



EDUCATIONAL VISITS POLICY – EYFS

In this policy the following members of staff are referred to:

TITLE	NAME
Head Teacher and Designated Safeguarding Lead	Claire Murdoch
Head of EYFS	Ambika Curbishley

INTRODUCTION AND PRINCIPLES

The School operates non-selective admission at Reception age. The induction training for all teaching and support staff involved with Reception children underlines the importance of providing for Early Years Foundation Stage (EYFS) children.

This policy sets out the framework within which the School operates when taking EYFS children out of the School.

SPECIFIC POLICY OBJECTIVES

The policy sets out:

1. For parents, what sort of trips and outings we organise.
2. To ensure that visits are well planned and significant risks are identified and managed.
3. That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
4. That those in charge of visits have the necessary competence to manage situations appropriately.
5. That the requirements of the Early Years Foundation Stages (EYFS) Checklist and Monitoring Reference for Inspectors are met.

EDUCATIONAL VISITS – INFORMATION FOR PARENTS

There is a separate school policy (**EYFS Policy**) outlining our general ethos for Reception age children and how we apply our ethos.

The 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 that 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. EYFS pupils are not taken on overnight or foreign visits.

TRIP OBJECTIVES

- 1.** To enhance topics covered in the classroom.
- 2.** To act as a stimulus for a unit of work.
- 3.** To develop an understanding and awareness of the environment.
- 4.** To make comparisons with material already studied.
- 5.** To encourage continuity and progression in:
 - Knowledge
 - Understanding and application of skills
 - Personal and social education
- 6.** To cover the requirements of the curriculum.
- 7.** For variety and enjoyment.
- 8.** To develop the autonomy and self-esteem of pupils.
- 9.** To give equal learning opportunities to all children despite their backgrounds.
- 10.** To prepare children for the out of education pursuits they may well experience or can expect in the future.
- 11.** To promote road and public transport safety and confident pedestrian skills.

THE TEACHER IN CHARGE

The Teacher in Charge, working closely with the Head Teacher, will review and prepare paperwork, including:

- risk assessments
- budgeting
- permission slips
- reports of previous visits
- that they are fully acquainted with this policy.

SUPERVISION

Generous staffing levels, close supervision, appropriate clothing and necessary equipment are essential for even the shortest of excursions. Children are supervised at all times by at least one adult. They always take a school mobile phone with them. The children are always briefed in advance about the visit and of the standards of behaviour that we expect.

STAFF RATIOS AND RESPONSIBILITY

We carry out a detailed risk assessment in advance of any offsite visit for EYFS pupils. Based on the risk assessment we determine the number of adults needed for the trip by taking into account:

- the nature of the outing,
- the activities involved
- the particular needs and characteristics of the whole group and individual children within it.
- The total number of pupils going on the trip and the EYFS minimum staffing ratios

The pupils are divided into smaller groups and for all groups making up the trip, there is always at least one Teacher or Teaching Assistant. There will be one designated Teacher in Charge of the visit. At least one accompanying member of staff will have current paediatric first aid training.

We frequently invite parents to volunteer to help with off-site visits. Volunteers (other than parents) need to provide a copy of photo identification, unless they are known to the School, are never allowed to supervise children alone, and are thoroughly briefed about their roles beforehand.

TRANSPORTATION

For any minibus journey that involves Reception age children, there will always be a qualified member of teaching staff accompanying them.

In line with our School Travel Plan, we encourage the use of sustainable travel, wherever possible. However, we recognise that in the EYFS children may find public transport challenging and therefore on occasions we use professional coach companies. Coach companies are required to confirm to the School that their drivers have had enhanced DBS clearance and are suitably trained. Coach companies must also confirm that all vehicles receive daily and scheduled checks and servicing to ensure roadworthiness. Pupils travelling on coaches must remain seated with seat belts on at all times, until instructed to remove their seatbelts. Pupils are assisted with their seatbelts where necessary and all belts checked prior to the vehicle moving. The only vehicles booked have front facing seats (fitted with seat belts).

OFF-SITE ACTIVITIES

We believe that children in Reception are ready for excursions off-site and for a wider range of new experiences. We arrange for regular short walks in the neighbourhood for them to learn about the built environment and different places of work. We encourage walking wherever possible, in line with our School Travel Plan.

KEEPING YOU INFORMED

All parents of children in Reception are invited to a meeting at the start of the autumn term, when the aims of the year, the topics that will be studied 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 an email well in advance, telling you about every visit and, if appropriate, its cost.

CONSENT

We require parental consent in order to take your child off-site.

Parents of Reception pupils are asked to give permission for their child to take part in local offsite visits when they begin at the school. These local outings, take no more than an hour and involve walking to and from landmarks or nearby places of interest. We notify parents about these by email.

For any other trips that are longer or further afield we will request specific parental permission each time and provide details of the trips. We always ask permission for visits involving extra cost to you although for Reception children these would be unlikely.

EDUCATIONAL VISITS - INFORMATION FOR STAFF

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. All staff carrying out Risk Assessments receive appropriate training.

HEADCOUNTS

The Teacher in Charge conducts or arranges for another teacher or teaching assistant to take the class register as normal. All accompanying staff and volunteers are then told how many children are in the group. The class list is taken on the trip by the Teacher in Charge. Headcounts are then conducted throughout the trip as follows:

- Before leaving School
- (If applicable) On sitting down in the bus, coach or train
- On exiting the bus, coach or train
- On arrival at the destination
- Regularly whilst at the venue
- On leaving the destination

On arrival back at the School, 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.

