



Annex A to Educational Visits and Activities Policy: Education Visits for EYFS Children

1. Introduction

Independent Schools are legally required to have policies for educational visits made by all of their pupils. However, the EYFS Statutory Framework places additional requirements on schools that cater for the youngest age group. This policy complies with DCSF Guidance "The Health & Safety of Pupils on Educational Visits: A Good Practice Guide" (2004).

2. Aims and objectives

Oakwood 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 the 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 – most last only half a day. We do not take Early Years Foundation Stage children on overnight or foreign visits. We aim to ensure that visits are well planned and significant risks are identified and managed. There will always be contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable. All staff in charge of visits will have the necessary competence to manage situations appropriately, following the EYFS checklist.

3. Contents of Policy

This policy reflects the regulatory requirements which are both detailed and prescriptive. Considerable preparation is needed to take a group of very young children safely out of school in compliance with the regulations. This policy is based upon the presumption that EYFS outings will be much more local than visits involving older children, consisting entirely of short outings within the neighbourhood of the school that are completed within a half-day, or day at most.

4. Guidance

- 4.1** Learning outside the classroom environment is an essential part of our curriculum. Trips and visits usually last no more than half a day and may include visits to wildlife & nature activities, the library, local museums, external events and theatres. Pupils are not taken on overnight or foreign visits.

5. Visits

5.1 Supervision

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks with the enclosed school grounds, the children are supervised by their Teacher and a Teaching Assistant who holds a Level 3 statutory qualification (as defined by the

Children's Workforce Development Council) or equivalent. Staff are always equipped with either a mobile phone or school walkie-talkie and a first aid kit. Staff accompanying a trip are DBS checked and any volunteers are never left alone with any child and at least one member of staff will hold a Paediatric First Aid Certificate. The children are always briefed in advance about the visit and the standards of behaviour we expect.

5.2 Staff Ratios and Responsibility

Oakwood School operates a staff ratio of 1:4; the legal requirement is 1:8, but we voluntarily opt for a lower number for all off-site visits involving children in our Nursery, Kindergarten and Reception classes.

There is at least one Teacher whom will have been designated as leader in charge of the visit and a named deputy. The teacher will prepare and review paperwork including: risk assessments, budgeting, permission slips and reports of previous visits. Our normal class sizes vary so the Teachers are accompanied by a minimum of two qualified Teaching Assistants. At least one of the Teachers and/or Teaching Assistants is qualified in pediatric first aid.

Volunteers are checked with the DBS and are never allowed to supervise children alone and are thoroughly briefed about their roles and given risk assessments and relevant documentation beforehand.

Volunteer helpers are useful on visits in view of the very high staff ratios; but if they are used, the visit is structured so as to ensure that they cannot be left in sole charge of EYFS children, unless they possess an enhanced DBS disclosure and the relevant Level 3 statutory qualification (as defined by the Children's Workforce Development Council) or equivalent. This policy is available to parents upon request.

5.3 The Nursery

Nursery children are given time to settle into the routine of going to school, and there are plenty of opportunities for daily outdoor play in the Nursery Department's well-equipped, secure outdoor play area. Every child in the Nursery is frequently taken by their Teacher and their Teaching Assistants on a fifteen minute nature walk inside the school grounds, where they are encouraged to collect conkers, autumn leaves, scramble over fallen logs and watch the wild life throughout the year.

Nursery children are taken for half day off-site excursions when the Nursery Leader feels that the children area ready.

5.4 Kindergarten and Reception

By the time the children move to Kindergarten and Reception, they are ready for more excursions off-site and a wider range of experiences. We arrange for regular short walks in the neighbouring area for the children to learn about the environment and different places or work. During the year, they may visit:

- A variety of shops – eg: Waitrose, Pizza Express
- The Fire Station
- The local museum
- The Library
- The beach

The children's creative experiences are expanded by visits to the local Childrens' Theatre to see productions for children. During the Spring term, they may have a visit to a local park and to a small farm, so that they can find out where milk and eggs come from and see what animals eat.

The frequent walks in the school grounds continue and by the end of Reception, the children are confidently conducting work on the topics involving the outdoors. Their climbing and balancing skills will have improved, together with their understanding of nature, such as the first signs of Spring.

6. Keeping Parents Informed

All parents of children in the Early Years Foundation Stage 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.

The School Calendar lists the visits that are due to take place over the coming term and letters are sent home and emailed to parents well in advance of a visit detailing the purpose of the visit and, if appropriate, its cost and whether it involved an extension to the normal length of the school day.

7. Consent

We require parental written consent in order to take the children off-site. The majority of our outings take no more than a few hours and involve walking to and from local landmarks or places of interest. We notify parents about these in the weekly whole school newsletter (known as 'The Friday Flyer').

Parents are asked to give written permission for children taking part in these visits. We always seek permission separately for longer visits, visits involving transport, or extra cost (which the school will fund) and for more elaborate arrangements.

We require written consent every time we take a child from the Early Years Foundation Stage off-site since it is the policy of our Governors not to permit "blanket" consent forms to be used for this age group. Parents are advised that we are unable to take a child off-site without a completed and signed consent form. A consent form is sent to parents well in advance of a visit and must be returned at least 3 days prior to the visit taking place.

8. Risk Assessment

Safety is our top priority. Even the shortest of visits is thoroughly planned and has its own risk assessment which is reviewed thoroughly before a repeat visit is made. For each type of outing, a full risk assessment is carried out. This assessment is reviewed and amended as necessary before embarking on each specific activity or outing. Every adult on the visit is given full details and copies of risk assessments.

The trip leader will take essential records (including parents contact details and relevant pupil medical details and equipment on outings such as parent contact numbers, first aid kits and mobile phone(s). There will be a minimum of at least one person on the visit that has a Paediatric First Aid Certificate.

9. Head Counts including pupils' behaviour

The Teacher in charge conducts and 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
- On sitting down in the coach/minibus when leaving School and visit destination (if applicable)
- On arrival at the destination
- Periodically during the visit
- On arrival back at 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 school minibuses, a member of staff will check that all the pupils are sitting properly on booster seats and wearing their seat belts (an adult ensures that each individual child is 'belted up' properly and securely). Expected standards of behavior will be reminded before departure

and enforced if deemed necessary.

10. 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 procedures set out in our Missing Child Policy which can be viewed on the school website.

11. First Aid Kit

The Teacher in charge takes a first aid kit, list of emergency contact numbers and a mobile phone with him/her on every outing. Bottled water is carried on every trip. They are aware of any individual special and medical needs which will be supported and actioned.

12. 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 of those children attending the visit and will contact the parents to warn them of the delay.

13. Role of the Teacher in Charge of a Visit

Every visit, however local, is planned in advance by the member of staff who is in charge of it. S/He will have had previous experience of accompanying Early Years Foundation Stage visits before organising one him/herself and will have had internal staff training. S/He is responsible for approving all requests for visits and completing correct paperwork, carrying out risk assessments, budgeting for visits and writing parental permission-slip letters.

The Teacher in charge either holds a Paediatric First Aid Certificate him/herself, or ensures that at least another member of staff accompanying the visits holds one.

14. Personal Liability and Insurance

Staff in charge of pupils have a common law duty to act as any reasonable prudent parents would do in the same circumstances “in loco parentis”. 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 EYFS visit(s) as part of their training in the responsibilities of the role. It explains that their responsibility is to “act as any reasonable parent would do in the same circumstances” and they have a duty under common law to take care of pupils in the same way that a prudent parent would do. 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 Oakwood School, as their employer, will always support them in the unlikely events of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines.

Oakwood School has £5 million of Employers’ Liability Insurance and £25 million of Public Liability Insurance, as well as a group travel policy that covers any visit made by the Nursery Department. Cover includes cancellation or delay, medical expenses, replacement of personal possessions and money.

