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MOUNT CHURCH OF ENGLAND PRIMARY ACADEMY

DIOCESE OF SOUTHWELL & NOTTINGHAM

MULTI ACADEMY TRUST

SNMAT
Educational Visits Policy

Approved by the Board of Directors – February 2026

Policy:	SNMAT Educational Visits Policy
Approved by:	SNMAT Board of Directors
Date:	February 2026
Review cycle:	Three yearly

VERSION CONTROL			
VERSION	**DATE**	**AUTHOR**	**CHANGES**
2	October 2021	J Saville	Policy reviewed by Director of Operations and SNMAT Safeguarding Consultant. There is an updated NCC Visits Guidance for Children & Families, which will be issued alongside the policy. The update to it reflects COVID and Brexit impacts, but it does not have an impact on the SNMAT policy other than ensuring the Trust quotes the most recent document version.
3	November 2022	J Saville/S Dennis	Local area visits Addition: Page 6 The Evolve System provides the option to record local area visits (Category A) on-line, replacing the need for a paper based system. The Trust recommends that academies adopt this method of logging visits so that all visits undertaken are recorded consistently and can be reviewed at Trust level. Pg 13, Appendix 1 also refers to local area visits information Further information regarding Local Area visits is outlined in Appendix 5 (page 17). This provides consistency in approach for academies undertaking and logging local area visits.
4	January 2026	SNMAT Operations	Aligned to NCC Visits Policy & Guidance 2025; added Equality, Diversity & Inclusion section; refreshed references and terminology; clarified use of EVOLVE Local Area Visit module.

The Diocese of Southwell and Nottingham Multi Academy Trust Educational Visits Policy Statement

Introduction

1. The Diocese of Southwell and Nottingham Multi Academy Trust (SNMAT) are the employers for all trust academies. Directors are aware of their statutory responsibilities.

2. The SNMAT has procured support for educational visit planning through a service level agreement with the Nottinghamshire County Council Outdoor Education Service. This means the Local Authority are contracted to fulfil the role of employer on behalf of the SNMAT Board.

3. This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2025 Nottinghamshire County Council's Visits Policy and Guidance 2025. It is essential that Nominated Managers, Visits Coordinators and the Visit Leaders are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions.

Teachers involved in school visits **must** follow the Diocese of Southwell and Nottingham Multi Academy Trust Educational Visits Policy. Staff must also refer to the Nottinghamshire County Council Visits Guidance for Children and Young People (2025), which provides detailed and essential requirements for planning and managing visits. The latest version of this essential reading guidance is available through the EVOLVE system's resources library. www.nottinghamshirevisits.org.uk

Policy Statement

4. The Nominated Managers of _____ (establishment name) 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

5. The Nominated Manager recognises 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 Nominated Manager will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from establishment whether provided by establishment or a contracted provider.

Statement of safety organisation

Organisation and responsibilities

6. Responsibility for all visits rests with the Nominated Manager within individual establishments. The respective roles of each are outlined within Nottinghamshire County Council's Visits Guidance for Children and Young People.

7. The person named below will oversee and monitor this policy.

Nominated Manager

8. The Nominated Manager 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.

9. Nominated Managers must authorise all visits and where applicable seek the approval of the SNMAT board for Category C events.

10. The Nominated Manager 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.

11. The Nominated Manager will agree, with a named Visit Coordinator (EVC), the duties delegated to the EVC or in absence of an EVC fulfil this function themselves.

Visit Coordinator (EVC)

12. The Establishment Visits Coordinator is: | |

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

14. The EVC 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

15. 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.

16. The Visit Leader will liaise with the EVC 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.

17. 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.

18. The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

19. The Visit Leader will be fully familiar with emergency procedures and contact numbers.

Supervisory staff

20. 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.

21. All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

22. 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.

23. Staff will feed back information to the Visit Leader to enable a full review of the trip to be completed.

Arrangements

24. 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.

25. Establishments must use the Evolve system.

26. SNMAT identifies 3 categories (Appendix 1) which require differing levels of approval:

<u>Category A – Locally Approved Visits</u>

27. All such events will be approved by the Nominated Manager and managed in the establishment by adherence to Nottinghamshire County Council visits guidance and establishment-specific operating procedures.

