



THE MINSTER SCHOOL

VISITS POLICY

School Lead:	Head Teacher
Governor Lead:	Chair of SD&P Committee
Last reviewed	Summer 2021
Approved	Summer 2021
Date of next review	Autumn 2023

Signed by Chair of Committee:

Date: 08/06/2021

This policy has been written with due regard to the school internal equality assessment.

Visits Policy – The Minster School

Introductory Statement

Off-site visits form a crucial part of students' education at the Minster School. The school recognises the value of visits and their value to the personal and social development of our students. The purpose of this policy is to ensure that all visits are carefully planned and managed so that students can safely participate in such opportunities.

Where schools convert to an Academy they assume all statutory responsibilities.

In the first instance, the school will follow the guidance outlined in Nottinghamshire County Council's Visits Guidance for Children and Young People, Children, Families and Cultural Services (2018), which is to be updated as required by the Local Authority.

It is essential that all Governors, Head Teachers, Visits Co-ordinators and Visit Leaders are fully familiar with this policy before planning and conducting any visits.

This policy intends to outline the specific policies of the Minster School for visits; most information regarding visits is covered in the policy above.

This policy should be reviewed and updated every two years.

'Visit' refers to any off-site, educational, recreational or residential opportunity delivered within the grounds, immediate vicinity or further away from your normal place of work. This does not include work related learning or PE Events which are managed via separate guidance.

'Visit Co-Ordinator' refers to a member of staff who is designated to advise on matters related to visits, their organisation and the competency of staff intending to deliver them, including the completion of prior risk assessment and administration via the EVOLVE system.

Statement of Responsibilities

Responsibility for all visits rests with the Governing Body and Head Teachers within individual schools.

Governing Body:

The governing body must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place. The governing body is the employer of staff and therefore holds the employer's responsibility for health and safety with respect to visits.

Head Teacher:

The Headteacher is responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations. Head Teachers must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events. 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 Co-Ordinator:

All schools and establishments must have a trained visit co-ordinator in place. Visit co-ordinators are advised that they should attend a refresher course at least every three years.

The Visit Co-ordinator 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 VC 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 (Teacher or member of staff in charge of visit):

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. Where resources are used that have been provided by the Local Authority, for example generic risk assessments, the Visit Leader will ensure that these are fit for purpose and relevant to the visit.

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.

Teachers: In addition to the above duties, when teachers and other staff are responsible for the children of others, they may be said to be 'in loco parentis'. This means that they have a common law duty to take the same care that a reasonably prudent parent would take in similar circumstances. When participants are aged over 18, the principle of 'in loco-parentis' does not apply as such; nevertheless, leaders responsible for them should assume that the duty of care

is the same as for younger participants and that the recommendations within this document are applied.

Categories of visits:

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.

Nottinghamshire County Council 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 Nottinghamshire County Council visits guidance and school specific operating procedures.

For visits which are part of a students' normal school routine (such as visits to the Minster for Acts of Worship), students may participate with an appropriate staff/student supervision ratio and without the need for parental information or consent.

For visits within the local area but which are not part of a students' normal school routine (such as visits to Southwell Town Centre for fieldwork or to Brackenhurst Campus), parents should be informed of the date, time and nature of the visit. For these visits the Visit Leader should complete an evolve form and risk assessment and request that the office provide copies of students' EV4 forms for the duration of the visit. A first aid KIT should be taken on the visit.

Category B - Service Approved Visits

These are 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 Nottinghamshire County Council visits guidance and school-specific operating procedures.

Visit Leaders are required to complete a risk assessment and evolve form. Parents/carers must receive information about the date, times and nature of the visit and must give written consent for the student to attend. All students must submit an up-to-date EV4 form in order to attend the visit. A student-specific risk assessment (**see Appendix 1**) must be completed for any student who receives support under EHC Plan or SEN categories within the SEN department, who is under continuous support for behaviour or who has a significant medical issue.

Category C Service & Local Authority Approved Visits

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

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

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.

Visit Leaders are required to complete a risk assessment and EVOLVE form. Parents/carers must receive information about the date, times and nature of the visit and must give written consent for the student to attend. All students must submit an up-to-date EV4 form in order to

attend the visit. A student-specific risk assessment (see appendix) must be completed for any student who receives support under EHC Plan or SEN categories within the SEN department, who is under continuous support for behaviour or who has a significant medical issue.

