

The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Educational Visits Policy

The Federation of Kintore Way Nursery School and Children's Centre and the Grove Nursery School are committed to providing children with opportunities to attend educational visits. Visits can develop children's learning and development in a wide range of ways. Visits provide children with the opportunity to have first-hand experiences which may not be available at school. Children benefit from the social experience that trips bring with adults and their peers. The discussions that take place during a visit can support children's language development. This policy conforms to the Statutory Framework set out in the Early Years Foundation Stage for the organisation of educational visits (EYFS April 2017)

Types of visits

During the school year a range of different visits can take place;

- Short outings where children will walk to the local shop, park, supermarket etc.
- Forest school sessions in the local park lasting for approx. 2 hours
- Visits within the local area involving public transport
- A whole day visit using public transport
- A whole day using a coach or mini bus.

Planning a Visit

- Visits are planned according to children's interests, needs and learning priorities.
- Visits should provide enriched learning opportunities for the children.
- Practitioners are encouraged to make the most of the local surroundings and free public transport to keep costs low.
- All trips need to be authorised by a member of the Senior Leadership Team, if there is a cost involved consent from the Executive Headteacher must be obtained before any booking is made.
- A preliminary visit is recommended for safety and educational planning reasons, so that the journey and venue can be assessed for risk, and for its ability to meet the aims of the visit and the individual needs of the group. It also ensures that the **group leader** is familiar with the venue and has obtained advice from its staff. Even if a visit is a repeat of a previous successful visit, it is still good practice to make an exploratory visit or at least obtain written information from the venue, as factors may have changed in the meantime. When making an exploratory visit, it is important to take into account possible variations in conditions on the day of the actual visit, due to such matters as the weather and the time of day.
- A risk assessment must be completed, taking into account any risk assessment supplied by the venue being visited, with additional factors included as appropriate to the group. The risk assessment, annotated and dated, should be given to the Executive Headteacher/Senior leader the day before for any journey that is further than walking distance from the school, a copy given and read by all adults attending the outing, and one placed in the folder in the front office and saved on the shared area. For local outings, a pro forma risk assessment may be used on the day of the outing, dated and suitably annotated with relevant details of individual children or the environment to be visited.
- The office and catering staff should be informed of visits. If the children are having lunch as part of the visit the Catering Manager will be informed with plenty of time, if food ordering is likely to be affected, or packed lunches required. Packed lunches will be provided for all children, unless they

are paying for their place.

Financial Considerations

- If a contribution is to be requested from parents and carers, they should be notified as soon as possible of the total cost of the visit. All donations are voluntary.

Adult to Child Ratios

Arrangements must be made to ensure that the staffing is appropriate in terms of the level of qualified supervision and the staff/pupil ratio. Children with complex needs or children who need additional support require a 1:1 adult to child ratio. Children aged two require a 1:2 ratio.

Children aged three can have a maximum ratio on 1:3 however the decision is based on individual children's needs.

There is always a minimum of two adults on any visit.

Parental Consent and Information

On entry to either 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. For longer trips which involve going on public transport, parents are provided with a letter 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. After any security incidents or if the threat level is raised to critical, written consent will be required for all trips including local trips. If a child with particular medical needs is attending the outing, they should either be looked after by their own parent/carer or by a member of staff, rather than by another child's parent.

If the visit is taking place on a hot day, ensure parents provide sun hats, and have put high factor sun cream on their child, water etc. Children to wear a top that covers shoulders and back and to keep hydrated with water and encourage them to drink lots of fluids.

Visit Preparations

- Ensure the school mobile is charged
 - Check Oyster cards are topped up if required
 - Contact TFL if using public transport
 - Contact the venue
 - Inform the office in advance if you require petty cash (Some cash should be taken on every trip in case of emergencies)
 - Ensure there is a supply of sick bags, change of clothes, tissues, anti-bacterial gel/wipes, gloves, masks, face visors and plastic aprons and carry water and some snacks
 - If going on a longer journey on a coach, ensure plenty of drinking water is taken in case of heavy traffic and delays
 - Ensure the first aid kit is fully stocked
 - Prior to every trip, parents and staff will be provided with a hand out of information containing the School mobile number that the group leader will have and any other required contact number/school mobile, information on what to do if there is a critical or security incident, a lost child and information on a meeting point if separated and a second meeting point if there was a security incident. A trip WhatsApp group could be created in an emergency situation.
 - A blank emergency contact and medical needs form for parents to complete prior to the trip
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which lists any other contacts that may need to be contacted in an emergency.

