



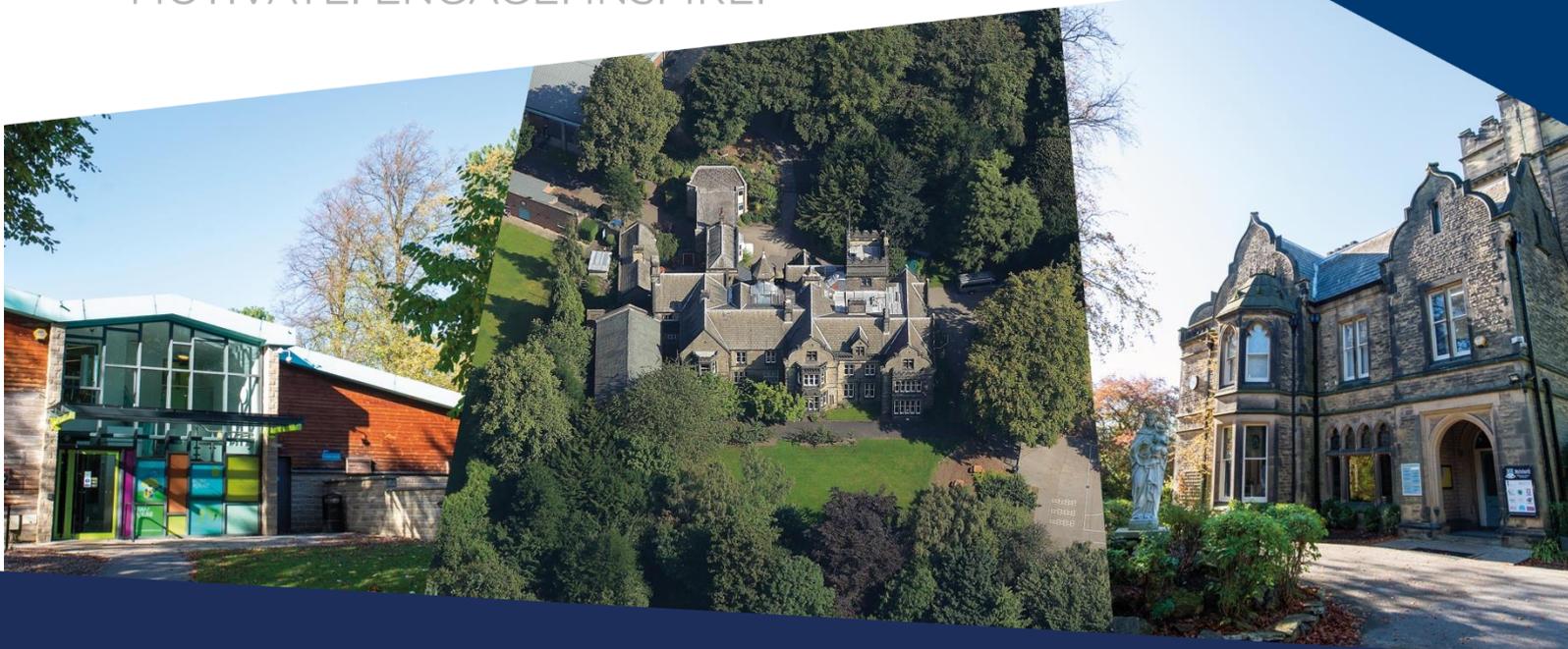
# Mylnhurst

Preparatory School and Nursery



Mylnhurst  
Campus Group

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Policy Document  
Mylnhurst School & EYFS

## Educational Visits Policy

Publication Date: November 2020

Review Date: November 2023

Approved by SLT

November 2020

Approved by  
Board of Directors

November 2020

This policy and related policies have regard to HSE, 'School Trips and Outdoor Learning Activities' documentation and DfE guidance 2011, 'Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies'

## Rationale

Mylnhurst recognises and promotes the educational and social value of providing learning opportunities outside the classroom. Day and residential visits offer children pleasurable and memorable learning experiences and make a significant contribution to the educational development of the children at school.

Residential visits are important in providing children with the opportunities to experience a degree of independence and allows the children to focus their learning through different agencies and environments.

Mylnhurst seeks to ensure that all pupils have the opportunity to benefit from both day and residential visits within a clear and consistent framework.

The children in EYFS will utilise the grounds of Mylnhurst and make visits to places in their local environment.

Key Stage 1 and 2 children will also use their immediate environment to enhance their learning as well as embarking on visits further afield.

## Aims

At Mylnhurst educational visits:

- will have clear aims and objectives
- will cover a variety of locations and curriculum areas
- will provide a broad and balanced educational visits programme
- will be appropriate for differing abilities and pupils taking part
- will enhance the curriculum
- will link directly to the work in class
- may involve work being provided prior to the visit;
- may involve organised and guided activities on the visit and follow up activities after the visit
- will be approved by the Headteacher
- will ensure parents are fully informed of any school visits and their permission sought

- health and safety requirements, including risk assessments, will be met
- will ensure there are a minimum of three educational visits per year

## Organisation

One person will be designated group leader. Other staff may assist with the organisation to share the workload. The group leader needs to have checked all aspects of the visit so that informed decisions can be made about risk assessments, activities, groupings and staffing ratios.

All staff on the visit should work together to ensure the health and safety of the children and adults. No group or teacher should be left isolated. Coaches and mini buses should travel in convoy as far as traffic conditions permit, keeping in touch by mobile phone if necessary.