28. This establishment's operating procedures for visits are:

- Headteachers must approve the visit
- Generic risk assessments maybe used.
- These should be logged on Evolve. (Logging a risk assessment on Evolve will alert the SNMAT to any occasions the children may be off site)

- Risk assessments should be logged on Evolve **4 weeks in advance** or as soon as visit is known (as it may be the case that some visit have less notice; for example getting through to the next round in a sporting competition)
- **Visits must be given final approval 5 school days before the event.**
- A class list can be generated on the day of the trip with the name of the pupils attending and attached to the risk assessment; there is no need to alter further information on the Evolve system.
- Staff should complete the school visits log when leaving the building and on return, if local area visits is not activated on the Evolve system.
- All adults involved in the visit should have sight of the risk assessment before leaving. However, academy staff should be mindful of sharing specific pupil information with non staff volunteers.
- Any pupils with specific requirements (e.g. medical needs) should have their own risk assessment though this may cover a range of occasions and can be adapted by the visit leader
- Parental consent can be obtained annually for all visits of this type of visit
- Academies should add any other procedures specific to their setting

Local Area Visits

29. The Evolve System provides the option to record local learning area visits (Category A) on-line, replacing the need for a paper based system. The Trust recommends that academies adopt this method of logging visits so that all visits undertaken are recorded consistently and can be reviewed at Trust level.

30. A visit will be considered a local learning area if:
    - it takes place during normal school time or straight after school
    - it is part of the core curriculum
    - it is geographically local to school within walking distance or short vehicle journey away.
    - it is a regular activity - school swimming, onsite sports matches or short journey, walk to local library etc.

31. Further information regarding local learning areas is outlined in Appendix 5. Example risk assessments for these visits can be found in the resources section of Evolve within the local area visits section.
    https://evolve.edufocus.co.uk/evco10/docs.asp

Category B - Service Approved Visits

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

33. All such events will be processed via the Evolve system, approved by the Nominated Manager and managed by adherence to Nottinghamshire County Council visits guidance and establishment specific operating procedures.

34. This establishment's operating procedures for visits are:

- Prior to booking the visit, it should be costed and then be approved by the headteacher
- Should be logged on Evolve. (Logging a risk assessment on Evolve will alert the SNMAT to any occasions the children maybe off site)
- Risk assessments should be logged on Evolve **6 weeks in advance** and no later than 4 weeks
- **Visits must be given final approval 10 school days before the event.**
- All adults involved in the visit should have sight of the risk assessment before leaving. However, academy staff should be mindful of sharing specific pupil information with non staff volunteers.
- Any pupils with specific requirements (e.g. medical needs) should have their own risk assessment. This may cover a range of occasions but should be reviewed in relation to the visit
- Parental consent must be obtained in writing prior to the visit

  Academies should add any other procedures specific to their setting

Category C Service & Local Authority Approved Visits

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

36. All such events will be processed via the Evolve system, approved by the Nominated Manager and be delivered when establishment is in receipt of Local Authority approval.

37. Where the establishment uses external providers for activity provision, suitable assurance must be sought by the establishment to ensure that they are suitable and appropriate for use.

38. This establishment's operating procedures for visits are:

- Prior to booking, the visit must be costed and approved by the Headteacher and in some cases the SNMAT (this is likely to be in the case of visits aboard, especially to developing countries, or high-risk activities)
- Should be logged on Evolve. (Logging a risk assessment on Evolve will alert the SNMAT to any occasions the children may be off site)
- Risk assessments should be logged on Evolve **12 weeks in advance**.
- **Visits must be given final approval 20 school days before the event.**
- All adults involved in the visit should have site of the risk assessment before leaving. However, academy staff should be mindful of sharing specific pupil information with non staff volunteers.
- Any pupils with specific requirements (e.g. medical needs) should have their own risk assessment. This may cover a range of occasions but should be reviewed in relation to the visit
- Parental consent must be obtained and the relevant forms completed – these are available on Evolve. Parents and pupils must be fully briefed prior to the meeting, this would usually be via a briefing meeting

Academies should add any other procedures specific to their setting

Insurance

39. The SNMAT are members of the DfE Risk Protection Arrangement. The RPA covers for local visits but not for overseas visits so there is also overseas travel insurance with AIG. Please contact Sarah Perry, SNMAT Business Director for further details.

