



Educational Visits Policy

Rationale for Educational Visits

At Rosemary Nursery School and Children's Centre we believe that pupils benefit enormously from taking part in educational visits with the school.

- Educational visits give children 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 local cultural and educational opportunities and help them to support their child's learning.

Procedures outlined below explain 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

1. Short local outings on foot e.g. to the shops, local primary schools, library
2. Forest School - usually half day but occasionally whole day visits to Leigh Woods by mini bus or coach.

3. Half day visits using public transport or mini buses or on foot; for example, to the theatre.

Visits normally take place during term time.

The process for arranging visits

- Careful planning and preparation are essential to the success and safety 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 prior to the visit taking place. See Risk Assessments Folder kept in Managers' Office.
- All visits must be approved by the head teacher or family services co-ordinator, who consider the information on the risk assessment and follow up any queries before giving approval.

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.
- If a parent does not wish their child to take part in visits these wishes are respected.
- Parental consent is also sought verbally before a visit and written details of the visit are given.
- A letter or invitation is 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.
- Sometimes a child will be invited to attend a series of visits- for example, in the case of a Forest School Focus Group - with one invitation.
- Where permission has been given for the use of Teachers to Parents text messaging system, parents will normally be reminded about trips and visits on the day of the event.

Charging Policy

- Educational visits normally take place during the school day.
- Visits involving transport or outside facilities often incur a cost. Where possible, the cost of visits will be met or subsidised from our own fund-raising efforts.
- Costs and how visits will be funded must be taken into account at the initial planning stage of the visit. The head teacher will normally be consulted at this stage.
- Any charges for visits during the school day are voluntary and parents must be aware of this.
- Please see [Charging Policy](#)

Ratios on visits

- The minimum ratio for any visit which requires the children to travel on public transport or walk through streets is one adult to three children.

- Some children 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.
- For the two year olds the ratio on visits is 1:2 although, as part of the parental partnership approach, parents are strongly encouraged to accompany their children 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 own parent or carer only.

Parents and Volunteers

- Parents are usually invited to accompany children on educational visits. This is often necessary to provide a sufficient adult/child ratio, but also 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 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, because ratios would be affected, and know when and where to re-join the group.
- Before a visit all parents and volunteers are given guidelines about the purpose 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

- Key persons will identify any children in their group whose parents have not signed the general consent form and these children will not join in with visits unless exceptional written consent is obtained.
- Emergency contact details for children on the visit will be provided by the School Administrator to the group leader.

Group Leaders' responsibilities

All visits will be led by experienced staff and a group leader must be identified.

The leader is responsible for ensuring the safety of the group at all times.

The group leader will:

1. Check the rucksacks and equipment as detailed in the risk assessment.

2. Ensure children are wearing a school bracelet and visibility vests if appropriate.
3. Leave a list of participating children and adults in the office and take a copy of this list with them.
4. Give verbal and/or 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.
5. Remind children to stay with this adult at all times
6. If travelling by coach, leader must obtain drivers' names, mobile number and bus/coach registration number and/or details of the coach company that hold that information and leave in the office.
7. Check medical file and make preparations for children with allergies/medical conditions.
8. Be responsible for selecting a safe place to wait for transport or to cross a road and point out known hazards in advance.
9. Ensure that all doors are closed and seat belts fastened, when travelling by mini bus or coach
10. Do a head count on getting on and off to ensure that the group stay together.
11. Ensure that all staff have charged mobiles with them and 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 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:

1. Together with the first aider, the group leader will decide whether emergency services need to be called
2. The group leader will decide who will accompany the child and who will be responsible for the rest of the group.
3. The head teacher or, in her absence, senior member of staff or Chair of Governors, will be telephoned and will decide if the local authority needs to be contacted

4. The school will be telephoned so that the parents can be contacted.
5. If a child needs to be taken to hospital, two adults should accompany the child, if this does not compromise the safety of the rest of the group.
6. At hospital, one adult will remain with the child while the other is in contact with the school/parents of the child.
7. In the event of a fatality, no child or adult must speak to any member of the media or press. This is the responsibility of the LA.
8. Practitioners 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.
9. 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.
10. If you are outside, use Google maps to find the nearest school. Make contact with the school and await further instructions.
11. **Always follow the instructions of emergency services**
12. On return to 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.

A risk assessment takes into account the following considerations:

- Potential hazards
- Who might be affected by them
- What safety 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 appropriate information is passed on to the accompanying adults and necessary equipment is 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, except in the case of a child having a Care Plan that specifies emergency treatment, such as an EpiPen.

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.

Visits using Transport

Public Transport

Wherever possible we will use public transport for educational visits. This keeps the costs down, but is primarily so that parents become more familiar with using public transport and are able to realise the many places that they can access with their children independently.

Hired Vehicles

- Vehicles will only be hired from reputable companies with appropriate operators' licence.
- Minibus drivers will have passed the approved training course (currently Midas).
- 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.
- 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 adequate ventilation
- Food and drink will not normally 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.

Private Cars

We do not generally use private cars for educational visits. However, where staff members have business insurance or if, in exceptional circumstances such as an emergency at home, a parent requests a lift and signs a waiver form, a car may be used in addition to shared transport.

The Family Services Co-ordinator has the role of educational visits co-ordinator.

This policy will be updated in line with changes to national or local guidelines.

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