



LEWES OLD GRAMMAR SCHOOL

Educational Visits EYFS: Policy Guidance

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1 Scope

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

Staff must complete all paperwork and risk assessments through Handsam. A full guide is included in Annex 1.

The required paperwork templates and guidance are on Handsam in Account Resources.

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 Stage (EYFS) Checklist and Monitoring Reference for Inspectors are met.

3 Guidance

3.1 The Bursar will be responsible for the implementation of this policy

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

3.3 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 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 The completed and signed consent form will include details of how to contact a parent in the event of an emergency. The form must be returned to the school at least a week before the start of the trip.

3.7 Where outings involve walking for no more than an hour to local landmarks etc, parents will be notified via a memo or their child's communication book. Parents will be asked for permission at point of entry to the school for such trips.

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. All Foundation Stage will be first aid trained.

3.9 Where a school minibus is used, the driver must have the appropriate qualifications. For any journey that involves nursery children a second qualified driver should be present. The driver(s) will complete a driver's declaration form, which is retained by the Bursar.

3.10 Small coaches are sometimes hired from known local firms. All drivers are on a list of named drivers and have been DBS 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 £10m and Public Liability Insurance of £10m.
- It also has a group travel policy that covers any visits made by the Pre Reception.
- 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. Nursery 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 months in advance where parent volunteers, staff from other parts of the school may be required
 - visits where the following are applicable should be organised half term in advance:
 - involves additional cost for parents
 - needs to be booked in advance
 - needs transport to be arranged
 - invite expressions of interest from parents and indicate the cost
 - consult the Head of the Junior School and the First Aider 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 DBS checks and references for any volunteers that are to be on the visit for unsupervised activities.

Once month in advance

- parental consent forms (appendix 1) should be sent out with a specified return date
- if necessary, cheques collected and sent to the Bursar
- book the travelling first aid kit from the School Office
- book a mobile phone from the Operations Department
- finalise all bookings
- finalise the risk assessment and get it approved by the Bursar
- advise parents of the need for special clothing, sun cream, hats, waterproof clothing, wellington boots etc

Two weeks in advance

- chase any remaining consent forms from parents, reminding them that their child cannot participate if it is not received within 3 days of intended departure
- store tickets in school safe
- prepare a pack for the accompanying staff, Bursar, 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
 - emergency contact numbers for the Head Teacher, Bursar, designated member of staff on duty
 - out of hours contact numbers for school staff
 - 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

Day prior to departure / day of departure

- meet with other staff & volunteers taking part in the visit to discuss responsibilities, risk assessment and emergency arrangements
- remind the children of the purpose of the trip and expected standards of behaviour
- give information packs out
- collect the travelling first aid kit and check contents
- collect school mobile phone
- collect bottled water
- 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 if 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
 - staff to pupil ratio

3.14 Staff pupil ratios

Those recommend by the DfE for off-site activities are 1:8 although a lower ratio is adopted 1:2 for Nursery and 1:4 for Reception. There is always one teacher present, who will be designated the Teacher in charge. Nursery and / or Teaching Assistants will normally be present and often so will parents / volunteers (all of whom will have been DBS checked if they are going to be involved in unsupervised activities). 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 Office on return. 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 Assistant Headteacher of Junior School or Bursar of what had happened.
 - where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmaster 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 Headmaster. 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 Duty Teacher(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 Bursar with a report on the visit.
- return all school property together with a report of any lost or damaged property.
- The Group Leader will produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill

3.20 Report for Trustees

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

Recommended review period: Annual
Review by: Bursar and Compliance Manager
Date reviewed: August 2017
Next review Date: August 2018

Annex1

Handsam Training

Log in and put details into the current pages and fields

Add a new LOtc visit for a One Day Trip in the UK (Learning Outside the Classroom)

1) Initial Planning

- Full Address
- Postcode
- Reason for the visit
- Visit Activities
- Number of Pupils
- Number of Pupils with SEN
- Number of Staff
- Number of other Assistants
- Staff Names
- Transport Details

Upload any documents

- Upload details of the venue if they have been provided
- **Approval of the trip will be given before anything else is required**

2) Visit Costs

- Cost per pupil
- Other Costs
- Insurance Details

Upload any documents

- Upload Draft letter to parents
- Upload Proposed Costs
- **Approval of letter and costing will be communicated and accepted or amended**

3) Risk Assessment

- Date when last Risk Assessment has to be completed

- LOGS Risk Assessments or other Documents
- Third Part Risk Assessments and Insurance details
- Insurance Details

Upload any documents

- Upload all relevant documentation regarding Risk Assessments Insurance and any other information pertaining to the safety and Itinerary of the trip
- **Approval will be given for this stage once all Risk Assessments and Insurance Details have been attached and any further discussions have taken place regarding the safety of the trip**

4) Parental Consent

- Consent forms returned
- Confirm Consent form have been files

Upload any documents

- Upload all consent forms
- Upload any health forms
- **Approval will be given once all the reply slips have been returned, scanned and attached to the file**

5) Pupils Details attending the trip

- Date further information sent by Staff to Parents
- SIMS data upload of all Pupils and Staff attending the trip
- Final Risk Assessment Sign Off Form

Upload any documents

- Upload SIMS Spreadsheet data of Emergency Contact Numbers
- Upload Final Risk Assessment Sign Off Form
- **Approval will be given once the SIMS data and Final Sign Off form is approved**

6) Visit Report

- Give a detailed account of the trip
- Were there any risk issues?

Upload any documents

- Upload any documents or photographs that would help with the trip
 - **Approval of all paperwork for the trip will be given once this stage has been complete**