Selection of students for visits

In the first instance, letters informing students of a visit will be distributed to all students who are eligible to attend. The Assistant Head - Pastoral may remove the right of any student to attend some or all visits if it is considered that their behaviour is likely to be a risk to the individual, other students or members of the public, as a result of previous behavioural incidents.

If the visit is over-subscribed, then the Visit Co-Ordinator will select students to attend, using a random system (students are allocated numbers, and numbers are drawn from a hat at random).

When selecting for residential visits, students who have not previously attended a residential (other than the Year 7 Walesby residential) will be prioritised for places over those who have.

For students with additional needs, the school will endeavour to make reasonable adjustments to a visit to ensure that all individuals are able to access it, in line with LA expectations. However, if adjustments result in a significantly negative impact, for example on the cost of the visit, the availability of staff in school or the experience of other students on the visit, then a decision may be made that adjustments cannot be made for an individual or aspect of a visit.

Payment for visits

The majority of visits in school have a cost. Parents/carers are invited to make voluntary contributions towards the cost of the visit and are informed of the appropriate cost per student, but are also made aware that if insufficient funds are raised to cover costs, visits may not take place. Further information can be found in the school's Charging and Remissions Policy here [Policies](#)

When requests are made for payments for visits, the school aims to give parents/carers at least three weeks to make the payment. Parents are asked to pay using their ParentMail account.

When requesting large amounts of funding for visits (in excess of £50), the school aims to give parents at least one calendar month to make a payment. For larger amounts, an initial deposit will be requested in this way, and further payments will be requested in instalments. Instalments will be spaced appropriately in order to allow parents/carers time to save, but also in order to meet financial deadlines from any providers for the visit.

For all visits, staff may request to create a contingency fund for use in emergencies on the visit. The amount of this contingency should be appropriate for the length, location and nature of the visit.

The school will not over-charge for visits, however, if at the end of a visit, funds remain in excess of £10 per student, these will be refunded to each student. However, if the funds do not exceed £10 per student, refunds will not be made as a result of the high administrative costs of making numerous refunds to students. In this case, this money will be placed into a reserve fund and used solely for the benefit of the students of the school.

Parental information

For all residential visits, parents/carers will be provided with an itinerary of activities throughout the visit and will be invited to attend an information meeting a few weeks prior to the visit taking place. At this event parents/carers will be given information about travel, luggage, currency, safety, behaviour expectations and will have the opportunity to ask questions. Any resources used on this evening will be added to the evolve form.

Emergency contact

For the duration of any visit, a nominated member of staff is the emergency contact for the visit. For visits outside of school hours, parents/carers will be provided with this number and may use it to contact a representative of the school in an emergency. The school has a number of mobile phones which operate worldwide for use by staff to ensure that adequate contact can take place while on a visit. The Visit Leader will be given a contact number for a Senior Leader who will be available outside of school hours in case of an emergency.

For any incident or near miss which occurs on a visit, the Visit Leader will complete an incident form following the visit to allow the Visit Leader and Visit Co-Ordinator to reflect upon whether any further action should be taken, or whether any changes to approach are required in the future.

Planning Process

In order to propose a visit, a potential Visit Leader must submit a proposal to the school's Leadership Team, who will approve or decline the request. In the case of approval, the Visit Leader will then plan the visit. The planning process undertaken by a Visit Leader and the school is outlined in **Appendix 2**. This process should be followed by all staff involved in order to ensure that visits are appropriately planned and undertaken.

Signed Chair of Governors:



Date: 08/06/2021

Signed Headteacher:



Date: 08/06/2021

Appendix 1: Student-specific risk assessment

Student-specific Risk Assessment for a Visit

Student Name	
Please give brief details of the physical/emotional/behavioural context for this student which has led to the need for a specific risk assessment	
Which activities on this visit may the student find challenging?	
Are there any activities which this student will not be able to participate in as a result of their context? If so, what is the alternative provision for the student?	
Does the student require medication or treatment? If so, please give details of each medication, dosage and time to be taken. Please also indicate whether the student will self-administer or will require staff intervention.	
What additional provision is being made for this student on this visit?	
What are the 'warning signs' that staff should look out for? (e.g. medical or behavioural symptoms that may be observed)	
What should staff do if these 'warning signs' are exhibited?	
What is the worst-case scenario for this student?	
What are the emergency procedures for the worst-case scenario?	
Any other information...	
Parent signature	
School nurse signature (if applicable)	
SLT	
Visit leader signature	



