



THE CARLTON  
INFANT ACADEMY™

## **Trips and Visits Policy**

Updated October 2025 To be  
reviewed August 2026

### **Introduction**

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2015. It is essential that Governors, Headteachers, Visits Coordinators and the Visit Leaders are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions.

### **Policy Statement**

The Governors and Headteacher of The Carlton Infant Academy 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 the academy whether provided by the academy or a contracted provider.

### **Statement of safety organisation**

#### **Organisation and responsibilities**

Responsibility for all visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within Nottinghamshire County Council'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 person named below will oversee and monitor this policy.

Rachel Horton – Chair of Governors
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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 Nottinghamshire County Council guidance documents and relevant regulations.

Headteachers 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 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 Coordinators are:

Anna Scrivens, Amie Shaw, Rebecca Martin, Nicole Lang and Ciara Stevenson

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).

The Visits Coordinator has responsibility for:

- ensuring that all visits are considered within the appropriate approval channel, in accordance with guidance provided and are suitably recorded
- ensuring that there is sufficient liaison with the LA Outdoor Education Adviser where necessary to ensure that visits meet the LA's requirements
- supporting the Nominated Manager with approval and other decisions
- assigning competent people to lead or supervise a visit
- assessing the competence of leaders and other adults proposed for a visit. This may include reference to training and awards, practical observation or verification of experience
- assisting Visit Leaders with risk assessment
- organising the training of leaders of visits. This might involve training such as first aid, hazard awareness etc

- organising, with the group leader, the induction of leaders and other adults taking participants on a visit
- ensuring that DBS clearances are in place as necessary
- working with the Visit Leader to provide parents/carers with full details of the visit beforehand and to obtain the parental consent or refusal
- organising the emergency arrangements and ensuring there is an emergency contact for each visit keeping records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses')
- reviewing systems and, on occasion, monitoring practice.

### **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 visit 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 visit taking place.

The Visit Leader will ensure that all parents of children on their visit 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.

The Visit Leader takes responsibility for:

- obtaining approval before a visit occurs following the LA policy and procedures contained in this document and relevant service specific policies and procedures
- ensuring that the visit, venue and activities match the abilities of the group, staff competencies and the overall aim
- all necessary planning and preparation before the visit, as detailed in this guidance, including curriculum planning, risk assessment and briefing of other leaders, parents and participants.
- overall organisation during the visit, including leadership of staff, achieving desired aims
- supervision of participants (including 'free time') and the overall health and safety of the whole group
- being aware of child protection issues
- ensuring that adequate first aid provision will be available and that individual pupil medical needs are met
- evaluating the experience after the visit, and reporting any important issues to the establishment's Visits Coordinator.

### **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 visit 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 visit 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 Carlton Infant Academy has adopted the Nottinghamshire County Council online visit planning and approval system (EVOLVE) which 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. This school's operating procedures for visits are:

- Fill in an EV1 form & risk assessments
- Submit to Headteacher prior to visit taking place

#### Category B - Service Approved Visits

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

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 schoolspecific operating procedures.

#### 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 the academy to ensure that they are suitable and appropriate for use.