



**Margaret McMillan Nursery School  
and Children's Centre**  
Hornsey Rise  
Islington  
N19 3SF  
020 7281 2745  
[www.margaretmcmillan.islington.sch.uk](http://www.margaretmcmillan.islington.sch.uk)

## Educational Visits and Outings Policy

Review Date	September 2025
Date of Next Review	September 2026
Ratified by the Governing Body	November 2024

This policy will cover the following:

- Arranging and obtaining consent
- Risk assessment
- Charging
- Supervision and ratios
- Planning
- Staff and child conduct
- Information for parents
- Medical consent
- Emergency procedures
- Travel on public and private transport

At Margaret McMillan Nursery School we believe that our children benefit from taking part in educational visits and outings. Visits compliment the learning experiences we provide in school as we try to match our visits to the current interests of the children.

Visits and outings allow children to have first-hand experience of places and activities that are not available in school and ensure that children are developing a rich understanding of the world around them.

Visits and outings provide opportunities for children to develop language skills through discussion before, during and after the experience.

When parents take part in visits it develops their knowledge of facilities in the local and wider areas and enables them to learn and explore together with their children. It also enables staff to establish positive relationships with parents/carers – sharing knowledge and insight into how children learn.

### Risk Assessment

A thorough risk assessment is carried out prior to the visit or outing with the aim of assessing risks which might be met in order to prevent or reduce them. If the level of risk is high and cannot be reduced/managed the outing will not take place.

For local outings such as to the local supermarket or nearby school/park, staff will complete a short risk assessment and checklist and seek permission from the head/deputy head before leaving for this visit.

**A risk assessment addresses the following:**

- Potential hazards
- Who might be affected by them
- What safety measures need to be put into place to reduce risks to an acceptable level
- Who will ensure that these measures are put into place and how
- Steps to be taken in case of an emergency

**Types of Visits and Outings**

Short, local visits on foot within the local area such as going to the shops, local park or a visit to a local school or library.

Half day visits within the local area involving using public or private transport.

Whole day visits to places further afield such as the zoo, wildlife park using public or private transport.

**Arranging a Visit or Outing**

Careful planning and preparation are essential in ensuring the outing is safe and successful.

Time is allocated to staff planning a visit and pre visits to new places are encouraged where possible.

All visits must be approved by the head teacher or the deputy head teacher who will take into account the information in the planning and risk assessment form and will follow up any queries before giving final approval and signing the risk assessment.

**Parental Consent and Information**

On entry to the nursery school parents or carers are asked to sign a general consent form which allows for their child to take part in local visits.

Where a parent does not give consent, a list of children's names is kept in the school office so that all staff are aware which children do not have permission to take part in local visits.

Permission letters will be sent out to parents and carers when a half/whole day trip is planned using private or public transport. The letter will detail the date, time and nature of the outing and specific arrangements such as lunch, clothing, cost etc.

**Charging**

Visits involving transport will always incur a cost. Most often an outing to an outside facility such as a zoo or farm will also incur a cost. Where possible the school will contribute as much money as we can to cover the cost of the outings. However, we do always request that a **voluntary** contribution is also made from parents/carers. When outings are planned, we will endeavour to ensure good value for money and will make sure that outings are spaced out across the school year.

### **Leading and Planning the Outing or Visit**

All visits will be led by experienced staff.

When preparing for a visit the lead person will have completed a risk assessment and an outline of the day plan. The plan will have been shared with all of those staff attending the outing.

#### **This plan details:**

- General overview of the day – including time of departure and arrival back at school
- Meeting points
- Expectations of children and adults including mentioning non-smoking policy and use of mobile phones and cameras
- A map if appropriate with reference to toilets/first aid facilities
- Which staff members will be carrying the first aid bags.

#### **The day before the trip the lead person will have or will have instructed someone to:**

- Check the first aid bag to ensure that the items are all correct and in place
- Gather sunscreen if necessary and spare hats, extra water and cups
- Gather several sets of spare clothes in a labelled bag to take on the day
- Charge a camera or an iPad
- Request and receive any money that will be needed
- Gather the required number of wristbands/hi-vis jackets for the children attending the outing
- Copy the list of those attending and provide a copy to the office

#### **On the day of the outing or visit the lead person will:**

- Ensure all children attending the trip are wearing a green wristband with the school mobile number clearly marked or hi-vis jackets with phone number
- Complete a register of those attending and mark off on the pre prepared attendance list (this updated version must be copied with one to take on the trip and one to be left in the school office)
- Gather the children and accompanying adults together and speak to them about the plan for the day – talk to children about staying safe (holding hands and fastening seatbelts)
- Ensure that all adults know which children they are responsible for
- Check that all children have a lunch if appropriate
- Check that children are wearing appropriate clothing
- Check that those attending have required medicines/medical equipment and that it will be administered by a named person
- Find out the name of the driver if travelling by private transport and swap mobile contact numbers in case any changes to arrangements need to be made
- Ensure that agreed places of meeting are safe
- Ensure that children's seatbelts are fastened securely and that children are reminded to keep them that way



### **Child Protection**

Children must remain in sight of their responsible adult at all times.

