



Mill Lane Community School & The Windmill Community Nursery

Growing, Thriving, Flying

Educational Visits Policy

Intent

Mill Lane Community Primary School organizes a very wide range of activities throughout the school year which vary in duration, complexity and identifiable educational benefit. Educational visits and contributions from outside visitors are valuable enrichment activities to the school curriculum, taking into consideration the topic areas being studied and the age of the children. They are planned to stimulate interest and broaden children's experience. We aim to make this a fully inclusive experience for all children participating by seeking guidance from parents or experts to help us adapt our itinerary to make this possible.

Implementation

Staff, alongside the Educational Visits Coordinator, will thoroughly prepare for the visit in accordance with the school's health and safety policy, behaviour policy and charging policy. Guidance in the OCC guidelines www.oxfordshireoutdoors.co.uk and the DFES document 'Health and Safety on Educational Visits' must also underpin preparation. Planning must be agreed by the Headteacher and the Governing Body should be satisfied that robust risk assessments have been carried out and all relevant safety procedures and DBS disclosures are in place. Where possible, the visit leader will make a preliminary visit to check accreditation / verification of providers and to carry out risk assessments.

In setting up the visit, the following schedule of responsibilities and tasks will be managed by group leader and the visits co-ordinator, and should be sanctioned by the Headteacher:

| Timescale: | Actions: | Person Responsible: |
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| Termly | Class teachers to decide whether learning in the term's topic could be enhanced by an off-site visit and notify the headteacher. | Class Teachers |
| At least five weeks before the visit | <ul style="list-style-type: none"> • Complete pre-visit request form (see appendix) and return to Educational Visits Coordinator and Headteacher for approval | Visit leader, EVC, Headteacher |
| When approval in principal has been given and at least four weeks before the visit | <ul style="list-style-type: none"> • Set visit objectives and outcomes • Pre-visit (if a new venue) and book off-site venue • Work out departure and return times and organise coaches (if necessary) • Ascertain numbers of pupils, staff and parent helpers attending trip, including any children with specific needs • Calculate costs based on venue, coaches and anticipated number of attendees • Headteacher to approve all costings • Send out letter with returnable permission slip to parents detailing the trip and any costs involved. Depending on the type of visit, parents may need to disclose specific | Visit leader |

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| | <p>medical or dietary requirements.</p> <ul style="list-style-type: none"> • Collect in permission slips and monetary contributions | |
| At least two weeks before the visit | <ul style="list-style-type: none"> • Ensure sufficient monetary contributions have been received. Visit cannot go ahead unless costs are covered by parents/carers and/ or MLSA subsidy • Check pupil to adult ratios and arrange for parent helpers to come if necessary | Visit Leader |
| At least one week before the visit | <ul style="list-style-type: none"> • Complete visit information form (see appendix) and return to Educational Visits Coordinator/ Headteacher for approval • Finalise numbers of pupils, staff and helpers on the trip and calculate adult to pupil ratios • Liaise with the school kitchen regarding any free meals that may need to be made up • Set an itinerary for the day, including departure/ arrival times and any specific activities (including lunches and breaks) during the day • Group children as appropriate to ratios and age and record any specific medical, dietary, special needs or behavioural information • Decide which adults will be responsible for children with specific needs/ medication • Assess specific risks for trip venue and adapt generic risk assessments for coach, coach accident, breakdowns & slips/trips/falls • Complete risk assessments and return to Educational Visits Coordinator/ Headteacher for approval • Prepare an information pack for each adult on the visit • For residential or visits out of normal school hours, ensure that pupil contact details are available to take on the trip | <p>Visit leader</p> <p>EVC and Headteacher to approve paperwork</p> |
| One day before the visit | <ul style="list-style-type: none"> • Ensure all adults are briefed and given an information pack for the visit • Gather together first aid kits and sickness kits to take on the visit • Talk with pupils about expectations for the upcoming trip, including appropriate clothing and footwear and expectations of behaviour. • Where appropriate, send out ParentMail to parents outlining final arrangements and reminders for the trip • For pupils not attending the trip, ensure | Visit leader |

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| | that another class in school has work for them to complete whilst the rest of the class is on the trip | |
| On the visit day | <ul style="list-style-type: none"> • Ensure all medication and any resources to support specific needs are packed • Ensure pupils have all they need to bring with them • Ensure that pupils know who their specific group leaders are • Ensure staff are responsible for regularly counting pupil numbers throughout the day to ensure that no one has become detached from the group • Stick to the planned itinerary wherever possible • Report progress of the trip to the headteacher by telephone, as necessary, during the school day | Visit leader and adults on trip |
| After the visit | <ul style="list-style-type: none"> • Complete a brief evaluation of the day, including what went well and what could be better next time, to inform future options. | Visit leader and EVC |

Residential Visits

Year Six children undertake a five day residential visit. Although the actions in the schedule above are still adhered to, the timescale is adjusted to take into account that all information has to be shared with Oxfordshire Outdoors and then approved by Oxfordshire County Council before the visit can take place.

Role of the Educational Visits Coordinator

Schools are required to have an Educational Visits Coordinator (EVC) who is the person responsible for ensuring that visit are safe, appropriate and have been thoroughly planned and risk assessed. The EVC attends training every four years to ensure that current guidelines are followed closely. The EVC is Mr Sam Thompson.

The EVC is also responsible for keeping a visits file which includes all paperwork relevant to any off-site visits, copies of policies and blank copies of all associated planning and risk assessment forms. This folder is kept in the Finance Officer's office and should be inspected annually by the Health and Safety Governor and County Health and Safety Assessor.

Outcome

Visits are well planned, managed and staffed experiences which help to further develop children's understanding, awareness, deductive and reasoning skills.

Children show increased motivation and self esteem as their confidence and ability is developed further.

Review Date: January 2023

Next Review: January 2026

Signed on behalf of the Governing Body:

