

Chelwood Nursery School
Chelwood Walk
St Norbert Road, London, SE4 2QQ



Educational Visits Policy 2022

Policy Schedule	
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Headteacher's signature	<i>Angelika Alleman</i>
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Educational Visits Policy

1. Aim

To give pupils first-hand experience of artefacts or environments that enhance their learning across the curriculum.

School trips are a valuable way for children to consolidate their learning, and we are fortunate that we are in an area where there is a wealth of historical artefacts and high-quality educational centres available to us. The following points must be followed to ensure the safety and enjoyment of everyone.

2. Types of visits

Outings at Chelwood fall into 3 categories:

Short local visits, 'Out and About' expeditions, in which small groups of children explore the local environment with members of staff from their class team. All the children will engage at some time, and these are planned to link to children's focus of interest, to seasonal exploration, and are also used as a strategy to support our transition work with the children in the Summer term. (these will generally not involve transportation.) Short local visits that support families in accessing and making the most of the rich, free resource of our local environment.

'Walk and Talk' expeditions These are a targeted resource and involve children and their families. They are always supported by one member of school staff and a volunteer?

Whole day excursions. Due to the age and developmental stages of our children, these are rare and are always planned to meet a specific area of focus. We recognise that for our children, short, meaningfully focused visits in the local area are often more beneficial than those further afield.

A risk assessment must be carried out by the group leader (blank form and generic risk assessment for local walk and talk trips at the end of policy document) and this must be approved by EVC (Caroline Mitchell) and authorised by the Headteacher with the list of pupils and adults going on the trip. Specific children's medical or emotional needs need to be planned for as part of this risk assessment. The risk Assessment needs to be submitted at least a day before the planned outing and once authorised should be shared by the group leader with all of the other adults who will be accompanying the trip. A signed copy of the authorised risk assessment should be added to the appropriate risk assessment folder in the dining room by the group leader. This then becomes important reference material for other colleagues.

The teacher who is curriculum lead has trained as Educational Visits Co-ordinator. (Training updated May 2022)

3. Choice of Suitable Venue/Destination

(for visits other than local)

- Gather information about venue/destination, use resource materials, staff knowledge, recommendation from other early years practitioners
- Consider suitability for purpose
- If information is only gained from published materials or by recommendation, plan for member of staff to visit and check for suitability on behalf of school, including access, toilet facilities, eating areas for packed lunch and parking for dropping off and picking up.

4. Choice of Transport

(for visits other than local)

- Any coach transport to be used must have seat belts and be certificated for purposes of transporting people, e.g. Southwark Children's Foundation.

5. Line Management

- Check with the Headteacher that the date, venue and cost are acceptable.
- All arrangements for the trip, staffing, risk assessments etc. must be signed off by the Headteacher.

6. Notification of Parents/Carers

- Permission must be sought from families before children are taken out, further afield on trips.
- Parents sign consent for local trips when accepting the place at school, as part of 'The Home School Agreement.'. In exceptional circumstances families may refuse to grant this consent. Staff must check for consent before taking children out of school.
- If children are to be taken off the school premises to visit any other destination then a standard school letter will be issued to individual parents explaining the destination and purpose of visit, plus mealtime arrangements and suitable clothing needed. This letter has a tear off permission slip that must be signed and returned by a due date otherwise the child will not be included in the visit. Permission returns will be collated by office staff and the information conveyed to the lead teacher organising the trip.
- Admin staff will send out letters with details as agreed by the Head teacher and teacher organising the trip.
- Final letter home and /or text/email - a reminder about the trip about 2 days beforehand.

7. Staffing for Visit

- Staffing for visits will depend upon the nature of the location, purpose of visit and the needs of the group. **A qualified Paediatric First Aider needs to accompany any group leaving the school site, including short excursions into the local environment.** The adult/child ratio may, however, vary according to the nature of the trip - if in doubt seek advice from a member of the SMT.

