



Off-site Visits Policy

Excellence for All

Policy reviewed/updated	Jun, 2025
Next update	June, 2026
Committee	Finance & General Purposes

Revision date	Author of changes	Summary of changes
June, 2025	Paul Teague	Change of one of the EVCs p2



Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes *Fernwood Primary and Nursery School* a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, *Fernwood Primary and Nursery School*:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**'.
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for residential off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval



See Fernwood Primary and Nursery School Off Site Visits Flow Chart (*Appendix 3*) for guidance on approval.

There are three 'types' of visit:

- 1. Category A: Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**
These follow the 'School Learning Area' Operating Procedure (*Appendix 1*).
- 2. Category B: Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, farms, theme parks, theatres, etc.**
These are submitted to the EVC for checking. The EVC then submits to the Head of School/Executive Headteacher for approval.
- 3. Category C: Visits that are overseas, residential, or involve an adventurous activity.**
These follow 2. above, but the Head of School (HoS) then submits the visit to the LA for approval via EVOLVE. Parents or carers to be given at least four weeks' notice of a visit where a voluntary contribution has been requested.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and referring to the Off-site Visit checklist (*Appendix 6*). They should obtain outline permission for a visit from the HoS/EHT or EVC prior to planning, and check the school diary for other events before making any commitments. Visit leaders must also check the cost of the trip with the HoS/EHT before booking the off-site visit. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

Volunteers must be DBS checked if to be left unaccompanied with children and follow the 'guidelines for helping on a school visit' (*Appendix 6*) given to them by the visit leader.

The Educational Visits Coordinators (EVC) are *Jo McLaughlin (KS1)* and *Paul Teague (KS2)*, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. EVC training is updated every three years. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE (where required) before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

Head of School/Executive Head Teacher has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the LA for approval.



The **Governing Body's** role is that of a 'critical friend'. Governors are made aware of visits and have the opportunity to accompany on visits and view risk assessments.

The **Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the HoS will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Supervision

On all visits, there is an effective level of supervision, approved by the EVC and Headteacher. Visits will only go ahead if the number and suitability of staffing is deemed sufficient for the nature and requirements of the group, including those with additional needs.

The types of supervision that off-site visits in Fernwood Primary school is either **direct supervision** or **indirect supervision**. **Direct supervision** relates to when a member of staff is with an individual or group of children. **Indirect supervision** relates to when a young person are unaccompanied by a member of staff but there is a member of staff in the vicinity, for example, at the arcades in Conwy where members of staff are stationed around the area. The type of supervision expected by staff and volunteers required on a trip should be specified on the risk assessments.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan. This emergency plan is taken on all trips on the back of trip data forms.



When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

On all off-site visits, emergency contact details of both children and staff are taken in a GDPR compliant blue bag. For children's contact details, they are supplied by the office using Arbor. For staff and/or volunteer contact details, the visit leader is responsible for collecting and distributing emergency contact details using the form (Appendix 7).

Completing Risk Assessments

Fernwood Primary and Nursery School's Education Visits involves completing risk assessments based defined trip categories (see *Appendix 3*).

a) Category A (*visits within the school learning area*)

b) Category B (*occasional annual visits*)

c) Category C (*residential visits*)

In addition to risk assessments, a trip data form is completed on the day of an off-site visit and a copy is left with the office and taken on the visit (*Appendix 5*). A visit should only go ahead if the risk assessment, including a pre-visit, is completed if appropriate and approved by the EVC and HoS/EHT. Risk assessments must be given to the EVC at least two weeks in advance of the off-site visit. At Fernwood Primary, the following adventurous activities take place:

- Canoeing (Year 2)
- High level trampolining (Year 6)

For these activities, a specific adventurous activity risk assessment is completed.

As well as written risk assessments, all staff on an off-site visit are responsible for assessing and monitoring risk throughout the visit to ensure that the risk assessment process does not just become a document, and is a process. Activities should be modified during a trip, if necessary.

