision or following an incident or near miss that indicates the need for review.

References

- Nottinghamshire County Council, Visits Guidance for Children and Young People, February 2025.
- Nottinghamshire County Council, Appendix 8 - Establishment Visit Policy Template, updated February 2025.
- Nottinghamshire County Council EVOLVE guidance, resources, generic risk assessments and provider assurance documentation.
- Outdoor Education Advisers' Panel National Guidance.

Approval

Signed Nominated Manager:  Date: 25.03.2026

Signed Chair of Governors:  Date: 25.03.2026