6 months before visit - at least

- Finance office provide copies of the trip planning form to the trip organiser, main office and SLT.
- Main office and finance liaise to agree dates and costs of trip and payment deadlines.
- **PLEASE NOTE: invoices cannot be paid until funds are received from students.**
- Main office prepare letter to go home and send copy to visit organiser and

5-6 months before visit

- Students return letters and deposit to finance office by initial deadline.
- Finance inform visit organiser of whether the visit is financially viable. (and reimburse funds if not)
- If over-subscribed, main office and SLT liaise to select attendees (considering trip tracker info)
- Main office check EV4s have been completed for all attendees.

10 weeks before visit - minimum

- Visit organiser to submit EVOLVE form (**including a visit-specific risk assessment** and a student-specific risk assessment for any individual with significant medical/behavioural/SEN requirements - all pro formas are available in evolve/resources)
- **BCH/DLA/LA** to approve EVOLVE form.

interim

- Finance office follow up any missing payments from students and continue to pay providers.
- Trip provider to liaise with any providers to confirm all arrangements.

4 weeks before visit

- Visit organiser to meet with parents/carers/students to give information about the visit: location and contact details of accommodation, travel arrangements, equipment list, likely activities, behaviour and conduct while on visit and any relevant specific information. **Please check with parents/carers that EV4 information has not changed at this meeting.**
- Visit organiser to let teachers know of any students who will miss lessons as a result of attending.

2 weeks before visit

- Visit organiser to meet with all attending staff to share generic and specific risk assessments.
- Any student-specific risk assessments to be shared with all attending staff and external providers.
- Visit leader to order cash contingency fund - **particularly important if required in foreign currency.**
- Visit organiser to liaise with Alex Byrne to organise cover for staff (if required).

1 week before visit

- Main office to provide final trip list with medical details for all attendees.
- Attending staff to provide cover work if required.
- Visit leader to collect school mobile phone and ensure **that SLT** has contact details.
- Visit leader to collect contingency fund from finance office.

After visit

- Visit leader and all attending students to complete a visit evaluation form and return to **SLT.**

Visits costing spreadsheet – from September 2018

Please note that this is an interactive and dynamic spreadsheet. An example of the results of using the spreadsheet to plan:

B		C		D	
Y9 Spanish Madrid Visit					
Name of visit:	Tuesday 16th October – Saturday 20th October 2018				
Visit Leader:	Maria Boulton				
Number of students attending:	45 <i><this must be completed in order for the spreadsheet to work</i>				
SEN students requiring a Risk Assess:	-				
Number of staff attending:	5				
Number of FREE accompanying staff:	5				
Which staff are first aid trained?	not yet known				
Element	Total cost	Notes			
Travel	£ 27,313.00	Enter the TOTAL cost of travel, excluding VAT			
Use of school minibus		Enter the TOTAL cost of use, charged at 40p per mile			
Entrance Fees	£ -	Enter the TOTAL cost of any entrance fees			
Meals/Refreshments	£ 300.00	Enter the TOTAL cost of any meals			
Accommodation	£ -	Enter the TOTAL cost of any hotel/hostel/accommodation, excluding VAT			
Cost of accompanying staff	£ 90.00	Enter the TOTAL cost of any accompanying staff - other than those who have allocated free places			
Insurance	£ 2,500.00	Enter the TOTAL cost of insurance: £1000 for a day visit, £200 per day per teacher			
Supply	£ 165.00	Enter the TOTAL cost of reprographics, including any letters, booklets and handouts			
Reprographics	£ 30.00	suggested rate of £1 per day			
Mobile phone top up	£ -	Enter the TOTAL cost of any e.g. prints, certificates, other costs			
Any other expenditure	£ 460.00	potential need for e.g. medicine, taxi visits, emergency funds for residential visits			
Contingency	£ -				
Total before parent/mall charges	£ 30,858.00	These columns will now be completed automatically for you			
Parent/mall charges	£ 398.07				
Total cost	£ 31,256.07				
Cost per student	£ 694.58				
Students will be charged:	£ 695.00				
Signature of visit leader:	M Boulton				
Signature of Nicole Lyons	M Lyons				
Signature of Business Manager:					