



St Edmund's
Nursery School and
Children's Centre

Outings and Educational Visits - School/Centre Policy Statement September 2017

Staff and governors believe that school/centre visits are an essential resource for teaching and learning for both parents and children. We aim to provide broad and balanced experiences and visits are one aspect of this. Regular visits should be planned throughout the year. When planning for a visit, staff should consult with the relevant people.

The policy and procedures below should be used for visits off site using public or hired transport. For local visits see Appendix I.

When organising a visit, staff should:

- Ensure that the safety of the children is the first priority
- Ensure that all adults in their charge expect children not to take any risks, to behave appropriately and following instructions at all times.
- Visit the proposed venue, which will enable them to plan more effectively and check the availability of essentials e.g., toilets, eating areas etc.
- Ensure that they have completed the relevant risk assessment. (Form A)
- Provide a full costing for the visit, as to determine the level of voluntary contribution that will be needed. (Form B)
- Seek permission from the Executive head teacher for the visit, as he/she has ultimate and final responsibility for the children within the school/centre (whether he/she is present on the visit or not).
- Organise for a coach or other transport to be booked, via the office, well in advance (at least a month before the visit). It is the member of staff's responsibility to ensure the coach or other transport has been booked. It is the office's job to book the coach or other transport.
- Ensure the method of transport chosen has the safety of the children in mind i.e. seat belts and car seats where applicable. Consider ramps, space for prams/wheelchairs and accessibility for children with additional needs.
- Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. These details should be obtained at time of booking. (Form C)
- Organise for the kitchen to prepare packed lunches, via the office, well in advance (at least a month before the visit). It is the member of staff's responsibility to ensure the lunches have been booked. It is the office's job to book the packed lunches.
- At least 3 weeks before the visit a letter should be sent to parents, including all relevant details, venue, subject, justification, times, parental contribution, clothing and money for children to bring. Also the letter should include the following sentence;

"A voluntary contribution of £.. per child is required to cover the cost of the visit. The visit may have to be cancelled if not enough contributions are received."

- Always seek parental permission in the form of written permission before going on a visit, verbal permission is not sufficient. Parental Permission is obtained for local outings at the initial home visit.

- Money brought in by parents for the cost of the visit can be collected in the classrooms but should be sent to the office at the end of each day. It is the visit organiser's responsibility to ensure a record is kept of parent permission slips returned and a record of money brought in by the children to ensure that all the children have permission and have contributed to the visit. It is the office's responsibility to collect in, keep a record of and bank all money.
- Ensure that usual adult to child ratios are maintained (0/2 1:3, 2/3 1:4, 3/5 1:8). The risk assessment should take account of the nature of the outing and consider whether it is appropriate to exceed the normal; adult to child ratios.
- Check parent volunteers know what they are doing, have a full understanding of their role and responsibilities.
- Ensure the parent volunteers have signed the parent volunteer form (Form D)
- Ensure a first aid box, 'sick bags', children's medication and spare clothing are always taken on visits.
- Ensure that one member of staff holds a valid Paediatric First Aid Certificate.
- Take a complete class list with children's medical requirements and emergency contact numbers.
- **Take the "Fatal/Serious Injury Incident Procedure" prompt card. (Located in front Reception Office)**
- Ensure that children and adults always wear sensible shoes and clothing.
- Ensure a suitable eating environment for the children and adults.
- Remember that they are responsible for all aspects of the visit, preparation, duration and afterwards.

Procedure for Visits Tick List:

Before the Trip:

1. Obtain costs for entrance fees and coaches and any other anticipated expenses
Notes:

2. Visit the proposed venue
Notes:

3. Check venue for toilets, eating environment, shops, and fire precautions.
Notes:

4. Complete the risk assessment
Notes:

5. Complete the Journey Costing Calculation Form (Form A) if Appropriate.
Notes:

6. Gain authorisation from the Executive Head Teacher
Notes:

7. Ensure the booking of coaches or other transport (Form B completed) and the kitchen notified at least one month in advance
Notes:

8. Write a letter to parents including all relevant details, venue, subject, justification, times, cost, parental contribution, clothing.
Notes:

9. Ensure that a record of money brought in by the children and parent's permission slips (usually sent in together) is kept.
Notes:

Just before the Trip:

Have you got;

- Children's medical records and medication

- All the permission slips

- All the emergency contact numbers.

-The "Fatal/Serious Injury Incident Procedure" prompt card.

- The first aid kit

- A mobile phone for emergency usage

Do all the adults know their duties?

