



# **Tow Law Millennium Primary School**

## **Educational Visits Policy July 2023**

TLMPs has adopted the DCC [Educational Visits, Off Site Activities and On-Site 'Adventures' Policy and Guidance](#). All staff are required to plan and execute visits in line with this (see Attached policy).

## Context

At TLMPs we believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Tow Law Millennium Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning, making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## Additional school specific information to accompany the policy.

### Charging / funding for visits

The DfE, in its guidance to School Governors, states that "education provided during school hours must be free. The definition of 'education' includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)".

Tow Law Millennium Primary School will arrange payment for visits on an individual visit basis.

For our residential KS2 experience, we ask all parents to contribute a small deposit (historically £20). Those pupils who receive specific benefits may be entitled to attend the visit with no charge. This will be assessed on a case-by-case basis. For more information please read the most recent Charging Policy.

To help with our poverty proofing plan we apply for external funding where possible to either significantly reduce the need to request contributions or be able to offer the visit without the need to ask for a contribution.

## Transport

Tow Law Millennium Primary School follows National Guidance relating to the hiring of coaches/minibuses and only use authorised companies (for example Moores/Weardale Travel/Shaws of Durham).

**Use of staff cars to transport pupils** – Tow Law Millennium Primary School follows the Local Authority advice.

**Use of Parents and Volunteers Cars** – At TLMP's we do not allow parents to transport children, other than their own.

## Insurance

Tow Law Millennium Primary School is covered by DCC Employers' Liability and Public Liability insurance for activities when away from the school site, home base or when employees are working in the community within the UK. We are not covered for personal accident benefits or loss of personal property while on educational visits. If necessary, we can arrange this insurance for individual visits.

We do not undertake overseas visits but are aware that separate insurance would need to be taken out should this change.

## Swimming Lessons

A member of staff takes responsibility for overseeing swimming (currently on Tuesday and Thursday afternoons). Dependent on the number of pupils and/or additional needs, the school will make the decision to send a second member of staff as well. The school uses St. John's at Bishop and the changing rooms are gender specific. Our staff do not go into the changing rooms. If there was an incident, Mr Holmes would accompany the teacher to investigate.

## Dismissal of pupils after evening activities

KS2 parents inform the Class Teacher if their child is allowed to walk home from after-school clubs. Children will never be dismissed early. All other children, from EYFS to Y6, will be handed over to an appropriate adult.

**School Learning Area:** This is defined as in and around Tow Law. This area includes, but is not limited to, the following frequently used venues: e.g.

- *Local Church*
- *Local Supermarket*
- *Venues within in walking distance*
- *Blessed John Duckett RCVA Primary School*
- *Football Club/Sports facilities*
- *Community Centre*
- *Baring Court*
- *Millennium Green*

## Operating Procedure for School Learning Area

**The following are potentially significant issues/hazards within our School Learning Area:**

- Road traffic, particularly on A68.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

**These are managed by a combination of the following:**

- The Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- Adult: Pupil ratio will be in accordance with page 11 of the policy.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- The class teacher's mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles).

**Emergency Procedure (see pages 32-34)**

For information:

1. The nominated emergency base contact for any visit during school hours this is the office who will get a member of the SMT.
2. Out of school hours a designated member of the SMT will be on standby, including for our biannual residential visit.
3. For all activities the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.

If you require this information summarised in another language or format please contact the school office on:



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