General guidance

- An adult child ration of at least 1:3 is acceptable (1:2 is ideal).
- Local trips where children are walking and may be required to cross roads, a 1:2 adult child ratio is recommended, so children can hold an adults hand when crossing the road.
- On other visits adult ratio will depend on location e.g. a small contained location such as Surrey Docks Farm or a large public venue such as the London Aquarium.
- The Group Leader/s must have a list of which children are going and which adult is assigned to take responsibility for their supervision available for all the adults on the trip.
- Adults must have a list of the children they are supervising
- Non staff members must be assigned to a member of school staff to work in staff led groups.
- Non staff members **MUST NOT** be left in sole charge of pupils.

8. Preparations for Visit

(For visits other than local)

- Staffing for visit to be organised by the group Leader and discussed with the Head teacher or Acting Headteacher.

- Party to be led by 1 teacher supported by 2 nursery nurses. Further party members to be selected from staff and volunteers.
- Packed lunches to be organised with the meals kitchen, well in advance.
- Paediatric First Aiders to organise adequate first aid materials and check that any necessary medications for individual children are carried by the staff member supervising that child. Changes of clothing and any additional food requirements e.g. extra drinks should also be prepared in advance. A checklist to support this advance preparation is available as an appendix to this policy.
- Group Leader to arrange children and adults into groups and to inform adults of their allocated children. (provide written lists of children including any medical info eg. asthma needs, key adults, staff group leaders, arrangements & itinerary for the day,) Group Leader to take details from class teachers about specific medical needs for participants e.g. asthma medications.
- **ALWAYS take a first aid kit, (bum bag first aid kits are available for staff)**
- School Trip ruck sack containing spare clothes, First Aid kit, medication, sick bags, disposable gloves, baby wipes, tissues.
- check whether any children need to take medication with them eg. any asthma inhalers that children may require.
- Every member of staff accompanying the trip should be carrying a fully charged mobile phone with credit, into which they have stored the team leader's mobile number and the school office number.
- packed lunches, water and cups
- stories, parachute game, blankets for sitting (where necessary)

9. Organisation on Day

(for short local visits)

- HT, Educational Visits Coordinator's & office staff to be notified of any planned visits in advance, a risk assessment completed and signed off and basic details to be discussed.
- Staff member to write list of children taken off premises and destination on white board in classroom (for fire drill reasons).
- Office to be notified on departure and given a list of all children and adults leaving the school site. Staff members accompanying the trip need to ensure that the Office have the correct mobile telephone number for them. Staff on trip have a SMT/office staff mobile phone number to call in case of emergency to ensure call is answered quickly
- All roads to be crossed with due care and attention preferably at a pedestrian crossing

(whole day excursions)

- Children to be issued with school address label securely fastened to their clothing with a safety pin. These labels will not contain the child's name.
- Adults to be given a written list of their group and introduced individually to children in their group.
- Children to be introduced to their group leader.
- Party to be escorted to the bus transport.
- Teacher/Group Leader to be responsible for head counting party on and off the bus and at other significant times during the visit and to check with group leaders frequently to maintain check.
- Seating on the bus - adults to space themselves throughout the bus and check that all children are seated safely and secured with seat belts.
- If any roads are crossed then one adult is to be delegated to check that all traffic has stopped before the group attempts to cross.

- At the venue adults to prearrange a meeting point and timing if the party gets separated also mealtimes and medication timing for individuals.
- All children to be escorted to the women's toilets unless there is a male member of staff in the group who may take the boys to the men's toilets.

10. Farm visits

There has been a great deal of concern about BSE, CJD E-coli and children visiting farms. Children must be supervised closely if they are handling farm animals. The basic safety rules are:

Never let pupils:

- Place their faces against the animals or put their hands in their own mouths after feeding the animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps (other than in designated public facilities)
- Ride on tractors or other machines
- Play in the farm area

11. In the Unlikely Event of an Unforeseen Emergency/Terror Attack

Due to the developmental stages and young age of the children at Chelwood, we only very rarely take children far afield or into central London. Terrorist attacks are very rare and the emergency services are well prepared and on high alert. However, it is important that all members of staff are aware of what they would need to do in this very unlikely event. All staff should follow this guidance.

