



Birchfield Nursery School

Educational Visit Policy

Educational visit policy Statement

This policy has been drawn up following visit leader training with an advisory teacher for “Learning Outside The Classroom”, using guidance from Halton Health and Safety website/Team and the OEAPN national guidance.(oeapng.info)

At Birchfield Nursery School we believe that children benefit enormously from taking part in educational visits with the school.

- Visit compliment the curriculum we provide in school by enabling them to have first-hand experience of places and activities not available in school. They may introduce children to aspects of the world around them that they have not yet experienced
- They contribute to the development of their confidence and independence
- They contribute to their social; development through sharing and experience with peers
- They can be of great benefit to their language development through discussion during and after the visit
- They enrich children’s enjoyment of school
- When parents take part in visit it may develop their knowledge of facilities in the area and allow them to participate more fully in aspects of their child’s education

Types of visit undertaken

- Short outings on foot within the local environment, e.g. to the park.
- Half or whole day visits using either local transport (e.g. the train) or local bus company that has been recommended by local schools.

The process for arranging visits

Halton uses an online system for notification and approval called – Evolve www.haltonlotc.org.uk. A key feature of this system is that visit and LOTC activities requiring approval are automatically brought to the attention of the local authority. These are overseas, residential visit and adventurous activities delivered by an external provider or by staff within the establishment. Those visit and activities not requiring approval may be viewed, sampled or monitored using the data base and diary facilities of the system.

We use the Evolve system for all our visits and activities even if they don't need local authority approval.

Careful planning and preparation are essential to the success and safe conduct of any school visit. Sufficient time is allowed in planning the visit for staff to make enquiries, go on a preliminary visit and fill in a risk assessment form prior to the visit taking place. When outside providers are offering activities as part of the visit, checks are made on their experience of working with nursery age pupils either directly or by seeking information from other nurseries which have used the provision.

All visits must be approved by the educational visit co-ordinator and then the head teacher. Record of the approval will be given via the Evolve on line system.

Communication with parent/carers.

A letter will be given to parents explaining the nature of the visit, travel arrangements, times, dates any specific items children need to bring with them, appropriate clothing where needed and any relevant safety information.

Written permission will be needed for children to take part in the visit when they are leaving the school site.

Charging policy

Educational visits from nursery school take part during the school day. Visits involving transport or outside facilities often incur a cost. Where possible the cost of funding will be met from school funds, however it may be necessary for the school to ask for voluntary donations towards the cost of the visit for it to take place.

Children in receipt of Early Years Pupil Premium or in difficult circumstances will not be asked for a voluntary contribution.

Parents accompanying children will be asked to pay their transport costs.

Charges for visit must be voluntary and parents must be aware of this.

Ratio's on visits

The Early Years Foundation stage framework no longer sets out different requirements for minimum ratios during outings from those required on site. Ratios are determined by a risk assessment. The appropriate ratio on an outing, is always likely to be lower than the legal minimum that applies otherwise (for children aged 3 and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools) It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is **SAGE**;

- **Staffing** – who is needed/available?
- **Activities** to be undertaken- what do you want the group to do and what is possible?

- **Group characteristics** – prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs?
- **Environment**- indoors or outdoors, a public space or restricted access, urban or remote, quiet or crowded, close to the nursery school or at a distance and the ease of communications between the group and school base.

Our minimum ratio for a visit is 1:4, each visit needs to be discussed with the EVC and Head teacher. Some children may need a higher level of supervision than 1:4 (children with disabilities, challenging behaviour, etc) - this needs to be planned on a case by case basis by the visit leader.

Parents/carers are encouraged to accompany their child on some visits and so the ratio is often 1:2 or 1:1

Child protection/Safeguarding

Children remain within the sight of the named adults responsible for them at all times, this would be a member of staff usually the key carer. Children may hold hands with other parents when walking or playing but the staff member in charge of the group has overall responsibility and duty of care for them.

Children needing to use the toilet or who need changing during a visit will be supervised by a member of school staff or their own parent.