First Aid

For all visits, there should be at least one trained adult with good working knowledge of first aid appropriate to the environment. For EYFS outings, there must always be at least one member of staff present who holds a current paediatric first aid certificate.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. Fernwood Primary and Nursery School will always inform parents of any off-site visits. However, consent is required prior to a child visiting a place of worship.



The school obtains blanket consent at for visits within the School Learning Area when the child starts at the school.

For Category B and C trips, parental consent must be obtained. For these visits, sufficient information must be made available to parents (letters, meetings, etc), so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting online via Arbor, or through a paper consent form.

Inclusion

Fernwood Primary and Nursery School always endeavours to include all children in all off-site visits in line with the Equality Act, 2010. Liaison with parents ensures that children's needs are met.

Charging for visits

Parents/carers are given at least four weeks' notice for any off-site visit where a voluntary contribution is requested. Visits will only take place if sufficient voluntary contributions are received to cover the cost of the visit. For residential visits, contributions are not voluntary. Support is available for parents/carers for pupil premium children and in receipt of relevant benefits for all off-site visits. If a trip is over lunchtime, a lunch provided by school will be ordered by the office for pupil premium children under the guidance of a trip leader.

Transport

Offsite visits that involve the use of private or public transport require a travel risk assessment (see *Appendix 3*).

Insurance

Fernwood Primary and Nursery School annually purchases the LA's insurance for visits.

Swimming Lessons

For swimming lessons, a consent letter is required in KS2. Risk assessments are completed (refer to *Appendix 3*). Parent helpers for swimming lessons are DBS checked.

Away Sports Fixtures

For sports fixtures, sports fixtures risk assessment is used and emergency contact details are required for each child on the visit.

Arrangements need to be made to ensure that all children are collected from either the venue of the fixture or back at school after the fixture. The visit leader will stay until all children are collected. If a child is not collected within 30 minutes of the collection time, parents will be contacted and the visit leader will inform the HoS/EHT who will then take the next steps of action.

Use of staff cars to transport pupils

Staff can transport pupils but are required to complete a 'Volunteer Drivers' Form' (*Appendix 4*) and have 'occasional business use' insurance.



Use of parent cars to transport pupils

Parents can transport their own children to away fixtures.





Appendix 1 – School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities do not require parental consent. Fernwood Primary and Nursery School will always inform parents about an offsite visit even if a voluntary contribution is not required. If visiting a place of worship, parental consent will be gained.

Boundaries

The sites visited within the School Learning Area, i.e. within walking distance, are shown in the list. This area includes, but is not limited to, the following frequently used venues: e.g.

- *Arleston Drive*
- *Bramcote Lane shops*
- *Grangewood church*
- *Local play park (Fernwood Crescent)*
- *Martin's pond*
- *St Leonards Church*
- *Wollaton Hall and Park*
- *Wollaton Dovecote*
- *Wollaton village*

Significant issues/hazards within our Local Learning Area

- Road traffic
- Narrow pavements (particularly opposite St Leonard's Church)
- Busy junctions (particularly the 'T' junction in Wollaton Village outside The Admiral Rodney pub)
- Members of the public
- Animals (deer in Wollaton Park)
- Busy road (use the crossing on Wollaton Vale at the health centre. Cross Bramcote Lane (on route to Wollaton Park) at the crossing point near the cemetery)
- Uneven pavements
- Wheelie bins on pavements – on Wednesdays
- Nettles under trees at Wollaton Park

Operating Procedure

- Parents to be informed of ALL off-site visits
- **On Foot** and **All Visits** risk assessments to be completed for ALL visits unless EVC approves otherwise (e.g. 1:1 trip to shop on Arleston Drive)



- **Trip Data form** to be completed for each group, a copy to be taken on visit and one to be left at the office
- Staffing ratios need to be appropriate to the age and needs of the children
- All staff on the visit need to be aware of any relevant pupil medical needs
- The **Class Medication Bag** to be taken on all visits along with a first aid bag/kit
- Staff to take mobile phones containing the numbers of the other staff on the visit
- GDPR blue bag containing children and staff emergency contact numbers to be taken on each visit. (Contact numbers to be shredded after visit)



Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office). This is the school business manager Kerry Frizelle (2024).
2. This nominated base contact will either be an experienced member of the senior leadership team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
 - a) For visits that take place outside the School Learning Area, the visit leader will carry an OEAP National Guidance Emergency action card (see below).

