

Malvern Wells CE Primary School



Educational Visits Policy

'Let Your Light Shine'

We aspire for everyone at Malvern Wells to be the BRIGHTEST version of themselves, equipped with the knowledge that they are unconditionally loved by God who sees their intrinsic value, free to take risks, make mistakes and grow in the safety of his forgiveness ready for the plans and purposes He has in store for their bright future.

Let YOUR Light Shine by Letting His Light Shine through You!

Ratified by Safeguarding Committee: 12/11/2024

Shared with Staff: November 2024

Signed by Chair of Governors:

Review Date: Spring 2026

Purpose of the Policy

The purpose of this policy is to outline the framework for planning, conducting, and evaluating educational visits at Malvern Wells CE Primary School. Educational visits are an integral part of the curriculum, providing children with opportunities to enhance their learning experiences, develop social skills, and foster a sense of community.

Key Questions:

- What are the educational objectives of each visit?
- How do these visits align with our school vision and values?

Scope

This policy applies to all educational visits organised by Malvern Wells CE Primary School, including local trips, residential visits, and international excursions.

Roles and Responsibilities

1. School Leadership Team (SLT)

- Ensure that all visits comply with current UK legislation and guidelines.
- Pre-plan and link educational visits to enhance our curriculum or deepen our community
- Approve all educational visits and ensure they align with the school's vision and values.
- Provide support and resources for staff planning educational visits.

2. Trip Organisers (Teachers/Staff)

- Plan educational visits that enhance the curriculum and meet the needs of all children.
- Conduct risk assessments and ensure all safety measures are in place.
- Communicate details of the visit to parents and children, including objectives, itineraries, and costs.

3. Parents and Guardians

- Support the school's educational visits by providing consent and ensuring children are prepared for the visit.
- Engage in discussions about the educational value of visits and provide feedback.

4. Children

- Participate actively in all educational visits, following instructions and behaving appropriately.
- Reflect on their experiences and share their learning with peers.

Key Questions:

- Who will be responsible for planning and leading each visit?
- How will we ensure that all stakeholders are informed and involved in the process?

Implementation Strategies

1. Planning Educational Visits

- Identify the educational purpose and learning outcomes for each visit.
- Complete a visit proposal form, detailing objectives, location, dates, and costs.
- Conduct a thorough risk assessment, considering factors such as transport, venue safety, and the needs of SEND children.

2. Communication with Stakeholders

- Inform parents and guardians at least two weeks prior to the visit, providing all necessary details.
- Use newsletters, meetings, and digital platforms to communicate effectively with parents.

3. Staff Training and Support

- Provide staff with training on risk assessment, first aid, and managing behaviour during visits.
- Ensure that staff understand their roles and responsibilities during the visit.

Key Questions:

- What are the educational outcomes we wish to achieve?
- How will we ensure effective communication with all stakeholders?

Health and Safety

- Adhere to the latest UK government legislation regarding health and safety in educational settings.
- Ensure that all staff are aware of emergency procedures and first aid requirements during visits.
- Maintain an accurate register of all children participating in the visit.

Key Questions:

- What specific health and safety measures need to be in place for each visit?
- How will we ensure that staff are adequately trained in health and safety protocols?

Review Mechanisms

- Conduct a debriefing session after each visit to evaluate its success and areas for improvement.
- Gather feedback from staff, children, and parents to inform future visits.
- Review this policy annually to ensure it remains relevant and effective.

Key Questions:

- What feedback mechanisms will we use to gather insights from all stakeholders?
- How will we ensure that lessons learned are incorporated into future planning?

Related Procedures

- **Risk Assessment Procedure:** A detailed process for assessing potential risks associated with educational visits.
- **Consent Form Template:** A standard form for obtaining parental consent for participation in educational visits.
- **Emergency Procedures:** Clear guidelines for responding to emergencies during educational visits.

Conclusion

Educational visits are vital in enriching the learning experience at Malvern Wells CE Primary School. By adhering to this policy, we ensure that all visits are safe, educational, and enjoyable for every child.

For a cost-efficient and effective way to manage your complete policy review schedule, ensuring you never have an out-of-date policy again, visit [School Policy Tracker](#).