



SPARKEN HILL
ACADEMY

Education Visits Policy

Date Issued	Prepared By	Approved	Comments
Jan 2020	MOM		
May 2024	MOM		
May 2025	MOM	FP committee	

Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Sparken Hill academy. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

Policy Statement

This policy been produced in accordance with the regulations of the National Guidance and in accordance to Nottinghamshire County Council's guidance documents to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

The Governors and Headteacher of Sparken Hill Academy 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 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.

Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Outward bound and adventurous activities

Organisation and responsibilities

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.

Visit Guidance - Children, Families and Cultural Services

The person named below will oversee and monitor this policy.

Mr R. Lilley (Sparken Hill Academy Principal)

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 is responsible for final authorisation of all visits and trips. He will oversee that visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations by the National Guidance (Via EVOLVE).

The Headteacher must authorise all visits and where applicable seek the approval of the Local Authority (LA) for Category C events (oversees, residential and an adventurous activity).

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

Educational Visit Coordinator (EVC)

The School Visits Coordinator is: Mrs O'Malley

The EVC will be responsible for supporting leaders and ensuring that all visits and trips are planned, organised and reviewed in accordance with the Nottinghamshire County Council guidance documents and work with the Headteacher's undertaking common duties to ensure that all necessary procedures have been put in place to ensure the safety of pupils and staff in all trips (Reference to common duties and responsibilities should be made contained 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).

Visit Leader

The Visit Leader is responsible for the planning of their visits; they will liaise with their teams and line managers prior to planning and before making any commitments. Visit leaders have responsibility for ensuring all information and risk assessments regarding their visit is submitted to the Education Visits Coordinator using the regulations of the National Guidance and in accordance to Nottinghamshire County Council's guidance documents found on the on line Nottinghamshire County Council EVOLVE system to enable the EVC to check submitted risk assessments before the final authorisation by the Headteacher.

Visit leaders also have the responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

VC and Senior Leadership Team (SLT) in the organisation of off-site visits. 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 parents are informed and that parental consent had been obtained.

The Visit Leader will be fully familiar with emergency procedures and contact numbers in case of an emergency.

The visit leader will evaluate Category B and C visit through EVOLVE.

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.

Leader's Emergency procedures

In case of an emergency situation the leader must operate according to following procedures for visits:

- Assess the situation. Take charge, use other staff and ensure everyone is safe.
- In an emergency situation
- Establish who is injured and how.
- Provide first aid and call emergency services.
- Call the Headteacher or emergency contact at school.
- Continue to care for the injured and all the group. Ensure pupils taken to hospital are accompanied by an adult.
- Be aware you and the others may be suffering from shock.
- Control communications. Avoid the group from spreading news through mobiles phones/social media, and direct any media calls to Corporate communications on **0115 993 2616** or NCC Out of hours number: **0797 137 3454**.
- Maintain contact with the headteacher, who will contact the parents (and LA if situation is serious) you must do this if the Head is unavailable. LA after-hours number is: **0800 083 4339**.
- **Make notes of what has happened and your actions.**
- Keep in contact with your headteacher/headteacher's representative at school.

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.

Ratios

At our school all trips are individually risk assessed to ascertain the safe level of adult supervision required. The ratios are managed through the process of risk assessment. The leaders and staff takes into account:

- The nature and duration of the visit and planned activities.
- The location and environment in which the activity takes place.
- The nature of the group, including number of young people and their age, level of development, gender, ability and needs (behavioural, medical emotional and educational)

If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

Parental consent:

Visit Guidance - Children, Families and Cultural Services

Parents/carers will be asked to sign an annual generic consent for at the start of every academic year. This will cover their child's participation during the year in any off-site activities organised by the school which take place during school hours (Category A visits)

Parent will be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form, sufficient information will be provided to enable and informed decision to be made.

Separate written consent will always be requested for sporting activities that take place outside school hours As well as visits that need a higher level of risk management or those that take place outside school hours. These include adventurous activities, residential visits, overseas visits and all trips that take place outside the school day (Category B and C visits)

Type of Educational Visits and Risk assessment requirements:

It is especially important that staff use the most up to date National Guidance and the regularly updated Nottinghamshire County Council documentation (available as downloadable documents or hyperlinks within Nottinghamshire County Council's EVOLVE system) when planning and executing visits in and away from their normal place of work.

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

Category A – Locally Approved Visits

- The school will use an annual parental consent letter. And follow up letter to inform them of the visit or activity to be given the opportunity to withdraw their child from any particular school trip or activity covered by the form with sufficient time prior to the activity.
- Leaders will need use Generic Risk assessments and Specific Risk assessment (found in EVOLVE).
- Leaders will have an up-to-date list of pupil attending the visit including any medicals or specific individual risks.

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, checked by the EVC and authorised by the Headteacher and managed by adherence to Nottinghamshire County Council visits guidance and school-specific operating procedures.
- The school will obtain parental permission.
- Leaders will need use Generic Risk assessments and Specific Risk assessment (found in EVOLVE).

Category C Service & Local Authority Approved Visits

Visit Guidance - Children, Families and Cultural Services

- Residential visits, visits requiring specific competency to deliver or more hazardous events.
- All such events will be processed via the EVOLVE system, checked by the EVC, approved by the Headteacher and be delivered when school is in receipt of Local Authority approval.
- All such events will be approved by the Headteacher and managed in school by adherence to Nottinghamshire County Council visits guidance and school specific operating procedures.
- The school will obtain parental permission.
- Leaders will need use Generic Risk assessments and Specific Risk assessment (found in EVOLVE).

Signed Chair of Governors: Date:

Signed Headteacher: Date:

SCHOOL DAY TRIPS ANNUAL PARENT CONCENT FORM

Dear Parent/Carer

As you know as part of enriching the learning for children we endeavour to give them the opportunity to attend interesting and informative day trips, which are closely linked to their curriculum topics.

The permission slip below grants **annual permission** for your child to be take part in visits to local areas of interest which will require either walking, and/or the use of the school minibus for travel for the Academic Year. These type of visits will be as follows:

- Local events that occur during the school day.
- Sporting activities within your locality or those that take place immediately after hours, including trips to swimming pools, leisure centres or local sports fixtures.
- Local enrichment opportunities on site, or a short journey from it, such as to a café, church, village hall, library, cinema, parks and woodland, transition days to secondary schools, local shops, etc.

Any other trips organised to support the curriculum and residential trips will need a separate permission slip to be signed.

Once signed and returned this enables us to assume that your child is allowed to attend any school day trip, unless you inform us otherwise. You will still be notified of all school trips in advance, as we will still need contributions to enable them to run.

If you have any questions about any of this, please do not hesitate to contact the School Office 01909 534060, or email office@sparkenhill.com

Please sign and return this form as soon as possible, to ensure your child doesn't miss a school trip because we haven't received the appropriate permission for them to attend.

School Day Trips Annual Permission Form 2025-26

I give permission for my child to attend school day trips during the 2025-26 Academic Year.

Child's Name: _____ Child's Class: _____

Parent/carers contact telephone number: _____

Parent/Carer Signature: _____ Date: _____

Visit Guidance - Children, Families and Cultural Services

Web: www.sparkenhill.com
Email: office@sparkenhill.com
Tel: 01909 534060



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