15. Use of Private Cars

It is the School’s policy not to transport Early Years Foundation Stage pupils in private cars belonging to staff unless approved by the Headteacher and Designated Safeguarding Lead in extenuating circumstances.

16. Planning Transport

No one is allowed to drive the school minibuses unless s/he has trained as a minibus driver or has a D1 on their driving license. For any minibus journey that involves Early Years Foundation Stage children, there is always a second member of staff on board sitting with the children. The school arranges and funds First Aid courses following the guidance set out in the "Practice Guidance for Early Years Foundation Stage", as well as courses in driving minibuses for staff who are involved in visits. The School provides booster seats for all pupils under 135cm in height.

At Oakwood, we expect every member of staff to complete a "Drivers Declaration Form" before they drives pupils in a school or privately owned vehicle. The forms are held by the Assistant Bursar.

17. Actions for Teachers in Charge

Dates are fixed at least a term in advance for the following visits (as detailed below). During these visits there may be a need to draw upon accompanying staff from other parts of the Pre-Prep Department who are advised, in advance, accordingly, for example:

- Autumn Term: Visit to Children's Theatre, local outdoor museum
- Spring Term: Visit to Puppet Theatre, restaurant
- Summer Term: Visit to local wetlands, beach

Visits are organised a term in advance that:

- Involve additional costs to the school
- Need to be booked in advance
- Need transport to be arranged (Hired transport is booked in accordance with the School's conditions for using hired transport).

At this stage:

- The Assistant Head (Head of Pre-Prep) should be consulted about the trip and any individual children's special and medical needs. Advice is obtained on any arrangements that may be required for a pupil's individual special and medical needs.
- The Bursar is informed if tickets and/or transport needs to be reserved.
- If required, the Bursar arranges for DBS checks and references to be taken up for any volunteers.

One Month in Advance:

- Letter is sent to parents giving details of the visit and advising if special clothing (sun hats, waterproof clothing, Wellington boots, sun cream) is required.
- Parental consent forms are sent out with the above with a return date specified.
- A traveling first aid kit is booked out from the Office.
- A school mobile phone is booked out from the Office (if required).
- Bookings are finalised.
- Check that the Driver is on the school's list of named drivers or that all required details about the coach has been received.
- Risk Assessment is finalised by the Bursar or other SLT member.

Two weeks in Advance:

- Parents are chased for their consent forms and are reminded that their child cannot participate in the visit without a completed form being received.

- If appropriate, tickets (eg: for the Theatre) are checked and stored safely.
- Meeting with other members of staff participating in the visit is arranged to discuss risk assessment, the respective roles of the Teacher in charge, other staff (and volunteers if appropriate) and emergency procedures.
- Prepare packs for the accompany staff 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/school mobile number
 - Mobile numbers of all participating staff
 - List of pupils, together with copies of their parents' contact forms (also detailing each pupil's medical conditions as appropriate).
 - Emergency contact numbers for the Assistant Head and the School Office.
 - The name of the driver(s), registration number of the minibus, names of pupils in each vehicle, mobile phone number of the driver, a copy of the vehicle's insurance certificate (to be held with the Bursar).
 - A copy of the risk assessment.
 - Know the location of the nearest hospital.
- Bottled water (enough for the duration of the visit) is ordered from the Catering Department and any other catering requirements.
- Further rece of venue to be taken.

Day of Departure/Day prior to Departure:

- Remind the children of the aim of the visit and of the expected standards of behaviour.
- Give out information to recipients.
- Collect first aid pack (check contents).
- Charge mobile phones (if appropriate).
- Collect a bottle of water and any other catering requirements.
- Check that driver and coach/minibuses details match those notified by the company/driver on the booking form and a copy is handed to the office.