Visit Monitoring and Quality Assurance

40. In order to comply with its obligations under health and safety law, as an employer the SNMAT must monitor the delivery of its provision. This takes place via an annual programme of Quality Assurance in order that Directors can be satisfied that all Trust Academies are adhering to the statutory visit framework and guidance: This takes three main forms:

- The SNMAT monitors visits recorded on the Evolve system and may request further information from Academies or issue guidance and advice. This must be acted upon if received. For category C visits and activities, the Evolve Trust and Outdoor Education Service will indicate approval of the information received on submissions, allowing events to proceed. For all such activities, establishments must ensure that they receive such approval prior to the visit taking place.

- The SNMAT or Outdoor Education Service may visit establishments to review planning arrangements for visits and approval systems developed on site, as well as risk assessments and other relevant systems and procedures. Academies will be contacted in advance of such visits and informed of the format this will take. This process should take place at least annually.

- From time to time, an SNMAT or Outdoor Education Service representative may attend a visit as it is occurring. This will be an opportunity to assess that visits are operating in accordance with procedures and details outlined within approval submissions. Establishments will be contacted in advance of such a visit and will be informed of the format this will take and any review that may result as an outcome.

41. The SNMAT Directors expect all academies to work to the specifications laid out in this document and follow this with the Nottinghamshire County Council's Visits Policy and Guidance 2025. Failure to do so will be treated very seriously and may result in disciplinary.

Signed Nominated Manager: ..... Date: .....

Equality, Diversity and Inclusion

This policy and the planning and delivery of all educational visits will be inclusive and equitable. Leaders must plan visits so that all pupils can participate, with reasonable adjustments and individual risk assessments where needed, and ensure considerations for SEND, medical needs, cultural and religious observance, and socio-economic barriers are embedded in planning. This aligns with Nottinghamshire County Council's Visits Policy and

Guidance (2025) and current DfE statutory guidance (e.g. Keeping Children Safe in Education 2024).

Appendix 1 - Visit Categories, Approval Levels and Parental Consents

Category A visits

1. These visits and activities are routine events presenting low levels of risk. These events can be adequately managed through the use of LA generic risk assessments (located on the Evolve system) and specific establishment operating procedures (such as a school's visits policy and existing risk management procedures). The SNMAT board require that risk assessments for these visits are submitted on the Evolve system.

2. Examples of these visits:

    - Local events that occur as part of your work programme and within your normal operating hours (such as core operating hours or the school day).
    - Sporting activities within your locality or those that take place immediately after hours, including trips to swimming pools, leisure centres or local sports fixtures
    - Local enrichment opportunities on site, or a short journey from it, such as to a café, village hall, church, library, supermarket and local shops etc.
    - Work placements which are subject to separate guidance

3. It is possible for establishments to hold the majority of risk assessment information for these visits within standard operating procedures which can be evidenced on the Establishment Library area of Evolve, negating the need for reproduction of risk assessments or additional plans for repeated visits.

4. Individual management plans or support for specific needs will require additional consideration when a new cohort or pupils unfamiliar to leaders are being worked with.

5. Parental consent for these routine activities can be obtained annually or on a termly basis when information is provided to parents and guardians outlining the visits and activities planned for that period.

Category B visits

6. These events and activities do not normally form part of a local or regular input. They may extend beyond normal operating hours, necessitating a late return, but do not involve an overnight stay.

7. Examples of these visits:

    - All day visits to neighbouring cities or locations of interest.
    - Theme park trips.
    - All day low-level walks or activities.
    - Sporting fixtures that involve considerable travel.

8. A record of these visits must be entered onto the Evolve system. This will provide a suitable record of trip details and that **specific approval has been provided by the Executive Headteacher/Headteacher/Head of School.**

9. Parents/guardians must be informed of such activities and specific consent is required in writing. This may be via a letter home and tear off consent slip.
10. Because these trips are likely to be more complex, existing risk assessments need reviewing and a specific risk assessment produced identifying safety management procedures for the event.