Visit Leader Emergency Action Card

If an Establishment decides to adopt this 'card', it should be carried by all staff accompanying a visit on the back of trip data forms.

Emergency Procedure

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recoveryEssential First aid:
 1. casualties need to be able to breathe – if they are unconscious this means being put into a safe airway position
 2. you need to try to find and stop any serious external bleeding
 3. you need to protect the casualty from the environment - keep them warm



4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact. They will need the following information:
 - Who you are, which Establishment you are from and what your role is within the group
 - What number can you be called back on?
 - What is the nature of the emergency?
 - How many casualties there are and their status
 - The total number of people in your party
 - Your current location
 - Whether you are staying where you are or moving – if you are moving where to?
 - What time did the accident/incident happen?
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all media, parental or other enquiries to your employer’s press office.

Name	Telephone	Mobile
My telephone number		
School/Establishment (Fernwood Primary and Nursery School)	0115 9155727	
Nominated base contact Kerry Frizelle	0115 9155727	
Head of School Lynne Orme		07805637992
Executive Head Teacher Ben Waldram		07841630777
Employer (e.g. LA) (office hours)	0115 9151640/1633	
Employer (out of hours)		



Appendix 3 – Off Site Visits Flow Chart

		Category A	Category B	Category C
	Within the Fernwood Campus and immediate area	School Learning Area (i.e. within walking distance)	Beyond the school learning area	Residential/ Adventurous
Example	Between and infant and junior sites. The Fernwood School <i>Arleston Drive, Bramcote Lane shops</i>	Local and regular activities which must be defined in terms of the nature of the activity and its location e.g. local parks, some places of worship, libraries, local shops etc. <i>Grangewood church, local play park, Martin's pond, St Leonards Church, Wollaton Hall and Park, Wollaton Dovecote and Wollaton village.</i>	Usually annual visits to attractions or locations beyond the school learning area e.g. Denby, Whitepost Farm, Twycross Zoo, museums, swimming lessons	Includes all residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities e.g. York and Conwy
Risk Management	N/A	Complete two risk assessments: <ul style="list-style-type: none"> • All visits • Travel (i.e. coach) Find blank risk assessments on: Staff Drive/Risk assessments/OFFSITE RISK ASSESSMENTS/blank risk assessments 2023-2024 Give risk assessments to EVC (Jo or Kathryn) at least 2 weeks before visit. On day of trip, complete the 'Trip Data form' (Appendix 5) and give a copy to the office and a copy to be taken by the visit leader. Give copies of risk assessments to <u>all</u> staff involved in the visit.		Complete Risk Assessment via EVOLVE. Give copies of risk assessments to <u>all</u> staff involved in the visit
Consent	Covered by annual consent/notification to parents, is clarified in School Policy and is part of the curriculum No OV4 required	Covered by annual consent/notification to parents, is clarified in School Policy and is part of the curriculum, , but specific notification to parents/carers recommended. If visiting a place of worship, consent is required. No OV4 required	No consent required if part of the curriculum, but specific notification to parents/carers recommended. If visiting a place of worship, consent is required. No OV4 required	Specific consent from parents/carers – OV4 required
Approval	Must put in online school diary	Put in the online Diary	Put in online school diary Notify Heads of School OVC	Put in online diary Diary Notify Heads of School OVC College Street



Appendix 4 – Volunteer Drivers form



CHILDREN'S SERVICES

VOLUNTEER DRIVERS FORM – OFF-SITE VISITS

To the Head of establishment: _____

I confirm I am willing to use my own vehicle for transporting pupils on off-site visits. I accept responsibility for maintaining appropriate insurance cover. I have a current driving licence and will ensure my vehicle is roadworthy in all respects:

- Appropriate Insurance
- Current MOT
- Current clean driving license
- Valid Road Tax

Signed: _____

Name: _____

Address: _____

Date: _____

Children's Service and the establishment reserve the right at any time to request copies of any relevant documentation i.e. registration document, MOT, Insurance, Driving Licence.



