



## **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 by seeking guidance from parents or experts to help us adapt our itinerary to make this possible.

#### **Implementation**

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](http://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 GB, satisfied that robust risk assessments have been carried out and all relevant safety procedures and DBS disclosures are in place. Where possible the visit co-ordinator will make a preliminary visit to check accreditation / verification of providers and to carry out risk assessment.

In setting up the visit the following responsibilities and tasks will be managed by the visits co-ordinator and sanctioned by the Headteacher:

##### *Organization*

Staff: ensure correct ratio of adults to children – refer to OCC guidelines;  
choose competent staff lead and help with trips;  
organise related staff training, as appropriate.

Pupils: obtain permission from parents;  
make a list of children's names, addresses and telephone numbers;  
recognise children's medical requirements and put appropriate measures in place;  
make pupils and supervisors aware of all aspects of the trip, including risks, groups, sensible behaviour, and the focus of the trip;  
make pupils aware their responsibilities to: wear appropriate clothing and footwear;  
behave in a sensible and appropriate way;  
consider their safety and the safety of others.

First aid supervision and equipment to be organized.

Book transport and accommodation, ensuring arrangements meet standards required by LA.

Ensure visits are evaluated to inform future options.

Ensure the school office has the mobile phone number to be used for contact in an emergency.

##### *Administration*

Set up an educational visits file including: policy and blank copies of the risk assessment forms;  
copies of accident or incident report forms;

Risk assessment: place a folder with all the risk assessment forms in the bursar's office;  
send relevant risk assessment to OCC for residential or dangerous pursuits.

#### **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 2021

**Next Review:** January 2023

Agreed by the Full Governing Body (updated from the version presented to the Quality of Education Committee on 21.1.21)

A handwritten signature in black ink, appearing to be 'J. H. H. H.', written in a cursive style.

Chair of Governors

27.01.21