



School Visits Policy

Introduction

Guidance and support is a bought in service provided to The Kimberley School (school) by Nottinghamshire County Council (LA).

This policy is written with reference to the LA's Visits Policy and Guidance 2011. It is essential that Governors, Headteachers, Visits Coordinators and the Visit Leaders are familiar with the contents of this policy.

Policy Statement

The Governors and Headteacher of The Kimberley School are aware of their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge 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 Governors recognise 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 Governors and Headteacher will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from school whether provided by school or a contracted provider.

Statement of safety organisation

Organisation and responsibilities

Responsibility for all visits rests with the Governing Body and Headteachers within individual schools. The respective roles of each are outlined within the LA'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.

Governors may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Headteacher.

The Director of Services will oversee and monitor this policy.

The Headteacher will report to the above person outlining visits planned and the results of reviews undertaken where appropriate for further consideration at suitable meetings.

Headteacher

The Headteacher will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to LA guidance documents and relevant regulations.

Headteachers must authorise all visits and where applicable seek the approval of the Governing Body for Category C events.

The Headteacher 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 Headteacher will agree, with a named Visit Coordinator (VC), the duties delegated to the VC, or in absence of a VC, fulfil this function themselves.

Visit Coordinator (VC)

The School Visits Coordinator is: Mr M Jones, Director of Services

The VC will undertake duties as agreed between themselves and the Headteacher. (Reference to common duties and responsibilities should be made contained within the LA's Visits Guidance).

The VC will be conversant with the LA'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 the LA's EVOLVE system).

Visit Leader

The Visit Leader should be conversant with LA'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 LA'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.

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.

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

Category A – Locally Approved Visits

All such events will be approved by the Headteacher and managed in school by adherence to LA visits guidance and school specific operating procedures.

This school's policy on the operating procedures for category A visits varies from the LA policy in that the expectation is that these trips are administered through the online EVOLVE system with supporting risk assessments etc. and submitted to the VC. The VC will review the EVOLVE submission and forward this to the Headteacher for authorisation.

Category B - Service Approved Visits

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

All such events will be processed via the EVOLVE system, approved by the Headteacher and managed by adherence to LA visits guidance and school-specific operating procedures.

Category C Service & Local Authority Approved Visits

Residential visits, or activities requiring a specific competency to deliver, or more hazardous activities.

All such events will be processed via the EVOLVE system, approved by the Headteacher and be delivered when school is in receipt of advice from the LA that the visit can proceed.

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

Signed: Mr C TealHeadteacher

Signed: G Strickland.....

Chair
Finance and General Purposes Committee

Date:

*This policy was agreed by Governors at a meeting on 24 June 2015 (Minute 101.2 (vii) refers)
Lead Author – mjones*

Review Date: June 2016