Parents and volunteers

Parents are nearly always invited to accompany children on educational visits. This is sometimes necessary to provide a sufficient adult/child ratio, but primarily planned to involve parents in their child's learning experiences and to introduce them to facilities in the local area that they may wish to use with their family on other occasions.

Visit Leaders

All visit leaders must have completed the day training course as advised by Halton Health and Safety Team. The visit leader is responsible for the safety of the group at all times.

Before setting out the visit leader will

- Check the risk assessment
- Ensure smaller group leaders are appointed (this could be key carers)
- Ensure first aid kits and any medical provisions (including inhalers) are ready to take
- Ensure children and adults are wearing visibility vests if appropriate
- Leave a list of the children and adults going on the visit in the office and take a copy of the list with them. This should include emergency contacts for children and adults on the visit.
- Talk to staff/children about the plan for the day and any safety considerations
- Brief any adults coming to help
- If travelling by coach leader they must obtain drivers names, mobile number and coach registration and leave in the office

During the visit the group leader will be responsible for selecting a safe place to wait e.g. for transport, or to cross a road and will point out other known hazards before they are reached.

Where coaches are used the group leader is responsible for ensuring that all doors are closed and seat belts are fastened.

When travelling and at the venue the visit leader will be responsible for the total headcount/register getting on and off transport. Registers will be taken in small groups on a number of occasions during the visits rather than just head counts.

Group leaders will ensure that 2 members of staff have a charged mobile phone with them and carry the school phone number so that the school can be contacted immediately in the event of a difficulty, including the possible late return of the group.

FIRST AID

At least 2 Paediatric First Aiders must accompany all school trips.

First Aid provision forms part of the risk assessment and consideration is given to the distance of the visit from the school, the nature of the activities on the visit , the first aid provision on route and at the venue of the visit.

EVC

The EVC should be specifically competent, they should have completed EVC training within the last 3 years.

The EVC will

- Ensure all activities and visits meet guidance requirements
- Ensure the school visit policy is up to date and followed
- Support the head teacher with approval of visits and ensuring all visit leaders are competent
- Monitor visit leader planning
- Ensure the school provides sufficient guidance for parents and other staff
- Checking there are emergency procedures and contacts in place for visit
- Ensure all medical and first aid issues are addressed
- Ensure that all visits are reviewed and evaluated including the reporting of incidents and accidents and everything is logged onto Evolve
- Ensure policies and procedures are reviewed on a regular basis , a review should follow any near miss or serious incident

Head Teacher

The Head Teacher should ensure that Birchfield Nursery school follows the requirements and recommendations in the Educational visit policy, health and safety guidance from Halton and OEAPNG national guidelines.

The head teacher should designate a named person to fulfil the role of EVC and agree sufficient time to fulfil the role. The head teacher will do the final approval of local visit on the Evolve system.

The Governing Body

Governors should make themselves aware of the policy for educational visits.

Halton has the legal responsibility as employers and as a school we buy into a service level agreement for health and safety.

The Head Teacher or EVC will report back to the governing body about planned and carried out visit so that the governors can act as critical friends.. Governors can also monitor pupil with medical conditions, SEND children, CIC and accessibility of visit for all. Governors may be needed to adjudicate any parental complaints.

Governors may be needed in the case of emergencies to carry out the critical incident plan.

Emergency procedures

The critical incident plan that is in place at Birchfield Nursery school will be used to deal with any emergency incident. The visit leader/EVC will co-ordinate closely with a nominated member of staff back at school to trigger the critical incident plan.

Risk Assessment

The Evolve system will be used to record the risk assessment for the visit following OEAP national guidelines (oeapng.info)

Inclusion

Birchfield Nursery School endorses the following principles when planning an educational visit

- A presumption of entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

It is unlawful to:

- Treat a disabled child less favourably
- Fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification

Insurance

Birchfield Nursery school is insured through Halton with AON/QBE for public liability. If the visit involved further risk advice would be sought about additional cover needed.

This policy will be reviewed as needed or every 3 years in line with EVC training.