

WHITLEY CHAPEL CHURCH OF ENGLAND CE FIRST SCHOOL
SCHOOL VISITS POLICY

1. Parents will be notified of all Category 1 visits by means of Standard School Visits form.
2. All members of staff who arrange school visits will complete a Risk assessment on Northumberland County Council Evolve Website before visit can be agreed by the head teacher.
3. Risk Assessments specific to locations will be obtained wherever possible.
4. If a Category 2 visit is to take place, risk assessments will be completed on the NCC EVOLVE site and must be agreed by the NCC School Visits coordinator.
5. Visits will be charged for in line with the school charging policy.