

POLICY ON EDUCATIONAL VISITS FOR EARLY YEARS FOUNDATION STAGE CHILDREN (including Health and Safety on Trips)

1. INFORMATION FOR PARENTS

The Manor Preparatory 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 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.

Supervision

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within 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). They always take a mobile phone with them. The children are always briefed in advance about the visit and of the standards of behaviour which we expect.

Staff Ratios and Responsibility

The following ratios are suggested:

- There is always at least one Teacher, one of whom will have been designated in charge of the visit.
- At least one member of is qualified in paediatric first aid.
- We frequently invite parents to volunteer to help with off-site visits. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their roles beforehand.

The Nursery

We do not generally take our Pre-Nursery or Nursery children off-site but do invite visitors such as theatre groups, the Fire Service, farm visits into school as well as parents with specific roles such as police officers. Children are also taken by their Teachers and their Teaching Assistants on nature walks inside the school grounds, where they are encouraged to collect conkers, autumn leaves, scramble over fallen logs and watch the wild life.



Reception

By the time children are in Reception they are ready for short excursions off-site and for a wider range of new experiences. During the year, they will visit:

- The Apple Farm
- St Tiggywickles
- Hill End.

Consent

We require your written consent every time that we take your son or daughter off-site. Please note that we are unable to take your son or daughter without a completed and signed consent form. We are not allowed to use “blanket” consent forms for this age group. A consent form will be sent to you well in advance and must be returned to the school before the visit.

We will inform all parents whether a private vehicle will be used. Any transport used will have the necessary checks made and any copies of certificates and identification will be taken prior to the trip.

2. INFORMATION FOR STAFF

SAFETY

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.

Head Counts

The Teacher in charge conducts, or 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
- (If applicable) On sitting down in the coach
- On arrival at the destination
- On leaving the destination

- On arrival back at the 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, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

Lost or Uncollected Child Procedure

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 the procedures set out in our “Lost or Uncollected Child Procedure” Policy, which can be viewed on our web site.

First Aid Kit

The Teacher in charge takes a First Aid kit, list of emergency contact numbers and a mobile phone with her on every outing. We carry bottled water, sick bucket, plastic bags, wipes and changes of clothes on all of our visits in case of accidents.

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 and will phone the parents to warn them of a delay.

Role of the Teacher in Charge of a Visit

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. The Teacher in Charge either holds a valid Paediatric First Aid Certificate herself, or ensures that another member of staff accompanying the visit holds one.

When taking the children on a trip we will:

1. Secure individual written consent slips signed by a parent.
2. Advise parents of the time and place the visit will take place.
3. Advise parents/carers on the equipment needed for the trip i.e. suitable clothing, packed lunches etc.
4. The staff/child ratio depends on the age of the children and will be advised at the time.
5. One adult will be a Paediatric First Aider.

The staff members will:

1. Divide the children into small groups.

Educational Visits for EYFS - Reviewed January 2010



2. Take a register with them.
3. Take a first aid kit, a list of children with allergies and medical requirements, and a spare set of clothes.
4. Take contact numbers and a mobile phone.
5. The staff members will contact the school at least once whilst out on the trip.
6. All children will wear a sticker with the name and the name of the school.
7. Headcounts will be carried out on leaving the school, on arrival at the designated place, regularly during the visit and before departure.

For further information and guidance on educational visits please see the school's policy " Educational Visits (including Health and Safety on Trips) Policy", which is available on the school's website.

Date Policy Reviewed:	19 January 2010
Date of Next Review:	March 2011
Person(s) Responsible for Review:	SLT
Signature of Review(s)	