After the Trip:

1. Thank all the children, parents and helpers
Notes:

2. Write a thank you to the venue (if applicable)
Notes:

3. Produce display photos and work (if applicable)
Notes:

CHECKLIST OF THE MAIN PRECAUTIONS FOR VISITS TO FARMS, OR TRIPS INVOLVING ANIMALS

Preparation for the visit:

1. Ensure that those leading the visit are familiar with their own school/LEA guidelines on visits.
2. Check that the farm is well managed, e.g. has a good reputation for high standards and stock welfare, that the grounds and public areas are as clean as possible and that suitable First Aid arrangements are made. Animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff will be useful.
3. Check that the farm has suitable washing facilities, appropriately signposted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryer(s). Any drinking water taps should be clearly labelled in a suitable area.
4. Ensure suitable precautions are in place where appropriate e.g. clear signs or restricted access in areas such as near slurry pits or where sick animals are isolated.
5. Female visitors to farms should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
6. Inform parents/children of the advantages of wearing footwear that can be easily cleaned. Wellington boots are ideal footwear, but any closed shoe is preferable to open footwear.
7. Explain that visitors should not eat or drink anything, including chewing gum etc. while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and other chemicals.

During the visit:

8. If visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths afterwards.
9. Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised.

Form A - Off –Site Visit Risk Assessment:

Date of Risk Assessment:

Place of visit:

Age of children and ratio of adults to children: (Please write names on back of form)

Name of Paediatric First Aider:

Contact details for staff off-site:

Possible dangers/Action to be taken

Notes eg including entering/leaving vehicle, walk to destination, during visit and ensuring all children are regularly accounted for

Facilities available for use during visit

Notes: eg eating, toilets, wet weather arrangements

See also Missing Child Policy and Procedures

Notes:

Form B - Journey costing calculations:

Proposed Journey:

Date of Journey: Staff In Charge:

Timings: Leave school/centre at Arrive back at

Entrance fees:

Per Child £

Adults £

Groups £

Coach costs: £

Other costs (eg resources):

£

£

Total expected costs: £

Number of children expected to go on journey:

Estimated cost of journey per child: £

Staff in charge signature:

Authorised by:

Office Use:

Number of children and packed lunches:

Form C – Coach Booking Information Sheet

Name of Travel Company

Proposed Journey:

Date of Journey: Staff In Charge:

Timings: Leave school/centre at Arrive back at

Size of coach required (number of seats)

Ensure seat belts are provided:

Transporting children under 2:

All children must be transported in a car safety seat (parents to provide)

Only coaches with proper seat belts to be booked (not lap belts)

Insurance details

Named driver/s.

These details should be obtained at time of booking.

Booked by name: signature:

Authorised by:

This form should be retained in the school/centre office for reference

Form D - Voluntary Helpers

Visit to _____

Date of visit _____

Number of children _____

Staff in charge _____

Other accompanying staff _____

1. I agree to act as adult voluntary helper for the purposes of this visit. I have been informed of the arrangements for the visit and with the nature of my duties.
2. I understand that the member of staff in charge will be responsible for the conduct of the visit and I am willing to undertake any reasonable duties as a voluntary helper which that member of staff or any other accompanying staff member may ask me to perform.
3. I accept that the school/centre staff are responsible to the Executive head teacher for the safety of the children, and I agree that for that purpose I will be under the supervision of the school/centre staff and will comply with any reasonable instructions they give.
4. For insurance purposes voluntary helpers are covered by the Council's Third Party Liability Policy for any claims arising out of their voluntary work. The Council also provides a personal accident insurance cover for voluntary helpers providing benefits for death, permanent partial disablement and temporary disablement

Name (please print)

Signed _____ Date _____

Address _____ Contact Tel No _____

This form should be retained in the school/centre office for reference

Appendix I – Local Visits

Prior to Local Visit ensure that:

- Parental Consent for local visits has been obtained
- Ensure that the safety of the children is the first priority
- Ensure that all adults in their charge expect children not to take any risks, to behave appropriately and following instructions at all times.
- Have prior knowledge of the proposed venue, which will enable them to plan more effectively and check the availability of essentials e.g., toilets, eating areas etc.
- Ensure that they have completed the relevant risk assessment. (Form E)
- Ensure that usual adult to child ratios are maintained (0/2 1:3, 2/3 1:4, 3/5 1:8). The risk assessment should take account of the nature of the outing and consider whether it is appropriate to exceed the normal; adult to child ratios.
- Check any parent volunteers know what they are doing, have a full understanding of their role and responsibilities.
- Ensure the parent volunteers have signed the parent volunteer form (Form D)
- Ensure a first aid box, 'sick bags', children's medication and spare clothing are always taken on visits.
- Ensure that one member of staff holds a valid Paediatric First Aid Certificate.
- Take children's medical requirements and emergency contact numbers.
- Take the "Fatal/Serious Injury Incident Procedure" prompt card. (Located in front Reception Office)
- Ensure that children and adults always wear sensible shoes and clothing.
- Ensure a suitable eating environment for the children and adults (if appropriate).
- Remember that they are responsible for all aspects of the visit, preparation, duration and afterwards.

Form E – Local Visit Risk Assessment

Date of Risk Assessment:

Times: Leaving at -

Returning at -

Place of visit:

Age of children and ratio of adults to children: (Write names on back of sheet)

Name of Paediatric First Aider:

Contact details for staff off-site:

Possible dangers/Action to be taken

Notes eg including walk to destination, during visit and ensuring all children are regularly accounted for

Facilities available for use during visit (if appropriate)

Notes: eg eating, toilets, wet weather arrangements

See also Missing Child Policy and Procedures

Notes: