

# **Thorntree Primary School**



**Early Years Foundation Stage**

**Educational Visits Policy**

**September 2018**

**Thorntree Primary School  
EYFS Educational Visits Policy**

**PART ONE: INFORMATION FOR PARENTS**

**Introduction**

Thorntree Primary School places great value on educational visits for all of its children, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest children. All of our visits for this age group are local. We do not take Nursery children on overnight or foreign visits.

**Our Visits**

**Supervision**

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. Registers will be used to monitor each group, as well as regular head counts. For all walks within the enclosed school grounds (outside of normal EYFS areas), a risk assessment will be completed and we will operate the same staffing ratio as offsite visits. The children are always briefed in advance about the visit and of the standards of behaviour which we expect.

**Staff Ratios and Responsibility**

We operate a staffing ratio of at least 1:3 for all off-site visits involving children in our Nursery and 1:4 in our Reception class. There is always at least one teacher, one of whom will have been designated in charge of the visit. The teacher/s and the teaching assistants are qualified in paediatric first aid. We frequently invite parents to volunteer to help with off-site visits. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their roles beforehand.

**Keeping you informed**

All parents of children in the Nursery and Reception will be sent a letter in advance, telling them about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day.

All Nursery and Reception visits will return the children to the school at their conclusion. All visits are optional, but there will not be any alternative provision on the same day.

**Consent**

We require written parent/carer consent every time that we take children off-site. Please note that we are unable to take children without a completed and signed consent form, which includes details of emergency contacts. We will not use "blanket" consent forms for off-site visits for this age group. A consent form will be sent home in advance of the visit and must be returned to school at least one day before the visit.

## **PART TWO: INFORMATION FOR STAFF SAFETY: ADVANCE PLANNING**

### **Risk Assessments**

Safety is our top priority. Even the shortest of visits outside of designated EYFS areas needs to be thoroughly planned, and requires its own risk assessment, which must be reviewed thoroughly before a repeat visit is made.

### **Registers and Head Counts**

Full registers and group registers will be used to monitor the class.

The Teacher in charge conducts, or arranges for another Teacher or Teaching Assistant to conduct, a register and head count of the children:

- Before leaving school
- (If applicable) On sitting down in the coach
- On arrival at the destination
- At appropriate times during the visit
- On leaving the destination
- On arrival back at the school

Where we walk, the children walk in pairs, with one adult at the front, one in the middle and one at the back. Children are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the children are sitting properly and wearing their seat belts.

### **First Aid Kit**

The Teacher in charge takes a first aid kit and a mobile phone with them on every outing. All members of the Foundation Stage hold a valid Paediatric First Aid Certificate.

### **Delay**

The teacher in charge will ring the school if there is any delay, for example, because of heavy traffic. The School Office has the names of all the children who have gone on the visit and will phone the parents to warn them of a delay.

### **Role of the teacher in charge of a nursery visit**

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. They will have had previous experience of accompanying Nursery visits. All staff will hold a valid Paediatric First Aid Certificate.

The Headteacher or designated EVC is responsible for approving all requests for visits.

### **Use of private cars**

Only with written permission, can we transport Nursery children in private cars belonging to staff.

### **Use of hired transport**

We hire coaches for the Nursery/Reception visits to various places. We require all coach drivers to have current DBS disclosures, and to carry mobile phones. We only book vehicles with front-facing seats that are fitted with seat belts.

### **Preparatory arrangements**

Visits made by the Nursery are all planned in advance, when dates need to be agreed with the Headteacher. Parents will be told about the visits planned for the ensuing term in the newsletter

which is produced at the beginning of the each term. At that stage, it will probably not be necessary to finalise the dates of all of the short, local visits planned for the term.

### **During the visit**

Primary responsibility for the safe conduct of the visit rests with the teacher in charge. They have sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc
- Checking that all children wear their seat belts
- Enforcing expected standards of behaviour
- Recording any accidents or near misses

### **Illness or minor accidents**

If a pupil has a minor accident or becomes ill, the teacher in charge, or another member of staff will phone the school where they will use the emergency contact number at once and arrange for him/her to be collected. If contact cannot be made, the Teacher in charge, or another member of staff, will take him/her to the local hospital or, if the illness is more minor, back to school. A member of staff will remain with the child at the hospital or school until a parent or carer arrives.

### **Emergency procedures**

In the event of a serious accident resulting in the death or injury of one or more of the children and staff, the teacher in charge's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the members of staff should accompany the injured pupil(s) to hospital and would remain with the child/children until their parents arrived. Ensuring that the rest of the group were safe and looked after, and informing the Headteacher/ Local Authority of what had happened would be the next task for the teacher in charge, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headteacher/ Local Authority are maintained. He/she would also need to arrange (using one of the other members of staff, or the School Office) for the parents of the uninjured children to be contacted on their emergency contact numbers and asked to collect their children from either the venue or the school, depending upon the circumstances. The School Office would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Headteacher/ Local Authority. The teacher in charge should refer the media to the school.

### **On return**

Each teacher in charge is asked to provide the Headteacher or designated EVC, if appropriate, with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group Leader should return all school property, together with a report of any lost or damaged property.

### **Policy development and review**

This policy document was produced in consultation with the school community, including school staff and the Governing Body.

This document is freely available to the entire school community.  
It will be reviewed on an annual basis.

**Review Date** September 2019

**Signed**      Katie Tupling      EVC Lead

**Signed**      Wendy Nelson      Head Teacher