

ST WYSTAN'S SCHOOL AND NURSERY **EYFS EDUCATIONAL VISITS POLICY**

PART ONE: INFORMATION FOR PARENTS

INTRODUCTION

St. Wystan's School 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 or within 1 hours travel (unless unforeseen delays occurs). We do not take Nursery or Kindergarten 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. For all walks within the enclosed school grounds, the children are supervised by their Teacher and/or a Teaching Assistant who holds a level 3 statutory qualification (as defined by the Children's Workforce Development Council). 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 1:5 in our Kindergarten class. There is always at least one Teacher, one of whom will have been designated in charge of the visit. At least one of the staff on the visit is qualified in paediatric first aid (at the moment, ALL EYFS staff 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 Kindergarten Department are invited to an annual curriculum meeting at the start of the autumn term, when the aims of the year's curriculum, and the methods of delivering the curriculum through play, structured activities and outdoor activities will be briefly explained. Your child's school calendar lists the visits that are due to take place over the coming term. We will send you a letter in advance, telling you 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 Kindergarten visits return your child 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 your written consent every time that we take your child off-site. Please note that we are unable to take your child without a completed and signed consent form, which includes details of where you may be contacted in an emergency. We are not allowed to use "blanket" consent forms for this age group. A consent form will be sent to you in advance and must reach the 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 needs to be thoroughly planned, and requires its own risk assessment, which must be reviewed thoroughly before a repeat visit is made. (See the model risk assessments for Early Years and Whole School outings).

Head Counts

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

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

Missing 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 Missing Child policy.

First Aid Kit

The Teacher in charge takes a first aid kit and a mobile phone with them 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 the names of all the children who have gone on the visit and will phone the parents to warn them of a delay.

USE OF PRIVATE CARS

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

USE OF HIRED TRANSPORT

We hire coaches for the Nursery/Kindergarten 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/Kindergarten are all planned in advance, when dates need to be agreed with the Headteacher. Parents will usually be told about the visits planned for the ensuing term in the calendar 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 pupils 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 pupils 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 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 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.

At St Wystan's school, depending on the nature of the incident, we may implement our own model communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible. 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, etc) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Headteacher. The Teacher in Charge 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.

ON RETURN

Each Teacher in Charge is asked to provide the Headteacher, 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 Teacher in Charge should return all school property, together with a report of any lost or damaged property.

This document is reviewed and ratified annually by the Governing body, or as events or legislation change requires.

AUTHOR: Rachel Haynes (Early Years Coordinator)

READ AND APPROVED BY: Chair of the Governors and SLT

READ AND SHARED: Staff of the school

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