



Date agreed November 2017	Review Cycle 3 Years	Due for review September 2020
Signed		

Educational Visits Policy

Educational Visits Policy Statement

At Effra Early Years Centre we believe that pupils benefit enormously from taking part in educational visits with the school.

- Visits complement the curriculum we provide in school by enabling them to have first-hand experience of places and activities not available in school. They may introduce children to aspects of the world around them that they have not yet experienced.
- They contribute to the development of their confidence and independence.
- They contribute to their social development through sharing an experience with peers.
- They can be of great benefit to their language development through discussion during and after the visit.
- They enrich children's enjoyment of school.
- When parents take part in visits it may develop their knowledge of facilities in the area and allow them to participate more fully in aspects of their child's education.

The detailed procedures will cover the following:

- Arranging and obtaining consent
- Charging policy
- The level of acceptable supervision and ratios
- Planning procedures
- Codes of safety and conduct
- Information to parents
- Medical consent
- Emergency procedures
- Risk assessment
- Travel on public transport

Types of visits undertaken

1. Short outings on foot within the local environment e.g. to the shops, park etc.
2. Half day visits within the local area involving using public transport.
3. Half or whole day visits using public transport or LA mini buses.

Visits normally take place during term time.

The process for arranging visits

Careful planning and preparation are essential to the success and safe conduct of any school visit. Sufficient time is allowed in planning the visit for staff to make enquiries, go on a preliminary visit and fill in a risk assessment form and an Educational Visits Check List prior to the visit taking place. (Appendix A)

When outside providers are offering activities as part of the visit, checks are made on their experience of working with nursery age pupils either directly or by seeking information from other nurseries which have used the provision.

All visits must be approved by the head teacher or deputy head teacher who will take into account the information on the risk assessment form and follow up any queries before giving final approval and signing a risk assessment.

Parental consent and information

On entry to the nursery all parents or legal guardians are asked to sign a general consent form for their child to take part in local visits as part of the over 3's agreement. If a parent does not wish their child to take part in visits these wishes are respected. We will however speak to and work with the family to find out why they are reluctant to allow children to attend visits and to see if there are measures we can put in place so all children can be included.

Parental consent and written details of the visit are given. Any specific information needed which we do not already hold at the nursery may be requested.

A letter or letters are given to parents explaining the nature of the visit, travel arrangements, times, dates, any specific items children need to bring or not bring with them, appropriate clothing where needed and any relevant safety information.

Charging Policy

Educational visits from the nursery school take part during the school day. Visits involving transport or outside facilities often incur a cost. Where possible the cost of visits will be met from the school fund or outside funding will be sought. Cost and how this will be met will be taken into account at the initial planning stage of the visit. As far as possible, we take children at no cost or low cost to the parent/carer. However, parents are asked to pay their own transport costs when accompanying children on a visit. Charges for visits must be voluntary and parents must be aware of this.

Ratios on visits

The minimum ratio for a visit which requires the children to travel on public transport is three children to one adult, other visits to be discussed with head teacher/deputy head teacher.

Some children may need a higher level of supervision than 1:3 (e.g. children with disabilities, challenging behaviour, etc.) – this needs to be planned for on a case by case basis by the visit leader. There will be at least two members of staff on each visit, except for very local ones such as to the local post box.

For the two year olds the ratio on visits is 2:1 although, as part of the parental partnership approach, parents are strongly encouraged to accompany their child on a visit and so the ratio is often 1:1

Child Protection

Children remain within sight of the named adults responsible for them at all times. Children needing to use the toilet during a visit will be supervised by a member of school staff or their group leader adult.

Safeguarding children from harm is central to all our activities both on and off site. We expect every member of staff to be alert to potential safeguarding issues and we expect every staff member to be risk aware.

Parents and Volunteers

Parents are nearly always invited to accompany children on educational visits. This is sometimes necessary to provide a sufficient adult/child ratio, but primarily planned to involve parents in their child's learning experiences and introduce them to facilities in the local area that they may wish to use with their family on other occasions.

Parents and volunteers who accompany visits will be known to the nursery and must be over the age of sixteen. When all the children on the visit are accompanied by their own parent or carer it may be appropriate for them to leave the sight of school staff for periods of time but only with their own child. If parents are to leave the group at any time they must inform the group leader and have clear guidelines on when and where to re-join the group.

Before a visit all parents and volunteers are given verbal and written guidelines about the nature of the visit and how it will be conducted, which children they are supervising, expected behaviour and any risks or restrictions to be aware of. They will also be given ideas of their role in supporting the children during the visit.

Pre-visit administration

- The senior administration worker will identify any children whose parents have not signed the general consent form and these children will not join in with visits;
- The emergency contact details for children on the visit will be provided to the group leader. Group Leaders All visits will be led by experienced staff. The leader is responsible for ensuring the safety of the group at all times.

Before setting out the group leader will:

- Check the rucksack as detailed in the risk assessment.
- Ensure the children are wearing a badge and visibility vests if appropriate. • Leave a list of the children and adults going on the outing in the office and take a copy of this list with them.
- Give verbal and written guidelines to other adults in the group on safety procedures, conduct etc. including ensuring that each adult knows which children they are responsible for.
- Remind children to stay with this adult at all times and to listen carefully to the adults directions.
 - If travelling by private bus/coach, leader must obtain drivers' names, mobile number and bus/coach registration number and leave in the office.
- Check children's medical file and make preparations for children with allergies/medical conditions.

During the visit the group leader will be responsible for selecting a safe place to wait e.g. for transport, or to cross a road and will point out other known hazards before they are reached.