- Children and staff emergency contacts.
- Take a torch for emergencies.

Staff Roles and Responsibilities

The Education Visits Co-ordinator at Kintore Way is the Deputy Headteacher

The Education Visits Co-ordinator at the Grove is the Assistant Headteacher

All visits which require children to travel on public transport or a coach need to be reported on Southwark's Evolve portal. If the visit is not within the Greater London area, the health and safety officer of the local authority must be informed 2 weeks before the visit and a copy of the risk assessment sent.

All visits will be led by experienced staff and every visit will have a **group leader**, this is usually the class teacher or the most experienced member of staff on the visit.

Every visit **must** have a nominated person qualified in paediatric first aid should be in charge of first aid arrangements, taking a small first aid kit and accident forms and making themselves aware of any first aid provision at the site of the visit.

Students or short term agency members of staff must be accompanied by an appointed member of staff when taking children out.

The group leader will;

- Ensure children have been suitably prepared for the visit in terms of learning opportunities and about what will be expected of them;
 - Be responsible for the safety of the children and adults on the visit at all times
 - Ensure all staff have read the risk assessment
 - Ensure written consent has been obtained when required
 - Give verbal and written guidelines to the adults on safety procedures, responsibilities and learning opportunities making it clear that the safety of everyone is a priority.
 - Ensure parents/adults know what to do if there was a security incident, i.e. that they should try and get away as quickly but safely from the immediate vicinity as possible, leaving baggage or other belongings behind and to follow instructions of police or security forces at all times, being mindful that they may be armed and appear more intimidating than they are used to.
 - Ensure each adult knows which children they are responsible for
 - Remind children to stay with the adult at all times and listen carefully to instructions.
 - If travelling by coach, the leader must obtain the driver's names, mobile number, coach registration number and leave these details at the office and check the insurance
 - Carry a spare mobile phone (if possible on a different telephone network to the other handset) and spare battery or auxiliary charge
 - Check all children's medical needs prior to the trip and ensure medication is taken on the trip with medication forms
 - Ensure that all children and adults emergency contact details are taken on the visit and all staff members have a copy
 - Fill in the outings book with the names of children and adults going on the visit
 - If using a coach or mini bus, check that every child and adult is wearing a seatbelt and avoid children sitting in the middle seats at the back of the coach or the front seats
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- Ensure the first aider has a well-stocked first aid kit
- Ensure individual child and adult medication e.g. Epi pens, asthma pumps are taken on the visit
- Ensure there is some cash taken on the trip
- Ensure children are appropriately clothed for the weather and visit
- Ensure all Children are wearing something which contains schools name and contact number (High visibility waistcoats, wristbands, labels)
- Count all adults and children and keep a record of numbers. Carry out regular headcounts during the trip
- Advise adults throughout the day
- Ensure staff are distributed with a member of staff to be responsible for the end of the group
- To ensure roads are crossed safely
- Communicate with the school office on departure times etc
- Have a plan B for the day if the weather turns bad, there is a security alert or incident, heavy traffic or delays on public transport
- Wait for ALL members of the original party before returning.

For large visits, the group leader **does not** have responsibility for supervising children.

Prior to Departure

- The group leader will check the news for updated threat levels to assess if the trip should go ahead or if there are any areas police advise avoiding.
- If the threat level has been recently raised to critical, or the day after an attack the trip will be reviewed and possibly cancelled. Advice from the LA will be sought.

