

# Mundella Primary School Policies



## Educational Visits Policy

Date Created/Updated: May 2022

Updated by: Headteacher

Date to be Reviewed: May 2025

Visits are organised from Mundella Primary school for a variety of reasons:

- Enrichment - a visit to a site which relates to an area of study adds extra understanding and interest to that subject
- Enjoyment - such visits are enjoyable and so children find learning this way a positive experience
- Responsibility - visits away from school place expectations on the children's behaviour and organisational skills which helps to develop their personal qualities.

Residential visits also add a social interaction element.

**Safety:** this is of paramount importance. We do the following to ensure our visits are safe:

We organise and run visits following guidance found on the LA's website "Evolve." (<https://evolve.edufocus.co.uk>) We also follow guidance laid down in the DfE publications "Standards for Overseeing Educational visits: Parts 1 - 3."

We are aware of, and pay heed to, the Generic risk assessments produced by the LA and produce site specific risk assessments if necessary. A risk assessment is also requested from the venue which is given to the appropriate members of staff.

The member of staff who is organising the visit thoroughly checks the documentation and

- ensures that the risk assessment statements are adhered to
- states any additional site-specific risks
- states any weather implications
- checks that parental consent has been obtained for the child to participate in the visit
- checks the adult to child ratio is correct

Staff adhere to and complete the form 'Arranging School Visits Protocol' which is at the end of this document.

### **Class Packs:**

A pack with emergency contact numbers, medical details and the risk assessment are to be collected by the visit leader from the office prior to the trip. The pack also contains Red Emergency Cards which contain important information that may be required in an emergency. One of these cards is to be distributed to each adult helping on the trip and returned to the pack after use.

The pack is to be taken on the trip and upon return the visit leader makes note of any problems encountered so that the risk assessment can be updated. The pack is to be returned to the office after the visit.

The risk assessment, a copy of the letter and an example of the permission slip are filed.

**Transport:**

If coaches are used these are ones approved by the LA. Children are always instructed to use seat belts - this is checked by staff.

Buses may occasionally be used - but only for short journeys and never when they may be driven at speed.

Staff carrying children in their cars must ensure that they are covered by their own car insurance for this practice. Driving licences and insurance documents must be shown to the business manager twice each year and the member of staff must complete a BUV1 form confirming that their car is in a roadworthy condition.

Any visits which involve working in or near water will be conducted following DfE guidance on Group Safety at Water Margins.

**First Aid:**

Staff will carry a First Aid pack. Where possible a trained first aider will accompany the class on the visit. A mobile phone should be taken on all visits, the phone number of this mobile phone must be left with the office. The phone must be switched on at all times.

Accidents are reported according to guidelines laid down in LA Code of Practice. For day visits, a member of staff would contact the school and relay messages regarding accidents. For a residential visit, the Parental Consent form includes emergency contact details and this is taken on the visit by the group leader. A named person, who has knowledge of the school, is always contactable during the residential visit.

**Charging:**

- all day visits are voluntary contributions only. Charges are calculated as actual charges - a supplement is not added to make up for any shortfall from non-payments of the voluntary contribution.
- Residential visits - see separate charging policy.

Useful websites:

[www.teachernet.gov.uk/visits/](http://www.teachernet.gov.uk/visits/)

<https://evolve.edufocus.co.uk>

### Arranging School Visits Protocol

- Wherever possible pre-site visits should be undertaken to ensure the visit is feasible and appropriate. If you decide the visit can go ahead then complete the form and hand it to Clare Casely.
- **All visits requiring volunteers** to be arranged at least 2 weeks in advance. Staff to inform office of volunteers by the latest 2 weeks before the trip takes place. This will ensure relevant paperwork is completed by volunteers and checks have taken place.
- KS1 - Local visits that include lunchtime - 4 weeks' notice needed to collate sandwich requirements for UIFSM and inform kitchen of orders.
- KS2 - Local visits that include lunchtime - 2 weeks' notice to ensure FSM sandwich requirements are ordered with kitchen.
- All visits where coach hire and/or costs to parents are involved - 6 weeks' notice.
- Evaluation slip to be completed by Lead Teacher after trip has taken place.

Please complete the form below and give to the school office with the appropriate notice

Lead Teacher	
Location/Venue	
Date of Visit/Trip	
Other Info i.e. Workshops Included	
Classes/Year Groups Involved	
Children with care plan/medical needs	
Number of Adults (Check Correct Ratio)	
Supply Cover Needed (1:1, Etc)	
Time Leaving School	
Time Leaving Venue	
Approximate Time Back at School	
Method of Travel	
Topic Theme	
Input on Google Calendar	
Any Additional Information - Include Children Who May Have Music Lessons on the Day	

**FOR OFFICE USE ONLY** Trip: \_\_\_\_\_ Date: \_\_\_\_\_

Venue Booked	Please Tick	
Coach Company Used and Booked		
Coach Order Raised on FMS	Order Number:	
Coach Fee Total		£
Cost Per Pupil for Trip (Excluding VAT)	£	
Number of Pupils Attending - Check for any absentees on SIMS attendance		
Total Cost for Pupils on Trip (Excluding VAT)		£
Cost Per Adult Helper for Trip (Excluding VAT)	£	
Number of Adult Helpers Attending		
Total Cost for Adult Helpers on Trip (Ex VAT)		£
Supply Costs		£
	Subtotal of Costs	£
ParentPay Costs	Plus 1.29% Fee	£
	Total Cost of Trip	£
	Divide by total pupils attending =	

Total Cost Per Child for Trip - Round up to allow for insurance cover	£	Per Child
Letter Completed and Sent Out on ParentPay		
Input on Google Calendar & Copy of Letter on Website		
Kitchen Informed of Date of Trip		
Sandwich Orders Compiled and Kitchen Informed		
Peripatetic Teachers Informed		
Late Responders Chased Up		
Adult Helpers Checked		
List of Attendees Compiled with Medical Information and Emergency Contact Numbers		
Risk Assessment Completed		
<b>AFTER VISIT</b>		
Evaluation Slip Completed Detailing Any Issues		
Medication Returned		

Copy of the letter sent to parents regarding the visit and an example of a returned permission slip retained and filed with risk assessment. If there has been an incident on the visit all permission slips kept in line with the 'retention of documents' policy.