

Educational Visits Policy

This procedure conforms to the Statutory Framework set out in the Early Years Foundation Stage for the organisation of educational visits.

“Children must be kept safe while on outings, and providers must obtain written parental permission for children to take part in outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge.” (Statutory Framework for the Early Years Foundation Stage 2012)

The Centre is committed to providing educational visits to help develop children’s investigative skills and independence. Visits should be arranged taking into account children’s special needs and should have clear, relevant and achievable aims and objectives. Health and safety are major considerations, and staff must comply with the minimum adult-pupil ratio for the age-group in question.

Before the visit

An exploratory visit is recommended for safety and educational planning reasons, so that the venue can be assessed for risk, and for its ability to meet the aims of the visit and the individual needs of the group. It also ensures that the group leader is familiar with the venue and has obtained advice from its staff. Even if a visit is a repeat of a previous successful visit, it is still good practice to make an exploratory visit or at least obtain written information from the venue, as factors may have changed in the meantime. When making an exploratory visit, it is important to take into account possible variations in conditions on the day of the actual visit, due to such matters as the weather and the time of day.

Planning the visit

- The likely cost to the Centre should be estimated and permission must be obtained from the headteacher and Bursar before any definite booking is made.
- A risk assessment must be completed, taking into account any risk assessment supplied by the venue being visited, with additional factors included as appropriate to the group. The risk assessment, annotated and dated, should be given to the headteacher the day before for any journey that is further than walking distance from the Centre, a copy given/read by all adults attending the outing, and one placed in the folder in Reception. For local outings, a pro forma risk assessment may be used on the day of the outing, dated and suitably annotated with relevant details of individual children or the environment to be visited.
- Arrangements must be made to ensure that the staffing is appropriate in terms of the level of qualified supervision and the staff/pupil ratio. The agreed adult/pupil ratio for 0 to 5s is 1:2 (1:1 for children with SEN). If a child with particular medical needs is attending the outing, they should either be looked after by their own parent/carer or by a member of staff, rather than by another child’s parent.

- A nominated person qualified in paediatric first aid should be in charge of first aid arrangements, taking a small first aid kit, and making themselves aware of any first aid provision at the site of the visit.
- For any journey requiring the use of transport, children's own medication must be brought, contact numbers for the parents of children on the outing, and a school mobile phone with details of how to contact the emergency services if necessary. It is good practice to take emergency contact details for all adults (staff and helpers) attending outings. (This is not a requirement for an outing within walking distance of the Centre.)
- If coaches or mini-buses are used for outings, they must be fitted with seat belts, and staff must ensure that the belts are kept on throughout the journey. Children under 2 years must travel in car-seats provided by the parent. Children should not sit on the centre seat at the back of a coach, or in the two front seats, in case the seat belt fails to hold them if the vehicle has to make an emergency stop.
- No child can leave the premises without permission from parents. The senior worker in any room must be informed each time a member of staff takes a child out of the Centre, and the purpose of the visit must be recorded in the outings book in Reception.
- Students or short term agency members of staff must be accompanied by an appointed member of staff when taking children out.
- If the visit is not within the Greater London area, the health and safety officer of the local authority must be informed 2 weeks before the visit and a copy of the risk assessment sent.

Other considerations

The following matters should be taken into account:

- the facilities, equipment and clothing to be provided by parents, the school (e.g. sick bags, spare changes of clothing, tissues, first aid, latex gloves, water, cameras) and the venue;
- relevant staff training;
- recording of visit details and accident forms;
- transport and insurance arrangements;
- information to be given to the provider;
- arrangements for communication between the group and the school,
- emergency arrangements;
- information to parents about the purpose of the visit, and its learning objectives (see appendix for suggested format of letter);
- preparation of children, so that they are aware of the learning potential and about what will be expected of them;
- during the visit, children should be taken to the toilet by their parent/carer or a member of staff, not by the parent/carer of another child;
- members of the office and catering staff should be informed in plenty of time, if food ordering is likely to be affected, or packed lunches required.
- school mobile phones are to be used by staff on school trips. They will need to be charged the night before and checked for sufficient credit. Also you need to ensure that any contact numbers needed are stored in the phones. Senior staff members can take their own phones on school trips.

Financial Considerations

If a contribution is to be requested from parents and carers, they should be notified as soon as possible of the total cost of the visit. All donations are voluntary.

After the visit

The risk assessment should be evaluated and the information made available for another occasion.

Kintore Way Nursery School & Children's Centre

Policy Name

Educational Visits Policy

Adopted and signed on behalf of the Centre by the Governing Body at the meeting on

Curriculum Committee - 13th February 2014

Name of Governing Body Representative

Claire Gager, Chair of Curriculum Committee

Signature of Governing Body Representative

Date signed _____

Date to be reviewed: Spring 2017