Children needing to use the toilet will be supervised by a member of staff only – not by a parent or volunteer.

Parents will be asked to not use their mobile phones only in the case of an emergency and will be asked not to take photos of children other than their own.

### **Parents and Volunteers**

Parents and carers are always invited to accompany their child on a visit or outing. This is to ensure sufficient ratios and to promote shared learning and discovery between parent and child.

Parents and volunteers who accompany visits and outings must be known to the school and be over the age of 16.

Parents and volunteers must not leave sight of the main group whilst on a trip unless they are with just their own child. Staff must remember this when they are allocated responsible adults to children other than their own.

Before each outing parents and volunteers will be given verbal and written plans for the day.

### **Pre-Visit Admin**

Office staff will circulate and collect permission slips. Those slips that have not been returned will be chased up by office staff in advance of the outing.

Children will not be permitted to attend the visit or outing if permission has not been given in writing.

### **Public Transport**

Wherever possible we will use public transport for visits and outings. This helps to keep the cost down and provide children with invaluable experience.

### **Transport Hire**

Transport will firstly be sought from the local authority school bus service. This helps to reduce cost.

Sometimes it is necessary to use other companies for transport. We will always use a reputable company who hold necessary operator's licence. All coaches or minibuses will be fitted with appropriate seat belts.

### **Emergency Procedures**

On every visit the lead person will take with them the school mobile phone so that they can contact the school and if necessary, the emergency services.

If on arrival, there is a problem with the venue or it is closed, the visit lead will ensure the quick return to school.

If there are problems with public transport and the venue cannot be accessed safely then again, the group leader will ensure that children are returned to school.

**In the event of an emergency during a school outing or visit:**

- The lead person will make a decision as to whether the emergency services need to be called
- The lead person will decide who will accompany the child and who will be responsible for the rest of the group. Two adults should accompany the child where possible, if this does not compromise the safety of those left in the group
- The head/deputy head teacher will be informed using the mobile phone and they will decide if it is necessary to inform the Local Authority
- The school will notify parents if they are not accompanying the outing
- In the event of a fatality, children and adults must not speak to the media or press. This responsibility will be dealt with by The Local Authority
- The lead person must provide a written record of the event including timings including an accident report to be signed by parents/carers

**In the event of a security alert:**

- Follow the emergency instructions of the place that is being visited and make contact with the school when possible so that parents/carers can be informed
- If outside, follow directions to the nearest school or other safe place such as a church/police station and contact the school
- If an incident occurs at the school whilst groups are on a visit, a call will be made to the lead person to instruct them to a different return destination if safer to do so

**Appendices**

1. Risk assessment – template
2. Parent Volunteer Guidelines

## Appendix 1: RISK ASSESSMENT FOR MARGARET MCMILLAN NURSERY SCHOOL

Room: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Headteacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Consider all people at risk e.g. employees, helpers, children**

Activity/process/ Operation?	How might people be harmed?	Precautions already taken?	Staff responsible?

	Group adult: Contact number: First aid trained:			
Children attending:				

Regular head counts and checks of the children should be made throughout the trip, on average every half hour. You must always stay with your designated children, except when you need to go to the toilet whereby another member of staff will be responsible for the children.

## Appendix 2: Margaret McMillan Nursery School Parent Volunteer Educational Visits and Outings Guidelines

Educational Visits and Outings are a very important part of our curriculum. On outings children are able to extend their knowledge through real life experiences which cannot be provided at the nursery.

From the outings we participate in we want to ensure that children

- derive the maximum benefit
- enjoyment
- that they are as safe as possible
- that you are clear and confident about your role as the helper

The adult's role on the outing is very important. Supervising the children is only one aspect of the role, by interacting with the children, talking, answering questions and pointing things out to them we can ensure that the children have a rich, stimulating and memorable experience.

The trip co-ordinator will tell you which child, in addition to your own child, you will be accompanying and which member of staff is responsible for the children you are with.

You must make sure you stay with your child and be with a member of staff at all times. Do not let go of hands unless the trip co-ordinator decides that is safe to do so.

Ensure that seatbelts are fastened at all times.

### **If Using Public Transport**

- stand as far from the edge of train platforms as possible and get in the same carriage as the rest of the group
- stand as far from the curb as possible if waiting for buses
- stay together at all time - we do regular head counts and it is confusing if people wander off

### **On Arrival**

- when we arrive at our destination, we take the children to the toilet (and again before or after lunch).
- make sure the children do not lock doors.
- make sure the children wash their hands.
- make sure the adults are supervising the children they are with and if the adult needs to go, then another member of staff should supervise their children

### **Food & Drink**

The nursery will arrange for drinks, snacks or a packed lunch to be provided. Please do not bring additional food unless prior arrangements have been made. If you have particular dietary needs, please let us know in advance so that we can make arrangements with the kitchen.

**Please do not smoke, eat sweets, drink fizzy drinks or use your mobile phone (unless it is an emergency).**

This policy is reviewed annually and after any related incident

Name and signature .....

Headteacher or Deputy Headteacher .....