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 the School, or on a visit, we follow the procedures set out in our **Missing Child and Child Handover Policy and Procedures when a Child is not Collected on Time**, which can be viewed on our website.

FIRST AID

The Teacher in Charge takes a first aid kit, list of emergency contact numbers and a mobile phone with them on every outing. The Risk Assessment identifies children with any particular medical needs and, where necessary, personal medication and/or devices, such as EpiPens and inhalers are carried by the adult in charge of that particular

child. The School takes advantage of a recognised first aid organisation for training resources and facilities for obtaining first-aid qualifications and revalidation, normally every three years. A member of staff accompanying Reception children on the visit will have a current Paediatric First Aid training.

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 permissions and will phone, email and/or text the parents on their contact numbers to warn them of a delay and the revised time of arrival.

PERSONAL LIABILITY AND INSURANCE

Staff in charge of pupils act "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do." NMS, as employer of the staff, will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed the School guidelines.

NMS has Employer's Liability Insurance of £10m and Public Liability Insurance of £10m.

TRANSPORTING PUPILS IN A CAR

It is inadvisable for a teacher to give a lift in a car to a pupil alone. It is only permitted in an emergency and all other possible options have been exhausted. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. If it is an emergency situation which makes unaccompanied transportation of pupils unavoidable, the journey should be made known to the Head Teacher or a senior member of staff and preferably with the consent of the child's parent/carer. In the case of the Head Teacher driving in such circumstances, they should inform a member of the School's Senior Management Team.

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 their parent's emergency contact number at once and arrange for the child to be collected. If contact cannot be made, the Teacher in Charge, or another member of staff, will arrange for the child to be taken to the local hospital or, if the illness is more minor, back to the School. In any case involving a head or eye injury, when transportation to hospital is not considered necessary, advice should be sought from the NHS non-emergency number 111. A member of staff will remain with the child until a parent or carer arrives.

Staff should monitor all injuries, however minor, for an hour after the event when they affect the eyes or any part of the head. Staff will ensure that the Head Teacher or member of the Senior Leadership Team in the absence of the Head Teacher is informed of any injury that does not clear within 30 minutes (i.e. has an ongoing effect which is undiminished, such as pain, shock, concussion or trauma).

EMERGENCIES

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.

After ensuring that the rest of the group are safe and looked after, the Teacher in Charge will:

- inform the Head Teacher of what has happened giving as full, calm and factual an account as the circumstances permit.
- where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Head Teacher are maintained.
- 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.
- arrange for the School's insurers to be contacted as quickly as possible.
- a full record will be kept of the incident, the injuries and of the actions taken.
- where appropriate the School's **Critical Incident Plan** will be implemented.

Where possible, communication with the media should be left to the Head Teacher. The Teacher in Charge will refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge.

Following an emergency, a full investigation and report will be prepared in line with our Accident, Incident and Near Miss reporting procedure and in line with our **First Aid Policy**. Further reference should be made to our **Critical Incident Plan**, available on our website.

ON RETURN TO THE SCHOOL

On Return, the Teacher in Charge will:

- provide the Head Teacher with a report and post-trip evaluation of the visit.
- return all school property (together with a report of any lost or damaged property).

BILLING POLICY

It is not the School's policy to charge for most day trips. Some out-of-hours trips e.g. an evening trip to the theatre, may incur a charge, but parents will be notified in advance and need to give their consent to the trip taking place.

SAFE HANDOVER

To ensure the safe handover of pupils to parents at the end of a trip, pupils will re-enter the School and go to their classroom where a final head count will be taken. Pupils will then be dismissed in the normal manner. Parents of pupils who have suffered any illness, injury or have displayed behaviour issues, will be spoken to by the Teacher in Charge as a matter of priority.

CANCELLATION

Whilst the School actively promotes trips it reserves the right to cancel or curtail a trip at short notice in the interests of the health, safety and welfare of its pupils and staff.

REPORT TO THE ADVISORY BOARD

The Head Teacher's termly report to the Advisory Board will contain a synopsis of all the School trips and visits that have taken place since the last report.

SAFEGUARDING

The Head Teacher, as the Designated Safeguarding Lead, remains on duty at all times during a school trip and is the first point of contact for any safeguarding concerns during the trip, as per the DfE Guidance: Keeping Children Safe in Education (KCSiE) updated 2023

Claire Murdoch
Head Teacher
August 2023

Review approved by Deborah Livsey CEO
New Model School Company Ltd
August 2023

Next Review Date: August 2024

APPENDIX

RELATED SAFEGUARDING POLICIES

Please refer to the following policies, all available at our website, which relate to Safeguarding matters and which should be read in conjunction with each other:

- **Anti-Bullying Policy**
- **Behaviour Policy**
- **Child Protection and Safeguarding Policy**
- **Educational Visits - EYFS Policy**
- **Educational Visits Policy**
- **Health and Safety General Policy**
- **Induction of New Staff, Board Members and Volunteers in Safeguarding Policy**
- **Missing Child and Child Handover Policy and Procedures when a Child is not Collected on Time**
- **e-Safety Policy**
- **Policy for Pupils on Confidentiality**
- **Recruitment, Selection and Disclosures Policy**
- **Staff Code of Conduct Policy**
- **Taking, Storing and Using Images of Children Policy**