- Listen to and follow the advice of the emergency services.
- Remain calm in order to best support the children.
- Make your way as quickly as possible to the nearest public building, (large hotel etc.) These buildings will have an emergency plan in place and will be able to help you.
- Do not panic if you are unable to use your mobile phone. Mobile networks are routinely blocked by the police during these incidents. When you are safely inside the public building you will be able to ask for a call to be made to the school using a landline, to let the school office know that everyone is safe.

12. In the unlikely event of a road or rail accident

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers/group leader should not hesitate to act in an emergency and to take lifesaving action in an extreme situation. If the Group Leader is injured another member of the school staff with a first aid qualification should step in and take the lead

Emergency procedures are an essential part of planning a school visit. If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.

Inform the emergency services and everyone who needs to know of the incident.

All staff to follow the guidance outlined in the previous section

13. Annexe 1 – Example Check list

- Check out the suitability of the venue for the purpose at hand. Where possible make a preliminary visit or talk to colleagues.
- Carry out a detailed costing including transport. (On longer trips, coaches must be fitted with regulation seatbelts)
- Check with Headteacher that the date, venue and cost are acceptable.
- Write to parents (on the standard letter at the back of this policy) to ask for contributions. Children who do not pay may not be excluded from school trips.
- Confirm the booking.
- Ensure that the kitchen is advised of any packed lunches required a minimum of two weeks in advance.
- ALWAYS take a first aid kit, (bum bag first aid kits are available for staff)
- School Trip ruck sack. containing spare clothes, First Aid kit, medication, sick bags, disposable gloves, baby wipes, tissues.
- check whether any children need to take medication with them eg. any asthma inhalers that children may require.
- Always take the school mobile phone from the main office
- Ensure an adult to child ratio of at least 1:3 (1:2 is ideal). The adult/child ratio may, however, vary according to the nature of the trip - if in doubt seek advice from a member of the SMT.
- The Group Leader/s must have a list of which children are going and which adult is assigned to take responsibility for their supervision available for all the adults on the trip.
- Adults must have a list of the children they are supervising
- Non staff members must be assigned to a member of school staff to work in staff led groups.
- Non staff members MUST NOT be left in sole charge of pupils except where it has been agreed as part of the risk assessment.
- Adults may not bring an under 3 child on the trip.
- Swap duties if necessary.
- Final letter home (at the back of this policy)- a reminder about the trip about 2 days beforehand.

14. Annexe 2 – Example Risk Assessment

RISK ASSESSMENT: Out and about off-site trip		
Destination:	Date and Time of Trip:	Class: Yellow Green Blue Mixed group
Mode of Transport/Route (Map):	Expected Duration:	
Medical / medications and/or individual/ personalised needs:		
Group Leader (GL):	Children going on trip (names):	Needs:
Paediatric First Aider (PFA):		
Additional Staff (S)/Volunteers (V):	Checked & signed off by Inclusion Leader:	

DATE:	REVIEW DATE: in advance of next trip	Assessor(s)		PERSONS AT RISK	Staff Children Volunteers
HAZARDS IDENTIFIED	RISKS	RISK RATING	CONTROL MEASURES	RESIDUAL RISK RATING	Action and date
Separation	Child gets lost Adults get separated from group Child abduction	Medium	Adult child ratio 1:2 (and where mature/ reliable children 1:3 but this to be limited) Adults briefed of responsibilities and need to closely supervise children they are assigned to Volunteers briefed of staff member in charge of their small hub. Regular roll calls Small groups led by staff with parents (hub 3 adult 6 children max) Clear assignment of children to adults and leader of each small group. Children with particular needs assigned to well briefed adults who are familiar to child and know their needs.	Low	

