



# St Peter & St Paul School

## Educational Visits EYFS Policy

### 1 Scope

This Policy is applicable to all those involved in the organisation of educational visits for EYFS pupils.

### 2 Objectives

2.1 To ensure that visits are well planned and significant risks are identified and managed

2.2 That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable

2.3 That those in charge of visits have the necessary competence to manage situations appropriately

2.4 That the requirements of the Early Years Foundation Stages (EYFS) Checklist and Monitoring Reference for Inspectors are met.

### 3 Guidance

3.1 The Headmaster, Mr Jonathon Clark and Head of Infants, Mrs Diane Shimwell will be responsible for the implementation of this policy.

3.2 Learning outside the classroom environment is an essential part of the curriculum at St Peter & St Paul School. Trips and visits usually last no more than three quarters of a day and may include visits to wildlife & nature activities, museums, local trips, external carol services and theatres. Pupils are not taken on overnight or foreign visits.

3.3 The Head of Infant School and the Bursar will review and prepare paperwork, including:

- risk assessments
- budgeting
- permission slips
- reports of previous visits

3.4 Parents will be notified in advance of:

- a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration
- planned trips and visits for year groups.

3.5 Individual written or verbal consent will be obtained where pupils are taken on a trip or visits off site which last more than one hour and / or transportation.

3.6 Verbal or written consent must be given to the school at least three days before the start of the trip. Medical consent forms which include parental emergency contact information, doctors information and details of medical conditions including medication, are requested annually and received by the first day of the new academic school year. These are then taken by the Group Leader on the outing.

3.7 Where outings involve walking for no more than an hour to local landmarks etc, e.g. the post box on Hady Crescent (to post a letter to Santa), parents will be notified via the school website and through the school Termly Diary given to ALL parents. They will be asked for permission once a term for such visits.

3.8 The teacher in charge will take a first aid kit with them, a list of emergency contact numbers and a mobile phone. Bottled water will also be taken on longer visits. Where possible one member of staff will be first aid trained.

3.9 Where a school minibus is used, the driver must have the appropriate qualifications. The driver(s) will complete a Medical declaration form, which is retained by The Bursar on the member of staff's Personnel File.

3.10 Small coaches are sometimes hired from known local firms. All drivers are on a list of named drivers and have been CRB checked and carry a mobile phone. When hire arrangements are confirmed, the teacher in charge will ask for the driver's name, mobile phone number, vehicle registration and a copy of the vehicle insurance policy. The only vehicles booked have front facing seats fitted with seat belts.

3.11 Personal Liability

- 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"
- The school as employer of the staff will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines

3.12 Insurance

- The school has Employers Liability Insurance of £20m and Public Liability Insurance of £20m.
- It also has a group travel policy that covers any visits made by the Reception Class.
- Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor

policy. Reception children can only be transported in private cars that are fitted with special child seats, which may be available from the school.

### 3.13 Visits planning

- Each visit will have its own risk assessment, which must be reviewed before a repeat visit is made.
- The Teacher in charge will:
  - fix visit dates three weeks in advance where staff from other parts of the school may be required
  - visits where the following are applicable should be organised a month in advance:
    - involves additional cost for parents
    - needs to be booked in advance
    - needs transport to be arranged
  - consult the Head of the Infant Department and the Medical Questionnaire Folder about any special and medical needs of pupils, obtaining specialist advice where necessary
  - inform the Bursar where tickets and transport need to be arranged
  - ask the Bursar to carry out CRB checks and references for any volunteers that are to be on the visit
- Two weeks in advance
  - parental consent will be requested via the school website by year group lockers and should be sent out with a specified return date
  - if necessary, cheques collected and sent to the Bursar
  - finalise all bookings
  - finalise the risk assessment and get it approved by The Headmaster
  - advise parents of the need for special clothing, sun cream, hats, waterproof clothing, wellington boots etc via the school website.
- One week in advance
  - chase any remaining consent from parents, reminding them that their child cannot participate if it is not received within 3 days of intended departure
  - store tickets in school cash tin in Admin Office.
  - meet with other staff & volunteers taking part in the visit to discuss responsibilities, risk assessment and emergency arrangements
  - prepare a pack for, Group Leader, the accompanying staff and other relevant parties, which will consist of:
    - the itinerary, with all addresses of locations during the trip, phone numbers etc
    - The Teacher in charge
    - mobile numbers of participating staff
    - a list of pupils with parental contact details and medical conditions
    - copies of all travel documents
    - emergency contact numbers for the Head Teacher, Bursar, Head Teacher's Secretary.
    - out of hours contact numbers for school security
    - name of the driver, registration number of the vehicle, vehicle insurance certificate and drivers mobile phone number
    - copy of the trip risk assessment
    - location of nearest hospital
    - that bottled water is available from the catering department and packed lunch if required.
- Day prior to departure / day of departure
  - remind the children of the purpose of the trip and expected standards of behaviour
  - give information packs out

- collect the first aid kit/s and check contents
- ensure mobile phone fully charged and with list of contact numbers.
- collect bottled water and packed lunches
- check that driver and vehicle match the details previously given by travel company
- During the visit
  - primary responsibility lies with the Teacher in charge, who can amend arrangements or cancel the visit if appropriate. They may delegate tasks in necessary, including:
    - carrying out and recording of head counts of children, leaving school, getting on / off transport, entering or leaving a location etc
    - checking that pupils wear seat belts
    - enforcing expected standards of behaviour
    - keeping account of expenditure
    - recording accidents and near misses
    - to pupil ratio

3.14 Staff pupil ratios are 1:8 although a lower ratio is often adopted. There is always one teacher present, who will be designated the Teacher in charge. Teaching Assistants will normally be present. All teachers and assistants will hold a level three statutory qualification, as defined by the Children's Workforce Development

### 3.15 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 the parents' emergency contact number and arrange for the child to be collected. If contact can't be made, the child will be taken to the local hospital or if a minor event, to the School Medical Room. A member of staff will remain with the child until a parent or carer arrives.

### 3.16 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 Teacher in charge first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital and remain until a parent arrives.
- After ensuring that the rest of the group are safe and looked after, the Teacher in charge will:
  - inform the Headmaster or member of the SMT of what had happened.
  - where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Head are maintained.
  - arrange for the school's insurers to be contacted as quickly as possible
  - a full record should be kept of the incident, the injuries and of the actions taken.
- Where appropriate the school communications plan will be implemented
- Where possible, communication with the media should be left to the Head. 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.

### 3.17 Missing Child

In the event that a child goes missing we follow our missing child policy (available on the school website)

### 3.18 Delayed return

If the return from a visit is delayed, the Teacher in charge will phone the school office, or the Headmaster (out of school hours), who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

### 3.19 On Return, the Teacher in charge will:

- provide the Headmaster with a report on the visit.
- return all school property [together with a report of any lost or damaged property).
- The Teacher in Charge will produce a schedule of all expenditure on the trip.

### 3.20 Report for Trustees

The Head's report to the Trustees will contain a synopsis of all the school trips and visits that have taken place since the last visit.

Policy last reviewed	September 2015
Next Review	September 2017
Review initiated by	Headmaster