Category C visits

11. These are the most complex and demanding activities, where participants and staff may be involved in residential visits, adventurous activities, activities with higher than normal risks and trips to higher risk environments.

12. Examples of these visits:

- residential visits or activities that require an overnight stay.
- travel outside the United Kingdom, exchange visits, expeditions and study tours.
- outdoor and adventurous activities including – canoeing, caving, high ropes courses, moor land and mountain walking, rock climbing, stream scrambling, sailing activities, mountain biking, wild country camping, pony trekking and open water swimming.
- hazardous activities and or locations e.g., motorised sports, cliff edge walks, coastal walking,
- planned entry into water in the environment such as river study.

13. Specific competency may be required to lead such events and a higher level of familiarisation will be required of staff who work on these trips. This may be through a pre-visit, comparable experience or competency assessment.

14. Outside providers may be employed to deliver part or all of the visit or activities. These will require checks being made to ensure that they are suitable and sufficient to do so.

15. Additional insurance cover may be required; Academies should investigate the appropriate level of insurance required for their planned excursion through the SNMAT Administration Manager.

16. Approval must be recorded on the Evolve system. Approval is then required from the Executive Headteacher/ Headteacher/Head of School and SNMAT Board and Outdoor Education Services approval.

Parental Consent

17. Approval must be sought from the nominated parent/guardian/carer of the student on roll and will comprise of:

Generic Parental Consent:

18. This will be sought and filed with the pupils records when the child is on roll at the academy. It will be sought once and last for the time the student is on roll within the said academy. Information and consent sought at this time will include, but is not limited to, basic contact information; consent for staff to administer medication; details of existing medical conditions; imaging consent and consent for emergency medical treatment. Without receipt of this consent, students will not be able to participate in any off-site activities.

Specific Parental Consent:

19. This is required for each visit (prior to the visit taking place) and may be sought via the following methods:

    • Academy notifies parents of the intention that their child will be participating in some offsite activities, through their studies/curriculum need, during the academic year (within school session time) and that these events will be managed under Generic Parental Approval as provided above. This process is only applicable for Category A visits where periodic update occurs to ensure that the most up to date health and emergency contact information is in place for the student.
    • A briefing letter home with details of the proposed event and a tear off/reply consent for parents to return to school prior to the visit. Most frequently used for Category B events.
    • Via completed specific consent form (located on Evolve system) from the parent/guardian. This is required for all Category C visits (residential or adventure activities)

20. Parents may exercise the right to opt their child out of a visit where it does not form part of their statutory education and alternative arrangements for that student will have to be made within the academy.

Appendix 2 Category A visits

Record of Children Leaving the academy building for an academy led activity (local area visit – see appendix 5): to be completed when leaving and returning from a visit if LAV is not activated on Evolve.

Date	Event	Risk Assessment in place y/n	Visit leader	Number of children out	Signed	Number of children in	Signed	Notes (e.g. explain variation in child in/out, could be due to parent collecting from venue)	

Appendix 3 Check Lists
Visit Leaders Planning Check List

	Category A	Category B	Category C
Operational procedures for the Academy must be known and followed by staff including all controls as indicated within the activities specific risk assessment.	✓	✓	✓
A system is in place requiring group leaders to sign out and back into school at the end of the event	✓	✓	✓
An emergency procedure is in place. This will include the Academy holding details of all who are participating on the visit and ensuring that the leader has a key contact to seek additional assistance should the need occur on the visit.	✓	✓	✓
Consent is in place and that key medical information and contact details are updated as appropriate.	✓	✓	✓
First Aid kits, inhalers and other prescribed medicines, such as EpiPen's, must be carried.	✓	✓	✓
Leaders are aware of specific support needs of all participants.	✓	✓	✓
Effective arrangements and/or contingency plans are in place to manage an unforeseen incident if it were to occur.	✓	✓	✓
obtain outline approval for the trip from the SNMAT Board (category C visits only) and Headteacher/Head of School prior to commitment of nonreturnable funds		✓	✓
brief parents and guardians fully on the proposed event and obtain specific consent			✓
ensure that the SNMAT Trust Administrator has considered the application for approval together with details of the proposed programme; specific risk assessment and any other relevant information and, if satisfied with the arrangements provide their approval.			✓
Heads may contact an OEA for specific advice and guidance prior to approval	✓	✓	✓
Ensure that risk assessment submissions for approval are submitted:			
annual or termly generic approval	✓		
4-8 weeks in advance	✓	✓	
As soon as the trip gains approval and at least 12 weeks in advance			✓
For visits during Academy session time ensure that:			
A list of all pupils on the visit is given to the office (The class register will suffice)	✓	✓	✓
Alternative arrangements have been made for those pupils not going on the visit;	✓	✓	✓
A mobile telephone (switched on where practical) is with the party leader and the number is with the School office.	✓	✓	✓
For visits out of School time the leader must ensure that:			
A list of all pupils on the visit is with a named contact person	N/A	✓	✓
A procedure for emergency contact is approved by the VC and Headteacher/Head of School	N/A	✓	✓
A mobile telephone number for the party leaders is available for the named contact person.	N/A	✓	✓
The academy and visit leader are familiar with the SNMAT Emergency Plan	N/A	✓	✓

Visit leaders to conduct final check before departure	✓	✓	✓

Leaders Final Check

Leaders are advised to complete a mental or written checklist before departure. This checklist will form part of the monitoring and quality assurance process. Academies may wish to create their own setting specific check list. The following may be included:

- List of Pupils
- Weather forecast
- Final numbers check
- Curriculum work
- Plans for visit, route cards etc.
- Clothing and equipment
- Sign out of school completed
- Consent forms
- Emergency contact numbers
- Money, tickets, accommodation details etc.
- Catering supplies, food and drink
- First Aid kits
- Insurance Document

Appendix 4
Sample Costing Approval form

Academy name:	
Date of Visit	
Visit to	
Visit Leader	
Department	
Year group	

What is the reason for the visits? How will this enhance outcomes/the educational experience for pupils?

Intended monies to be collected	Expected Payment and Expenditure:
…… pupils @ …….. = £ …….. Any additional funding to be provided by …… …… = £ …… Total collected £……	Transport Costs: …… Entry/ticket costs: …….. Accommodation Costs: …… Catering/refreshments: …… Equipment hire: …….. Additional Costs (please specify) …… …… Total Cost Incurred: £ ……..

Headteacher approval: (required for all visits)
Signed …….
Date ……..

SNMAT Board approval: (required for category C visits)
Signed …….
Date ……..

Appendix 5

Local Learning Area – overview and guidance *(information in brown)*

https://evolve.edufocus.co.uk/evco10/docs.asp

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module. *(Or if not activated: must be recorded on a 'Signing-out' sheet to be left with the office – see Appendix 2 page 13)*
- do not require parental consent. *(State if there are any situations where you would like parents to be informed in advance, eg. via EVOLVE or a slip sent home).*
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area can be shown on the attached map *(optional)*. This would indicate the area included, but is not limited to, the following frequently used venues: *e.g.*

- *Stoneydown Park*
- *Stoneydown Library*
- *Hampden Pool and Leisure Centre*
- *The Concorde Shopping Mall*
- *Hampden Forest, up to the boundary with Forest Road*

'No-go' areas within the Boundaries *e.g.*

- Stanley Street on market days
- The public conveniences in Stoneydown Park
- The road crossing at north end of High Street (use footbridge opposite library)

Operating Procedure for Local Learning Area

(The below is simply a generic risk assessment for these routine activities)

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).
- *add anything else specifically relating to your Local Learning Area.*

These are managed by a combination of the following:

- The Head, Deputy or EVC *(according to your circumstances)* must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will normally be a minimum of two adults. *This statement is probably appropriate for all primary schools. Decisions should be based on the area and the age / maturity of the pupils.*
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Local Area Visit module), or leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves,)

IMPORTANT

Add any specifics relating to your local area, eg:

- *When crossing Bimble Street, only the crossing by Baguette the Bakers must be used.*
- *Where indirect supervision takes place at Vestry Museum, the meeting point will be the seating area in the main concourse. There must always be a member of staff there.*
- *Pupils must be informed that they are not allowed to use the vending machines at Hamden Leisure Centre.*