



The Stables Independent School

Policy for Offsite Visits

This policy links directly to the listed Stables policies	Charging and Remissions Promoting Positive Behaviour & Relationships Anti-bullying Equality and Diversity Risk Assessment
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This policy was reviewed and approved by the Proprietors in the Summer Term 2025.

It will be reviewed annually and approved by the Proprietors.

The Stables Independent School has formally adopted, through the Proprietors and Senior Leadership Team, the Norfolk 'Guidance for Offsite Visits', www.oeapng.info and as outlined on EVOLVE www.norfolkvisits.org.uk.

Aims and Purpose of Offsite Visits

The Stables Independent 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 and 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 where appropriate, out of school hours, which support the aims of the school. The range of activities which have been approved includes:

- Use of sporting venues, e.g., Victory Swim & Fitness Centre, Glide Surf School, Nancy Oldfield Trust, Highball Norwich



- Regular local visits, e.g., local walks, beaches, Bacton Woods, places of worship, cafes, local shops and other local amenities
- Day visits for particular groups
- Residential visits
- Adventurous activities

Approval Procedure

The Proprietors have delegated the consideration and approval of offsite visits to the Headteacher. The nominated EVC is Richard Endall (Compliance & Development Officer), who has received training by the Local Authority.

Before a visit is advertised to parents and carers the Headteacher and EVC will approve the initial plan, including risk assessments, which is logged on EVOLVE by the EVC with visit details provided by the visit leader of any offsite visit.

The Stables Independent School has approved a policy for categorising its visits in line with NCC guidance, i.e.:

Level 1 visits Local area day visits which the school has chosen to use the EVOLVE Local Area Visit for recording and approving such visits, including a generic permission received from parents/carers at the beginning of the academic year.

These include local walks undertaken from the school site, visits to local play areas, libraries, shops, cafes, charitable organisations, museums, journeys by public transport (TITAN), beach walks (non-swimming), visits to local nature reserves, Bacton Woods or other natural environments within a radius of 30 miles.

Level 2 visits Day visits approved at school level on EVOLVE by EVC & Headteacher.

These include: visits involving activities provided by school staff or external providers – swimming lessons, horse riding, climbing wall, sailing, paddle boarding, fishing, bike riding. Also, day visits not included under Level 1, e.g. Norfolk Show.

Level 3 visits must be approved via EVOLVE with the LA's online approval gained and advice taken.

These include residential and overseas visits, and one-off adventurous activities not covered in Level 2.

It confirms that generic risk assessments exist for these Level 1 visits. These are found in the Evolve Document Library.

Staffing

The Stables Independent 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. 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. It is also essential that the staff are familiar with and have a good relationship with the pupils who will be going out on a visit.

The school values and recognises the contribution of volunteer adults assisting with offsite activities and visits. Volunteers will already be employees of Clover Childcare Services who are known to the pupils. They will be carefully briefed on the scope of their responsibility by the Visit Leader and, as employees of Clover Childcare Services, will have already had their DBS screening check to ensure their suitability to accompany pupils on the visit.

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 which will be finalised by 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.

The EVC/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 (LOtC) Quality badge for which no Provider's Contract or other assurance checks are required.

Parental Consent

A generic consent form from parents and carers will be completed at the beginning of the academic year for pupils to take part in the majority of offsite activities organised by the school which take place during school hours and are a normal part of a pupil's education at the school. Parents and carers will be informed where their child will be at all times and given any extra information or told of additional measures required.

Specific written consent will be required for activities that need a higher level of risk management or those that take place outside of school hours. The school has a standard form which will be used for this purpose.

As part of the parental consent, they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents and carers will be invited



to a briefing meeting where they can seek clarification of any aspect of the itinerary and organisation of the visit.

The school policies on behaviour apply to all visits.

Expectations of Pupils and Parents/Carers

The school has a clear code of conduct for school visits based on the school behaviour-related policies. This code of conduct will be part of the condition of booking by parents and carers. 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 and carers will be expected to cover any costs of the journey home early.

Emergency Procedures

The School Office Manager or the Headteacher will be the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact who will have access to home contact details of parents, carers, next of kin and social workers via Pupil Asset.

All incidents and accidents occurring on a visit will be reported back and recorded using the normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by Norfolk 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 and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the visit taking place.

Charging Policy for Activities and Visits

The school may invite, but not require, parents and carers 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 or carers have made a contribution.



The level of contribution will be calculated for each activity and may include, for example, an element to cover the cost of travel for accompanying teachers. Some activities may not take place if parents and carers are reluctant to support it.

The Stables Independent School will comply with the law in relation charges that may be made for the cost of activities provided outside school hours, within school hours and for boarding and lodging on residential trips.