

EYFS EDUCATIONAL VISITS' POLICY

This Policy applies to the Early Years Foundation Stage and the Wrap-around Care at Northwood Prep.

There is a separate Educational Visits' Policy Document for Years 1 to 8 at Northwood Prep.

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<p>Detailed Information and all Educational Visits' Documentation are contained in two staff booklets:</p> <ul style="list-style-type: none"> • Leader's Residential Visits' Handbook • Leader's Day Visits' Handbook <p>These booklets are available in the Staff Shared Area of the Computer Network Hard copies are available from the EVC. They are also located in the Policies folder for 'Educational Visits' There is also an Educational Visits' Policy Document for Years 2-8</p>	

PART ONE: INFORMATION FOR PARENTS:

1. INTRODUCTION:

Northwood Prep places great value on educational visits for all of its pupils, 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 pupils. All of our visits for this age group are local. We do not take Nursery or Reception children on overnight or foreign visits.

2. OUR VISITS:

Supervision for visits within the school grounds:

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds, the children are supervised by Nursery and Reception staff and relevant ratios are always maintained. They always take a mobile phone or school walkie-talkie with them.

A qualified paediatric first-aider is always present. The children are always briefed in advance about the visit and of the standards of behaviour which we expect.

Throughout Nursery and Reception, there are regular walks in the school grounds. They use this experience to gain first-hand knowledge of the passing of the seasons, e.g. autumn leaves, acorns, spring buds, flowers, and also to appreciate the local animal wildlife.

Outdoor activities are also extremely beneficial for physical development and well-being.

Staff Ratios and Responsibility for Off-Site Visits:

We operate a staffing ratio of 1:4-6 for all off-site visits involving children in our Nursery and Reception classes depending on the age and venue. (See Planning a Day Visit Booklet for Staff for full details on ratios and risk assessments).

There is always at least one Teacher, who will have been designated to be in charge of the visit. One of the accompanying members of staff is qualified in paediatric first aid.

We frequently invite parents to volunteer to help with off-site visits. Volunteers are checked on List 99 and with the Independent Safeguarding Authority (ISA) and are never allowed to supervise children alone. They are thoroughly briefed about their roles beforehand.

Off site visits in Nursery and Reception include using the local area e.g. a walk to the Post Office to buy stamps and post letters, and going further a field e.g. the School's Carol Concert, Bekonscot Model Village at Beaconsfield and The Butterfly House at Syon Park.

Visits link with current topics being studied at school to enhance the children's learning experience. Visits are planned so that travelling time is not too onerous and the visit falls within normal school hours.

3. KEEPING YOU INFORMED:

All parents of children in Nursery and Reception are invited to an annual curriculum meeting at the start of the Autumn term, when the aims of the year's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities

and outdoor activities will be briefly explained. Your son's school calendar lists the visits that are due to take place over the coming term.

We will send you a letter well in advance, telling you about every visit, its cost and whether it involves an extension to the normal length of the school day. All visits are optional.

4. CONSENT:

We require your written consent every time that we take your son off-site. Please note that we are unable to take your son without a completed and signed consent form. We are not allowed to use "blanket" consent forms for this age group. A consent form will be sent to you well in advance and we will inform you as to when the consent form must be returned.

PART TWO: GUIDELINES FOR STAFF

1. SAFETY: ADVANCE PLANNING:

Risk Assessments

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

Head Counts

The Teacher in charge conducts, or arranges for another Teacher or Teaching Assistant to conduct a head count of the children, recording the fact that we have done so:

- Before leaving school
- (If applicable) On sitting down in the coach or minibus
- On arrival at the destination
- 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 or minibus, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

Lost Child Policy

Our procedures are structured to ensure that this does not happen; but in the event that a child is missing, either from school, or on a visit, we follow the procedures set out in our Lost Child policy, which is available from the School Office.

First Aid Kit etc

The Teacher in charge takes a first aid kit, list of emergency contact numbers and a mobile phone with [him/her] on every outing.

Delay

The Teacher in Charge will ring the school if there is any delay, for example, because of heavy traffic. The School Office has copies of all permission slips and will phone/email/text the parents to warn them of a delay.

2. ROLE OF THE TEACHER IN CHARGE OF A VISIT:

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. S/he will have had previous experience of accompanying Nursery or Reception visits before organising one him/herself. The role and responsibility for the teacher in charge of a visit is outlined in our school booklet, 'Leaders Handbook for Day Visits'. The Teacher in Charge either holds a valid Paediatric First Aid Certificate him/herself, or ensures that another member of staff accompanying the visit holds one. Day Visits are co-ordinated throughout the school by the Education Visits' Coordinator (EVC).

3. ROLE OF THE EDUCATION VISITS COORDINATOR (EVC):

The EVC is responsible for approving all requests for visits. S/he works closely with the Head of Junior School and Early Years in checking that the paperwork is correct, gives guidance on carrying out risk assessments, budgeting for visits and on permission slips, and keeps a "library" of paperwork on previous visits.

