



**All Saints C of E
Infant and Nursery School**

**Selston C of E
Infant and Nursery School**

Educational Visits Policy

September 2021

*Opening hearts and
minds through the love
and grace and love of
God*

ALL SAINTS CHURCH OF ENGLAND (VA) INFANT SCHOOL AND PRE-SCHOOL

SELSTON CHURCH OF ENGLAND (VC) INFANT AND NURSERY SCHOOL

MISSION STATEMENT

Opening hearts and minds through the grace and love of God

At All Saints Infant School and Pre-School and Selston Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints and Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

Head of School / Executive Head Teacher

The Head of School / Executive Head Teacher will be 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.

The Head of School / Executive Head Teacher must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events.

The Head of School / Executive Head Teacher 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 Head of School / Executive Head Teacher 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:

Selston CE Infant & Nursery School - Alison Taylor All Saints Infant & Pre School – Lynette Burton

They will undertake duties as agreed between themselves and the Headteacher. (Reference to common duties and responsibilities should be made contained within Nottinghamshire County Council's Visits Guidance).

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

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.

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 the parents of children on their trip are provided with all the required information. This may include risk assessment information and 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 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.

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.

Schools must use this system or implement alternative arrangements that are similarly robust.

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 Head of School / Executive Head Teacher and managed in school by adherence to Nottinghamshire County Council visits guidance and school specific operating procedures. This school's operating procedures for visits are:

Generic risk assessments for local visits are completed by the whole staff team at the start of the academic year and kept in teachers' planning files. These are adapted through the year where appropriate (e.g. where individual children may present a risk).

The Head of School / Executive Head Teacher is informed of all Category A visits prior to the visit taking place and will verbally authorise them. S/he will monitor adult/child supervision ratios and specific provisions made for individual children.

Any significant incident that occurs on a Category A visit will be recorded by the Visit Leader as soon as possible after the incident on the LA Significant Incident form. A review meeting will be held with the Leader, EVC, Head teacher and relevant Governor to decide what, if any, action needs to be taken.

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.

Category C Service & Local Authority Approved Visits

These are 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.

Signed Chair of Governors:..... Date:

Signed Headteacher:..... Date: