



EYFS Educational Visits Policy

Member of Staff Responsible	EYFS Coordinator – P Gent
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Approved By Governors	
Distribution:	

PART ONE: INFORMATION FOR PARENTS

INTRODUCTION

Rokeby 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, not lasting for more than a day.

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 Reception staff and relevant ratios are always maintained. They always take a mobile phone 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 Reception, there are regular walks in the school and sports grounds. They use this experience to gain first-hand knowledge of the passing of the seasons, e.g. autumn leaves, acorns, spring buds and flowers. 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 1:5 for all off-site visits involving children in Reception classes.

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 never allowed to supervise children alone. They are thoroughly briefed about their roles beforehand.

Off site visits in Reception currently include Richmond Park, Bocketts Farm and The Winter Wimbledon Pantomime. 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 will usually fall within normal school hours.

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 must reach the school at least 3 working days 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.

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 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 the School's 'Pupil Missing Procedure' in the Crisis Management Plan.

First Aid Kit etc

The Teacher in charge ensures that a first aid kit is taken as well as 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 will send a Clarion Call to the parents to warn them of a delay. If the call is required outside of the School Office hours the EVO will be contacted and asked to send the Clarion Call.

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 Reception visits before organising one him/herself. The role and responsibility for the teacher in charge of a visit is outlined in the school's Trips pack. 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' Officer (EVO).

ROLE OF THE EDUCATION VISITS OFFICER (EVO):

The Headmaster is responsible for approving all requests for visits. The EVO works closely with the teacher in charge of a trip in checking that the paperwork is correct, gives guidance on carrying out risk assessments, budgeting for visits, on permission slips and keeps a "library" of paperwork on previous visits.

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 Transport Manager. For any minibus journey that involves Reception children, there should always be a second member of staff.

USE OF HIRED TRANSPORT:

We hire coaches for some of Reception off-site visits. A list of reliable local companies is held by the Transport Manager. We only book vehicles with front facing seats that are fitted with seat belts.

PREPARATORY ARRANGEMENTS:

Visits are planned at least a term in advance, when dates need to be agreed with the Headmaster and the EVC. Parents will be told about the visits planned for the ensuing term at the beginning of 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 schools Trips Pack.
- 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 consent form by the date given on the letter and return it to school. All trips for Reception are paid for by the School.
- Parents are asked at this stage if they are able to accompany the school on the visit (if needed).
- Risk Assessment and other paperwork outlined in the schools Trip Pack. This must be completed in advance.
- Parents should be advised if special clothing (sun hats, waterproof clothing, wellington boots, sun cream) is needed/advisable.

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.
- Catering request to the School Kitchen.
- Meeting with other members of staff participating in the visit (and EVO) to discuss risk assessment, the respective roles of the Teacher in Charge, other staff (and volunteers) and emergency procedures.
- Prepare packs for the accompanying staff, EVO and the Headmaster 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, together with copies of their parental contact forms (which includes details of each pupils' medical conditions)
- Emergency contact numbers for the Head of Lower School and the EVO.
- Contact details for the School Secretary.
- A copy of the risk assessment.
- Location of local hospital.

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).
- Collect school mobile phone (if applicable)
- Boys in the Lower School are issued with a wrist band with the School's name and trip phone number.

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 cancelling 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

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 his parent's emergency contact number at once and arrange for him to be collected. If contact cannot be made, the teacher in charge, or another member of staff, will take him to the local hospital or, if the illness is more minor, to the School's medical room (if possible). A member of staff will remain with the child at the hospital or medical room 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 accompanying 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 Head and the EVO 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 Head are maintained. He/she would also need to arrange (perhaps 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 Bursar would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken (see Crisis Management Plan).

At our 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 Clarion Call for communicating with those whose children are not affected. Communication with the media should be left to the Headmaster. 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 EVO 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.

Expenditure

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

Petra Gent
Head of Foundation

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