<p>The school's current EVC is Mrs. Stephanie Newton (School Administrator)</p>
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4. PERSONAL LIABILITY AND INSURANCE:

Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," (www.teachernet.gov.uk) is required reading for all Teachers in Charge of Nursery and Reception visits. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Northwood Prep, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Northwood Prep has full Employers' Liability Insurance and Public Liability Insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Any member of staff organising an adventurous or hazardous activity should check, via the School's Business Manager, whether or not the activity is covered by the school's policy. The Visit Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

5. USE OF PRIVATE CARS :

Parents may make private arrangements to transport pupils in their private cars, provided it does not involve the school.

It is school policy not to regularly transport pupils in private cars belonging to staff. However, where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. This ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes, can be settled without involving their own motor insurer.

If children are transported in private cars belonging to staff, permission must be sought from parents, a risk assessment must be carried out, and appropriate child seats must be fitted.

6. SCHOOL MINIBUSES:

No one is allowed to drive the school minibus unless s/he has been designated as an official driver. All designated drivers will have received familiarization training and are assessed by our Site Manager, who is a qualified instructor for Hertfordshire County Council. For any minibus journey that involves Nursery or Reception children, there should always be a second member of staff.

7. USE OF HIRED TRANSPORT:

We hire coaches for Nursery and Reception off-site visits. A list of reliable local companies can be found in the 'Leaders' Handbook for Day Visits'. We only book vehicles with front-facing seats that are fitted with seat belts.

8. PREPARATORY ARRANGEMENTS:

Visits are planned at least a term in advance, when dates need to be agreed with the Head of Junior School and Early Years and the EVC. Parents will be told about the visits planned for the ensuing term at the beginning of the each term.

Actions for the Teacher in Charge

A term in advance:

- Dates need to be fixed at least a term in advance.
- Visit must be booked, including transport.
- Cost should be estimated according to the guidelines in the 'Leaders' Handbook for Day Visits'.
- Staffing levels to be determined.

At the beginning of term:

A letter is sent to the parents outlining the purpose and activities of the visit with information about the cost, any special clothing/equipment needed and arrangements for dropping off and collecting.

Parents must complete the enclosed consent form by the date given on the letter and return it to school with a cheque.

Parents are asked at this stage if they are able to accompany the school on the visit (if needed).

Cheques must be given promptly to the Accounts Department.

Risk Assessment and other paperwork outlined in the 'Leaders' Handbook for Day Visits' must be completed in

Two Weeks in Advance:

- Check that all consent forms have been returned and chase any that have not. These parents should be reminded that their child cannot participate in the visit without a completed form being received before the day of departure.
- Accompanying parents' details to be given to the School Office so that they can be checked on List 99.
- Catering request to the School Kitchen.
- Prepare packs for the accompanying staff, the Head of Junior School and Early Years, EVC, and the School Secretary containing:
 - The itinerary (*including address, phone numbers etc of all locations to be visited*).

- The Teacher in Charge's mobile number &/or the school mobile].
- Mobile numbers of all participating staff.
- A list of pupils (which includes details of each pupils' medical conditions).
- Emergency contact numbers for the Head of the Junior School and Early Years and the EVC.
- Contact details for the School Secretary.
- A copy of the risk assessment.

The Day Prior to Departure:

- Remind the children of the aim of the visit and of the expected standards of behaviour.
- Give information packs to recipients.
- Collect first aid pack; check its contents (including epipens/inhalers according to the risk assessment).
- Send a reminder note to parents about the visit, the times and any special equipment needed.

9. DURING THE VISIT:

Primary responsibility for the safe conduct of the visit rests with Teacher in Charge. He or she has sole responsibility for amending the itinerary or canceling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out (and recording) 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 pupils wear their seat belts.
- Enforcing expected standards of behaviour.
- Keeping account of all expenditure.
- Recording any accidents or near misses.

10. ILLNESS OR MINOR ACCIDENTS:

If a Pupil has a minor accident or becomes ill, the Teacher in Charge is responsible for making contact with the child's parent's emergency contact number to discuss whether the child needs to be collected (if appropriate) or needs medical assistance. 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, to the School's Medical Centre. A member of staff will remain with the child at the hospital or Medical Centre until a parent or carer arrives.

11. EMERGENCY PROCEDURES:

If the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the 'Critical Incidents' procedure comes into action. Every member of staff has been issued with a Critical Incidents Procedure Card, which they are advised to carry with them. **See Emergency Procedures Overview below.**

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured.

One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Head or on-call member of the SLT of what had happened would be the next tasks for the Group Leader, 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 Head are maintained.

He/she would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas.

A full record should be kept of the incident, the injuries and of the actions taken.

Depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt.

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, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be actively discouraged from talking to the media.

12. ON RETURN:

All journeys and visits off-site must be reviewed and evaluated in relation to the visit's aims and purpose, in order to aid future planning.

Any incidents or accidents must be reported in accordance with the school's reporting requirements.

Expenditure

The Teacher in charge is responsible for producing a schedule of all expenditure on the visit.

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