Appendix 5 – Trip Data Form

Fernwood Primary and Nursery School

Trip Data Form – CLASS TRIP

To be filled in on the morning of a trip by the teacher in charge of the visit.

- Copy with teacher in charge
- Copy with school
- Take mobile. Tel No.

Where.....

Date.....

Times Leaving School..... Returning to school.....

Teacher in charge Mobile Contact No.

Bus CompanyTel No.....

Classes Number of children

Children not attending (Names, including absentees).....

.....

Number of teaching staff (Teachers and TAs)

Names:

.....

.....

Number of adult supervisors (Parent helpers/trainees etc)
Please list adult helpers below

Total number of adults

Noted in office diary

Signed by Head/ Deputy Head of School



Appendix 6 – Guidelines for helping on a school visit

Fernwood Primary & Nursery School

Guidelines for helping on a school visit

Thank you for offering to help on today's visit – without parental support, these visits would not happen.

You will not be left on your own with the children.

Before the visit begins the Class Teacher will make you aware of:

- The visit itinerary – timings, lunchtimes ...
- Your responsibility – which member of staff/group of children you are supporting
- Which member of staff to inform if an emergency/ situation arises
- Any SEND/medical issues (e.g. which children use inhalers)

During the visit, please inform a member of staff if:

- A child's behaviour is inappropriate (e.g. in danger through not listening to instructions)
- A child needs to visit the toilet
- A child needs medical attention

Even if it only seems a minor issue (e.g. a nose bleed, splinter) please do not treat it yourself.

When helping on a school visit you are in a position of trust. Please remember that any information you hear or see is CONFIDENTIAL. This includes conversations between the staff and any information you may gain regarding pupils and their behaviour. **Mobile phones should be turned off and no photographs should be taken during the visit.**

Should a child disclose any sensitive information to you, please inform the Class Teacher immediately.

Once again, thank you for your support and have an enjoyable visit.



Appendix 7 – Staff Emergency Contacts for Off Site Visits

Trip: _____

Year group: _____

Date: _____

Staff Member/Volunteer	Emergency Contact Name and relationship	Contact Phone Number



Appendix 8 – Off-site Visit Checklist – February 2024

Prior to trip

1. When planning a trip, gain approval from Lynne and Di and check dates in the online diary to ensure that there are no clashes.
2. Once approved, liaise with the office about booking the trip, sending letters to parents and payments at least four weeks in advance. Make sure you enter into the **online diary**.
3. Sending letters needs to be done four weeks in advance if the trip involves a payment. We must get permission for ALL religious trips.
4. Visit leader to complete risk assessments (general and travel) **at least two weeks** before the trip and email to Jo/Kathryn to get them checked.
[Staff Drive: Risk Assessments/ OFFSITE RISK ASSESSMENTS/ KS1/2 RA/2023-2024/Risk Assessment Template](#)
5. Complete a staff contact details form. This can be found in the Risk Assessment Template folder.
6. Give copy of the risk assessments to all staff going on the trip prior to the day of the trip.

On the day

1. Fill out a trip data form, either the class version or small group trip version, and photocopy – one to the office and take one with you. This has the emergency action card on the back (advice for in the event of an emergency).
2. Make sure all members of staff and helpers have a copy of the risk assessments.
3. Ensure all parent helpers are DBS checked and are given a copy of the 'Guidelines for helping on a school trip'.
4. Take contact details for children and staff in a GDPR compliant blue bag and your yellow medical bag. Make sure you have your mobile and know the numbers of other staff on the trip.
5. Have a wonderful time!

Note

If another parent is transporting a child that is not their own, they must be DBS checked and have filled out the Volunteer Drivers' form (Appendix 4 of the Educational Visits Policy) which can be found of the staff drive in the Risk Assessments/OFF SITE RISK ASSESSMENTS folder.