18. During the Visit

Primary consent for the safe conduct of the visit rests with the trip leader. S/He has sole responsibility for amending the itinerary or canceling the visit in the event of unforeseen circumstances 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 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

19. Illness or Minor Accidents

If a pupil has a minor accident or becomes ill, the trip leader, or another member of staff will phone his/her parent's emergency contact number at once and arrange for him/her to be collected. If contact cannot be made, the trip leader, or another member of staff, will take him/her to the local hospital or, if illness is minor, to the School Office. A member of staff will remain with the child at the hospital or in the School Office until a parent or carer arrives. The school office and Headteacher will be informed in all of these circumstances. Exact details and staff responsibilities are outlined in the risk assessments.

20. 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 trip 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 and would remain with the child/children until their parent(s) 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 trip leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not emerged, he or she should say so, and ensure that follow-up communications with the Headteacher are maintained.

S/He 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 and asked to collect their children from either the venue or the School, depending upon the circumstances. The Bursar should notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

At Oakwood 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 recognize 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 pupils 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 Headteacher. The trip 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.

On return, each teacher in charge is asked to provide the Headteacher 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.

21. Expenditure

The trip leader is responsible for producing a schedule of all expenditure on the trip and they should liaise with the Assistant Bursar.

22. Report for Governors

The Headteacher’s termly report to the Governors always contains a synopsis of all the school trips and visits that have take place since the last meeting.

23. Report for the School Magazine

The trip leader prepares a short report preferably will illustrations (unnamed) photographs that is submitted to the Marketing Manager within a week of the trip concluding.

Reviewed: January 2016	By:	Yvonne Lee, Assistant Head
Reviewed: January 2017	By:	Yvonne Lee, Assistant Head
Reviewed: January 2018	By:	Yvonne Lee, Assistant Head
Signed: 	By:	Clare Bradbury, Headteacher
Next Review Date:		January 2019

Annex A

MODEL CONSENT FORM FOR EARLY YEARS FOUNDATION STAGE DEPARTMENT VISITS

[Nursery/Reception] Visit toOn Teacher in Charge

Departing athours from the school. Returning to the school athours

Nature of Activity:

Equipment Needed by your son or daughter:

- Wellington Boots
- Waterproof Suit
- Warm hat and gloves
- Sun Hat
- Sun cream

Maximum number of pupils [], who will be accompanied by [] members of the teaching and [] Volunteers.
[Any parent who is interested in volunteering to help on this visit should contact [] [S/he will normally be asked to consent to the school obtaining a CRB disclosure].

Transport:

- The children will walk
 - Coach to and from
 - We only book coaches fitted with seat belts, from a company well- known to us, whose drivers are on our list of named drivers and have been cleared with the CRB*
 - School Minibus, with booster seats, driven by a member of staff,
- Cost [] [Cheque enclosed]/[To be added to your bill for the next term]

Medical Information

Any allergies or sensitivities to food, pets or to insect stings:

Any chronic or recurring medical conditions needing regular or occasional medication or treatment:

Does s/he require any special arrangements to be made? If so, please describe them briefly below:

Does he/she suffer from travel sickness? [If so, may we have your permission to give him/her a travel sickness tablet that is suitable for children aged 3 and over?]

Does he/she suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities?

Date of last tetanus injection?

CONSENT TO EMERGENCY TREATMENT

I/ We authorise the Teacher in Charge, or an authorised deputy acting on his/her behalf to *consent* on the advice of an appropriately qualified medical specialist *to my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure* under the NHS if he/she is unable to contact me/us time.

Signature of both parents: _____
or Guardian

Emergency Contact Details for the period covered by the visit:

NAME:..... Tel .no:.....Mobile:

Email: Work no:.....

NAME:..... Tel .no:.....Mobile:

Email. :..... Work no:

FAMILY DOCTOR:..... Tel .no:.....

Address:

Behaviour code:

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given by a member of staff [or by an Instructor at a centre] at all times.

Signed: Signed.....

Name: Name:.....

Date: Date:

Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to [] School by [] and returned to [] School by []