The Parkside School
Educational Visits Policy

Approved by:	Paul Stanley Chair of Governors	**Date:** May 2026
Signed:		
Next review due: **by:**	May 2027 Iain Mills Assistant Head	

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Aims and purposes of Offsite Visits

The Parkside School 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
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to Carolyn Ellis-Gage. The Head teacher has nominated Iain Mills and Deborah Wicks as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents the Head teacher/EVC will approve the initial plan. The Head Teacher/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 for any Level 2 and 3 visits. www.norfolkvisits.org.uk

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

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at school level on Evolve by EVC & Head.

Level 1 Local regular day visits, Parkside has chosen to:

- Have a list of its Level 1 visits in the document library of Evolve & will use in-house systems to record & approve such visits.

- It confirms that a set of standard operating procedures (SOP) or generic risk assessments exist for these Level 1 visits which staff will have read.

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.

Risk Assessment

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 this will be recorded in a risk assessment as necessary.
All pupils for whom it is appropriate are to wear lanyards on school trips out where there could be a possibility of them getting lost. Lanyards to have the pupil's first name, Parkside School name and Parkside School telephone number.

Preliminary Visits

Wherever possible a preliminary visit should be made. It is appreciated that this is not always possible, but it is highly recommended and can be discussed with the EVC.

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 or PFA.

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 Contracts 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 (Level 1 trips) 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. Parents will have signed a form on admission to the School that gives permission for pupils to take part in Level 1 trips for their School life at The Parkside School. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management (Level 2 and 3 trips) or those that take place outside school hours.

As part of the parent consent parents/carers 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 schools Senior Leadership Team are appointed as the emergency contact for each visit. All major incidents should immediately be relayed to the most senior member of the team available on that day, especially those involving injury or that might attract media attention.

Details of all pupils and accompanying adults on the visit, including the pupils full name DOB, home contact details of parents and next-of-kin, will be on EVOLVE. A list of pupils and staff on the visit will be left with the office. Pupils and staff will also be signed out in the usual way.

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 & 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

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/procedures that this Educational Visit policy relates to are:

- School Charging Policy
- Remission of Charges Policy (Maybe part of above policy).
- Pupil Premium Policy (Which has to be outlined on school website) Guidance re use of Pupil Premium to support visits is in Evolve resources.
- Inclusion Policy
- Behaviour Policy
- Visits Standard Operating Procedure

Appendix 1

Level 1 Trips (Local Area - Green Form)

- Local (within 5 miles) & regular low risk visits
- Ideally at the start of the year they should be added to the Level 1 trips
- For new trips during the year, staff should discuss details with the EVC ~~3~~ 2 weeks prior to the trip

- Regular trips with that staff member
- Staff member has been before
- Has a risk assessment on EVOLVE resources - this means that the EVC, Head and Governors know about the trips and have pre-approved the safety of them based on the risk assessments
- Parents informed but consent not required (as this was given at admission)
- If the trip meets the guidelines it can be submitted up to the day before.

Documents required for Level 1 trips/visits:

- Lockable rucksacks stored in the office are available to be used for any confidential documents, medication etc.
- Pupil RA and/or RAG
- Pupil/event specific risk assessment
- Letter to parents (if required, speak to EVC for guidance)
- Provider contract if there are providers delivering any part of the trip (not required if they hold a LOTC quality badge.
- Itinerary- Date and times of the activities on the trip, address of the destination/s, mode of transport and minibus drivers names.

List of Level 1 Trips:

- UEA: Norwich
- Norman Center
- FDC: Bowthorpe
- Taverham Hall School
- Local Synagogue, Church, Mosque, Cathedral, Salvation Army
- Local Garden Centers
- Local shops including retail parks
- Walks locally as part of Titan/Independence training
- Local Parks
- local libraries
- local colleges including Easton and CCN

- Norwich City Center shops
- Local coffee shops

Work Experience

Work Experience Pre placement visits will follow standard operating procedure and be put on EVOLVE. Each placement interview/visit needs to follow Level 2 or Level 3 trip guidance. Work experience placements are managed internally by the school, with the Careers Leader and Job Coach overseeing placement suitability and ensuring compliance with safeguarding, health and safety, and relevant legal requirements.

Appendix 2

Level 2 Trips (Blue Form)
Day visits not in the list of Level 1 trips.

- These must be approved on-line at school level on Evolve.
- These include such trips as museums, theatres and other low risk day trips farther than 5 miles away.
- Trips that are within the 5 mile radius but include some adventurous activity or are near water.

- 1st time staff member is going on this visit
- PC2 consent form completed - parental consent required with updated medical information;
- Consent required
- Submit up to 2 weeks prior - needs EVC and Heads Approval

These should be put on Evolve 2 weeks prior to the trip

Documents required for Level 2 trips/visits:

- Minibus AND driver booking (where minibus is needed)
- Pupil RA/RAG
- Event Specific RA where necessary
- Letter to parents if the visit includes extra information or special requirements such as food/clothing etc
- Level 2 parental consent form - PC2
- Provider contract if the providers are delivering any part of the trip (not required if they hold a LOTC quality badge).

Extra Duties:

- Perform a pre-visit to support your risk assessment if required - seek EVC advice
- Visit leader must ensure that appropriate EVOLVE has been approved before leaving School Site
- Visit leader must ensure that all parents are notified of the trip appropriately

Appendix 3

Level 3 Trips

- Overseas, Residential or Adventurous visits
- These must be approved on-line at LA level on Evolve.
- These should be put on Evolve at least 5 weeks prior to the trip but planning should start as early as possible but no later than 3 months in advance

- Any visit with activities in or around water
- PC3 extended consent form completed - parental consent required with updated medical information:
- Consent required
- Submit up to 4 weeks prior - needs EVC, Heads and LA Approval

Documents required for Level 3 trips/visits:

- Trip request form
- Pupil RA/RAG
- Event Specific RA
- Level 3 trip medical consent form - PC3
- Letter to parents
- Provider contract if there are providers delivering any part of the trip (not required if they hold a LOTC quality badge).

Extra Duties:

- Perform a pre-visit to support your risk assessment if required - seek EVC advice
- Arrange a parent meeting to outline the visit
- Arrange a further parent meeting closer to the trip to give final details of the trip if a residential visit
- Visit leader must ensure that EVOLVE has been approved before leaving School Site

Appendix 4

List of Trip Documents

These will be kept on the Trips Drive folder if and when you need them, depending on the trips requirements

- Providers Contract (unless the provider holds a LOTC certificate)
- Level 2 Trips Medical Consent Form
- Level 3 Trips Medical Consent Form
- Trip Planning Form
- Pupil RAG Risk Assessment Form
- Itinerary
- Event Specific Risk Assessment Form