When minibuses are used the group leader is responsible for ensuring that all doors are closed and seat belts fastened.

When travelling on public transport in particular the group leader is responsible for doing a head count on getting on and off to ensure that the group stay together. Group leaders will ensure that a member of staff on the visit has a charged mobile phone with them and will carry the school phone number so that the school may be contacted immediately in the event of a difficulty, including the possible late return of the group.

First Aid

A paediatric first aider must accompany all school trips. First aid provision forms part of the risk assessment and consideration is given to the distance of the visit from the school, the nature of the activities on the visit, the first aid provision en-route and at the venue of the visit.

The contents of the travelling first aid kit are determined by the nature of the visit, but are sufficient to treat minor injuries as they would be in nursery.

Emergency Procedures

The group leader or member of school staff will have a charged mobile phone with them on the visit so that they can contact the school and if necessary the emergency services in the event of an emergency. In the event of problems with public transport or the venue of the visit being closed on arrival the group leader will inform the school and return to school as soon as possible.

In the event of an emergency on a school visit:

- In conjunction with the first aider, the visit leader will make a decision as to whether the emergency services need to be called.
- The visit leader will make the decision as to who will accompany the child and who will be responsible for the rest of the group.
- The head teacher or deputy head teacher need to be telephoned, they will decide if the local authority need to be contacted
- The school will be telephoned so that the parents can be contacted.
- If a child needs to be taken to hospital, two adults should accompany the child where possible, if this does not compromise the safety of the rest of the group.
- At hospital, one adult will remain with the child while the other is in contact with the school/parents of the child.
- In a fatality, all children and adults must not speak to any member of the media or press. This is the responsibility of the LEA.
- Teachers should make notes when possible of the incident and on return to school prepare a full written account noting all events and timings. If possible, names and details of witnesses should be taken and any equipment involved in the accident should be kept for inspection. In the event of a security alert:
 - Follow the emergency instructions of the place that you are visiting and make contact with the school so that they are able to inform parents.
 - If you are outside, then follow your directions to the nearest school. Make contact with the school and await further instructions.

On return to the school, please make sure that all necessary paperwork has been completed e.g. accident forms.

Risk Assessment

A thorough risk assessment is carried out prior to visits with the aim of assessing risks which might be met in order to prevent or reduce them. If the level of risk is not able to be managed then the visit does not take place. We have a risk assessment framework that we use to build a risk assessment for each part of the visit off site.

A risk assessment takes into account the following considerations:

- Potential hazards
- Who might be affected by them
- What control measures need to be in place to reduce risks to an acceptable level
- If the safety measures can be put into place by the group leader
- Steps to be taken in the case of an emergency.

The group leader and other supervisors must monitor the risks throughout the visit and take appropriate action.

Pupils with Medical Needs and Special Educational Needs

Pupils with medical needs and special educational needs should not be excluded from educational visits but arrangements need to be put in place to enable them to take part safely.

Medical Needs

Before a visit takes place the group leader will check the medical needs of the children involved in the visit and ensure that they appropriate information is passed on to the group leader and equipment (e.g. asthma pumps) are included with the first aid kit to be taken on the visit. Only medicines routinely administered in school will be administered on an educational visit.

Special Educational Needs

When planning visits and doing a risk assessment any limitations or problems children may have need to be taken into account.

Factors to consider are:

- Is the child capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the child to take part?
- Will additional or different resources be needed?
- How far is the child able to follow and understand instructions?
- Will additional supervision be needed?
- Access to transport and the venue.

Hired Vehicles

Vehicles will only be hired from reputable companies with appropriate operators' licence. Minibus drivers will have passed the approved MIDAS training course. Any vehicle hired for use on an educational visit will be fitted with seat belts for each child and the seats will face forward. Children will not sit in the front seats on minibuses or coaches. If a wheelchair user is going on the visit checks will be made to ensure that the appropriate access and securing facilities are available.

The group leader will check that all seat belts are secured before the start of the journey and remind children to stay seated and not to undo their seat belt at any time. Staff will be

particularly aware of having the vehicle parked in order to allow safe entry and descent and the group leader will give clear instructions as to procedures for entering and leaving the vehicle.

On very hot days staff will make provision to keep children as cool as possible in transit e.g. ensure children are not wearing unnecessary layers of clothing, provide wipes and ensure appropriate ventilation. Food and drink will not be consumed in transit, other than water, as needed to prevent dehydration, if the weather is very hot or for medical reasons e.g. diabetes, hypoglycaemia.



Educational Visits Checklist

Prior to the Visit

Please ensure the following:-

Activity	Yes / No
Preliminary visits have taken place if required	
Parental consent, where required, is in place (local walking distance trips are covered by our over three's agreement signed by all families)	
Parents have appropriate information regarding the trip (times, travel, lunch arrangements, pick up times if different to normal)	
There are clear learning/development aims for the trip	
The visit leader has ownership of the trip and the risk assessment is in place – signed by EVC and headteacher	
The planned ratio for the trip is suitable for the location	
Medical, first aid, inclusion and safeguarding have been addressed – all medication and first aid kits are taken on the trip	
Travel/transport arrangements are planned and safety of travel is paramount – including walking from transport to venue	
The visit leader has sufficient funds and access to a mobile phone in an emergency	
Suitable insurance is in place	
Requirements of the centre policy and procedures have been met	

Visit /Trip Details

Trip/ Visit organiser	
Travel Method	
Visit location	
Is there a voluntary charge? How much?	Yes / No £
What Adult/child ratio is needed?	Parents Staff

Please pass this to Clare Bradley or Jan Bennett