			<p>Children briefed about looking after adults, keeping them safe</p> <p>Clear parent briefing including itinerary so all know where group is headed and next meeting point</p> <p>School contact info on child labels</p> <p>Staff monitor/supervise exits to activities/ areas where children can move freely eg. Nature detective area/ playground.</p> <p>Staff supervise toilet visits, en-mass, or in small groups led by staff member (Planned 3 adult 6 children groups). As all staff are female only ladies toilets may be used by children.</p> <p>Staff must ensure volunteers are not left unsupervised, they must always be supported by a member of staff</p>		
<p>Child becomes ill/has an accident</p>	<p>Child has an accident and needs medical treatment/ asthma attack</p> <p>Allergic reactions</p> <p>Dehydration</p>	<p>Medium</p>	<p>First Aider trained staff included in staffing</p> <p>Group stays close together so First aider close</p> <p>Key staff carry First Aid hip bags</p> <p>Planning includes awareness of allergies and medications needed by children</p> <p>Medications eg. inhalers /eppipens taken on trip carried by staff member leading small group with child</p> <p>Packed lunches provided by school kitchen</p> <p>Food allergies taken into account when planning trip</p> <p>Volunteers asked not to feed the children, or buy treats on trip</p> <p>Water provided</p> <p>Spare clothes, plastic bags, wipes, tissues taken in trip bag in case of sickness</p> <p>Staff on trip contactable by mobile phone, and in contact with school office in case of</p> <p>Water provided for children on trip.</p>	<p>Low</p>	
<p>Mode of transport</p> <p>Travelling by coach</p>	<p>Transport accident</p>	<p>Medium</p>	<p>Coach equipped with seatbelts</p> <p>Children strapped in and not allowed to move around coach in transit</p> <p>Reputable coach company with good history used</p> <p>Use of small 16 seater taking 3 different groups in a shuttle. Travelling groups organised in groups of 12 (4 staff and 8 children) HT to see each group safely onto coaches. Lead teacher to see each group safely</p>	<p>Low</p>	

			off from museum.		
Disembarking from coach	Road traffic Crossing roads	High	Minimise need to cross roads by instructing coach driver to pull up door kerbside in designated disembarking area at museum and on school kerbside so crossing roads not necessary Group leader addresses group about procedure before disembarkation Group leader disembarks first to received/ guide children/adult helpers Adult in charge of pair of children disembarks first so able to receive children and guide to kerb/pavement holding hands Children hold adult hands when crossing roads Planned disembarkation point on Horniman Drive, at top of Horniman Gardens for walk through gardens to museum.	Low	
Unscheduled stops	Unknown hazards/risks	Medium	10 minute travel duration. Avoid stops by being prepared to deal with range of eventualities on coach eg. plastic bags wipes etc. for travel sickness Children's medications for asthma attacks/ allergic reactions	LOW	
Arrival at destination/ Museum Booking in	Separation from group	Medium	Children wait with adults accompanying them in vestibule, seated where possible whilst Group Leader books in at main desk and take possession of locker keys etc.	Low	
Health & hygiene	Children fail to wash their hands after using the toilet and before they eat. Children fail to wash hands after interacting with stuffed animals in the nature detective area.	Medium	Staff supervise toilet visits, en-mass, or in small groups led by staff member (hubs 3 adults 6 children groups). As all staff are female only ladies toilets may be used by children. Staff must ensure parent volunteers are not left unsupervised, they must always be supported by a member of staff Children are supervised in hygienic use of toilets and hand washing after toileting and before eating. Staff carry wipes to support hygiene after interaction in the nature detective area.	Low	

VALIDATION:

The controls identified in this assessment comply with applicable statutory requirements and reduce the risk to an acceptable level:

Name and Position	Signed	Date:	Review date:

NB: Red text is sample text to be read reviewed and personalized and changed to black

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.