During the Visit

- All adults must be especially vigilant at all times– know where the exits are and where you would run to especially in busy places like shopping centres , train stations or sports stadiums
- All staff will continually risk assess the visit
- Keep an eye on the news for any changes
- If coaches or mini-buses are used for visits, they must be fitted with seat belts, and staff must ensure that the belts are kept on throughout the journey. Children under 2 years must travel in car-seats provided by the parent. Children should not sit on the centre seat at the back of a coach, or in the two front seats, in case the seat belt fails to hold them if the vehicle has to make an emergency stop.

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. If there are only female staff on the trip all children will use the female toilets.

Lost Child

If a child goes missing the group leader should be notified immediately.

The group leader will do the following;

- Lead member of Staff completes a full search of venue
 - Report child missing to venue's security if available
 - Ring 999 informing police of the incident.
 - Reassure children/staff and arrange a safe return of the remaining children
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- Ring Executive Headteacher/ Deputy Headteacher/ Assistant Headteacher who will inform the parents, local authority and Ofsted
- Parents are given information of what to do if a child is lost during a visit.

Critical Incidents

Follow the security advice of the venue you are attending and contact the school as soon as possible.

If there is a **terrorist attack** during the visit staff follow the national guidance which is;

Run- to a place of safety. This is a far better option than to surrender or negotiate

If there is nowhere to go then...

Hide –It's better to hide than to confront. Turn phones to silent and turn off vibrate. Barricade you and the children in and when it is safe you...

Tell- the police by dialling 999

- If separated from each other in the event of a security, terrorist or critical incident to meet at the agreed emergency meeting point if separated
- Mobile phones may not work in the immediate hours after an incident. Consider using telephone boxes where they still exist for contacting the school or office
- If groups are separated, to ask for assistance from a police officer or other security official and state that they are a part of a school group.
- The group leader should attempt to keep everyone together whilst moving away as quickly as possible. Keeping together may be difficult and is ultimately less important than speed of action and staying safe. Staying low and even better, moving away whilst behind solid objects such as concrete barriers or buildings (as opposed to just parked cars) will provide good protection
- Once accounted for, it may seem obvious to try and travel from the town or venue as soon as possible. If this involves public transport, it may not be the best option as some terrorist organisations plan secondary attacks that specifically target transport hubs. Keep the school informed and stay in regular contact.
- The group Leader should notify school to contact children's families as soon as practicable, noting the known whereabouts of all members.

After the Visit

All visits are reviewed and evaluated and risk assessments updated accordingly

Click here to access NPCC (national Police Chiefs' Council "Run Hide Tell" guidance

<https://www.npcc.police.uk/StaySafeAssets/FINAL%20MPS168715%20Run%20Tell%20Hide%20A5%20Lft%20Blk%20Eng%20v3.pdf>

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Policy Name

Educational Visits

Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & the Grove Nursery School by the Governing Body at the meeting on

14th December 2020

Name of Governing Body Representative

Teresa Ali

Signature of Governing Body Representative



Date signed 14th December 2020

Date to be reviewed: As and when changes are made

Appendix

Hand out template to be given by staff to adult helpers assisting on a visit

<u>Lead member of staff:</u>	
<u>School mobile number:</u> <u>School landline number</u>	
<u>Agreed emergency meeting point if separated from the rest of the group</u> Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter. Where to wait and gather for head counts.	
<u>Children with medical needs:</u> <u>Adult carrying first aid kit</u>	
<u>Adult and children gr</u>	<p>Eg</p> <p><u>Adult name</u> <u>children in group</u></p> <p><u>Adult name</u> <u>children in group</u></p> <p><u>Adult name</u> <u>children in group</u></p> <p><u>Adult name</u> <u>children in group</u></p>
<u>Safeguarding</u>	<p><u>Mobile phone use:</u> Adult helpers are advised to not use their phones on visits unless separated from the main group or if a critical incident occurs.</p> <p><u>Expected behaviour</u> Parents and children are expected to behave in line with our behaviour policy and code of conduct policy.</p> <p><u>Risk Assessment</u> A copy of the risk assessment should be given or shared with adults prior to visit taking place.</p>