**In case of an emergency, staff should contact school. The group leader should carry a mobile phone.**

All helpers should be under the supervision of a teacher. Adults who have not been police checked should not be allowed to supervise children.

## Organising an educational visit - checklist

### Preliminary visit

Where possible a preliminary visit should be made to the proposed destination to establish its suitability, any organisational issues and to enable staff to write a comprehensive and well informed risk assessment. If this is not possible, the venue should be contacted to gather all the appropriate information.

### Date

Establish date of educational visit.

### Transport

- Book transport/arrange for the use of the school minibus(es)
- Fix departure/arrival times/log telephone calls
- Keep copies of letters
- If using public transport, advise the relevant authority of the group size, intended route and timetable.

## Accommodation and other bookable visits

- Book accommodation
- Log telephone calls
- Confirm by letter, keeping copies
- Advise of relevant difficulties, e.g. diets and disabilities etc.

### **Educational programme**

- Identify sights to be visited, obtain local information e.g. difficulty of terrain, tides etc
- Plan details of journey e.g. route, stopping places
- Organise itinerary, planning each part of every day (taking into account variable weather conditions)
- Allow flexibility within the planning
- Plan projects/entertainment for prolonged travelling or in case there is a an activity that is unavailable at the venue

### **Risk assessment (a risk assessment must be completed, see procedures for writing a risk assessment)**

Risks must be carefully considered taking account of the following factors:

- The location/environment
- Number of staff/parents accompanying the children
- Age of children/number of children
- Ratio of qualified staff (EYFS 1:4 / Prep 1 to Prep 3 1:6 / Prep 4 to Prep 6 1:10)
- Quality and suitability of venue
- Seasonal conditions, weather, times
- Children with special educational needs and/or disabilities
- Medical conditions
- Staff need to complete risk assessment forms:
  - Low risk - theatre trips, lectures
  - Medium risk - walks
  - High risk - climbing, caving

### **Staffing**

- Inform and consult Headmistress of the forthcoming visit and ensure she has approved the risk assessment form
- Ensure adequate supervision at all times
- Ensure activity leaders to be suitably qualified
- On every trip, at least one member of the party should be fully qualified in emergency first aid. For EYFS trips, a fully qualified paediatric first aider must be present

- Adults to accompany the visit should be consulted at this stage and their role clearly outlined

### Food

Pre-order food with the school chef ensuring all dietary requirements are catered for.

### School Arrangements

It is the responsibility of the trip leader to ensure that the following points have been considered and the relevant parties have been informed:

- Timings for lunch (eg. If Prep 3 and 4 are out at lunchtime, moving Prep 5 and 6 forward)
- Lesson and duty cover
- Informing the peripatetic team, including the counsellor and LAMDA tutor

### Parents

All parents must be given details relating to the visit, including:

- Purpose
- Content of programme
- Dates and times
- Location
- Special clothing that may be required
- Code of conduct expected by all the children
- Staffing
- Insurance
- Telephone numbers
- Emergency procedures for contacting parents

### Parental Consent

Parental consent forms are to be signed on an annual basis. It is to be assumed once trip details have been communicated to parents that their child has permission to attend unless the office, class teacher or Headteacher are contacted to confirm that consent is not given in this case.

**EYFS: Parental consent is compulsory for all educational visits.**

### List of children

- Name
- Address
- Telephone numbers (daytime and evening) to be contacted in case of emergency
- Any special needs: dietary or medical



- Give copies of this list to all adults involved in supervision.

## Insurance

The Headmistress will ensure that all trips are fully covered under the school's insurance.

## Residential Visits

- Advise/discuss relevant issues with the manager of the place of residence:
- Check for Licence
- Programme
- Date of visit
- Arrival and departure time
- Health problems
- Dietary requirements
- Any special needs of pupils

## Costing School Visits

When costing a visit ensure all elements of the total cost are calculated.

## Finances

- Enter all cash into school excursion fund
- Make all payments through school excursion funds
- Keep careful records of all payments made and received
- Keep separate accounts for any petty cash

## Meetings

- Meetings are not required for every visit. Meetings may be held with: Headmistress, Teachers, Non - teaching adults participating in the visit
- Children involved in the visit and their parents/guardians
- Items for the meeting should cover relevant information from the checklists

## Day of departure

- A full list of party members giving telephone numbers, special needs, groups of children with name of leader/adult in charge of group
- A copy of your risk assessments
- Confirmation of arranged visits
- Itinerary
- Booking forms
- Insurance details
- Maps/local information



- First aid kit
- Special equipment
- Emergency money fund
- Medication - ensure appropriate arrangements are made
- Food
- Provisions for sickness

## After the educational visit

Ensure you have complied with parental arrangements for the safe return home of the children.

## Safety

Safety remains at all times the prime consideration and must never be compromised in order to meet other objectives. If risks are felt to be too high the activities or visits must be aborted.

If there are any doubts about the health of a child participating in a visit, the parent must obtain and provide written permission from a qualified medical practitioner before the pupil will be allowed to participate.

Children should always travel by the safest means and seat belts should always be provided and worn.

Children travelling in staff/parents' cars should comply with current school regulations

In the unlikely event of an emergency the recommended procedures should be followed:

- establish the extent and nature of the emergency
- make sure all group members are accounted for
- check extent of injuries and administer first aid
- call emergency services if required
- advise other group members of any relevant details
- ensure an adult accompanies the child to hospital
- ensure the rest of the party are supervised
- contact Headteacher and give details of the incident
- obtain details of any witnesses to the incident

## Links

This policy links with Safeguarding and Child Protection Policy.



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