St Francis of Assisi Catholic Primary School

Educational Visits Policy

THE SCHOOL MISSION STATEMENT

Learning and growing together in God's love

September 2026

Review date: September 2027

St Francis of Assisi Catholic Primary School (SFA) has formally adopted, through its Governing Body the Norfolk 'Guidance for Offsite Visits'. www.oeapng.info and uses EVOLVE www.norfolkvisits.org.uk to record and approve visits and EVOLVE ANYCOMMS to receive online consent. Monitoring procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

SFA has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher. The Head teacher has nominated Claire Furness (Assistant Headteacher) as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

If using the Evolve Local Area Visits (LAVs) module then it's been agreed that LAVs need to be approved by EVC and that the EVC is given a list of all children with medical or SEN needs. Administered medication will be signed off by two adults.

Before a visit is advertised to parents, the Head teacher and EVC will approve the initial plan. The EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. www.norfolkvisits.org.uk

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 – [Adventure Activity, Overseas or Residential]
These visits must be approved via Evolve and the LA's on-line approval gained.
These must normally be submitted to LA at least 30 days before the visit.

Level 2 Day visits approved at school level on Evolve by EVC & Head.
These must be submitted to Head a minimum of 5 days in advance

Level 1 Local regular day visits this establishment has chosen to:

Option A/ Use Evolve to record & approve all these visits but no consent forms needed as covered by generic consent. These can be completed with multi-dates for the year.

Definition of Levels:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

Level 1 = Local & regular visits that you have generic risk assessments' & standard operating procedures for.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Communication with parents

If a day trip is outside school hours and return time needs revision on the day, parents will be sent a text via EVOLVE ANYCOMMS with the new revised time for collection.

On a residential trip, parents will be sent a text EVOLVE ANYCOMMS informing parents of safe arrival. A daily update will be sent each evening via either email or text on EVOLVE ANYCOMMS All parents will be provided with the mobile number of the trip leader and the number of the visit centre so they can contact the group if needed.

Parents will also be informed that they can contact the school with any concerns during the visit and the school will pass this on to the staff away on the trip.

Risk Management

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and these will be recorded.

Medical Needs

The Visit Leader will identify all children who have medical needs and this will be written down on the Medical Needs form which will be checked by the EVC or Headteacher before the trip. Administered medication will be signed off by two members of staff as directed by the Visit Leader. The Visit Leader will be responsible for ensuring that a fully equipped First Aid Bag is available for the trip and this will be allocated to the First Aider or another responsible adult.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Statements or other assurance checks are required.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra information or measures required.

Written consent or EVOLVE online consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions, use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.
Some sample monitoring will also be undertaken by the LA and the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it. Teachers will check enough monies have been received to make the trip viable at least three weeks before the event and in time to be able to cancel the trip including any related transport costs.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Other school policies that this Educational Visit policy relates to are:

- Charges and Remission Charges Policy
- Pupil Premium Policy.
- Inclusion Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions
- Insurance policy (related to Travel).

Emotional Well-Being & Mental Health

At all times, the implementation of this policy will be mindful of the emotional wellbeing and mental health of all stakeholders, in line with the school's 'Culture of Wellbeing' Statement.

Review

The governing body reviews this policy every two years. The governors may however review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Date signed and agreed by Head:

Date signed and agreed by Governing Body