



ASHMORE PARK

AND

PHOENIX NURSERY SCHOOLS
FEDERATION

EDUCATIONAL VISITS
POLICY

Senior Leadership Team/Compliance Governor(s) Review Date	05.07.2018
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Signed on behalf of the Governing Board/Committee	
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Context

At both Ashmore Park Nursery and Phoenix Nursery School, we recognise that educational visits and learning outside the classroom are an integral part of the curriculum and learning experience for every child. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes both schools a supportive and effective learning environment. We endeavour to make good use of our own buildings, grounds, the neighbouring area and beyond to support learning. The benefits to children of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for developing learning relationships and practicing managing risk
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Improved achievement and attainment across a range of areas of learning. Children are active learners not passive participants, and a wide range of learning styles can flourish
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging children to become more risk aware as opposed to risk averse
- Greater sense of personal responsibility
- Possibilities for working collaboratively including developing communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- Opportunities for physical development in a different context to school or home.

Our priority is to ensure that all visits are Safe, Educational and Enjoyable!

Application

Any visit that leaves the school grounds is covered by this policy.

In addition to this Educational Visits Policy, Ashmore Park and Phoenix Nursery Schools Federation:

1. Adopts the Local Authority's (LA) document: 'Guidance for Offsite Visits and Adventure Activities & EVOLVE' (All staff, where appropriate, have access to this via EVOLVE)
2. Adopts National Guidance www.oeapng.info
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for all off-site activities.

All staff are required to plan and execute visits in line with this Policy and National Guidelines. Staff are familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

Types of Visit & Approval

There are two 'types' of visit:

- Visits/activities within the 'School Learning Area' that are part of our provision and take place during the normal school day

- Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc.
These are entered on EVOLVE by the Senior Administrator and submitted to the EVC for authorisation. The EVC then submits the application to the Headteacher for approval.

Roles and Responsibilities

The **Governing Board** will approve the Educational Visits Policy and will ensure it is implemented within both schools and reviewed annually.

The **Headteacher** has ultimate responsibility for ensuring that educational visits follow the agreed procedures in the Local Authority's (LA) guidance document: 'Guidance for Offsite Visits and Adventure Activities & EVOLVE'. The Headteacher is responsible for ensuring that there is an Educational Visits Coordinator and that this person has received the appropriate training and is competent in this role.

The **Educational Visits Coordinator (EVC)** will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the Headteacher. The Senior Administrator sets up and manages the staff accounts on EVOLVE and uploads generic school documents.

The **EVC** is responsible for the planning of all visits, and the Senior Administrator is responsible for entering them on to EVOLVE at least 21 days prior to the visit. The competence of the Visit Leader is the single most important contributory factor in the safety of participants; they should be competent to run the intended activity or visit. The EVC is responsible for ensuring that the visit will comply with all relevant guidance and requirements, and should seek advice from the Headteacher where necessary. All risk assessments shall be produced by the EVC at least 21 days before the visit to ensure all risks are identified and managed appropriately. The Headteacher shall review and sign all risk assessments at least 21 days in advance of the visit.

The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The EVC will share information with all staff involved in the visit. The Educator will share the risks with the children and shall explain how to manage the risks with a safety talk prior to the trip taking place. The Visit Leader is responsible for ensuring Emergency Contact Numbers, mobile phone, first aid kits and childrens medication is taken on the visit.

It is the Visit Leader's responsibility to inform the School when they have arrived at their location and when they leave to return to school. In case of any delays the school must be informed so as to inform the Headteacher, EVC and Parents/Carers.

After the visit, the Visit Leader must ensure they inform the EVC and Headteacher of how the trip went, record any significant issues to the EVC both for reference and to inform future visits, and to allow the Senior Administrator opportunity to fill in an evaluation sheet on EVOLVE.

All Educators and accompanying staff must follow agreed risk assessments, policies and practices to ensure the safe running of the visit. Prior to the visit, all staff must ensure that they understand what is expected of them and have seen and signed the risk assessment.

Parents are responsible for completing and returning requested documentation and ensuring they are contactable throughout the visit.

Children need to follow instructions, the School rules, the Behaviour Policy and any additional rules that may be put in place for the visit.

The **Local Authority** will adhere to the guidance issued by the LA and will use EVOLVE for all visits.

Preparing Pupils

Providing information and guidance to children is an important part of preparing for a school visit. Children should have a clear understanding about what is expected of them and what the visit will entail. Children must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when accidents occur. Children should also be told about any potential dangers and should be supported to manage risk.

Parental/Carer Consent

Parents/Carers should be given information about the purpose and details of the visit well in advance of the visit. Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. Parental/Carer consent, however, must be obtained for all 'one off' external visits. All visits must include sufficient information, which must be made available to Parents/Carers via letters, meetings, etc. so that consent is given on a 'fully informed' basis. Parents/Carers should be told where their child is at all times and of any extra safety measures required.

Supervision

It is important to have a sufficient ratio of adult supervisors to children. The following ratio of adults to children shall be used for all 'off site' visits when Parents/Carers are not in attendance:

- Nursery - 1:4
- Children who need support (i.e. children with Special Educational Needs) - 1:1

Whatever the length and nature of the visit, regular head counting of children shall take place. The Visit Leader shall establish rendezvous points and tell adults, Parents/Carers and children what to do if they become separated from their party.

Additional support

Parents/Carers are invited to attend the annual School trip-and will be briefed by their child's Educator on the day of the visit. All Parents/Carers shall be asked to sign to state that they know that they are responsible for their child's care/health and safety for the duration of the visit. Any child not accompanied by a Parent/Carer shall remain with their Educator whom shall assume the same responsibilities of the parent/carer in their absence.

Mobile Phones and Social Network

Educator Guidelines:

- Under no circumstances should any Educator use their own personal mobile phone to take photographs of the children
- No photos should be posted on social media such as 'Facebook', 'Twitter' and instant messaging services such as 'WhatsApp'
- The Visit Lead will have the School's mobile phone-switched on to communicate with the School or in case of any emergency

- Any information about a child should only be passed onto the child's Parent/Carer through the Educator or Headteacher
- If anyone needs to make an emergency phone call they should speak to the Visit Lead who will support them in any way possible.

Parent/Carer Guidelines:

- All Parents/Carers shall be responsible for their child for the duration of the visit
- It is perfectly acceptable for any Parent/Carer to take a photograph of their **OWN** child on their mobile phone, however, they must ensure that no other child is included on the photograph without the consent of that child's Parent/Carer
- Parents/Carers may share photographs of their child on social media sites such as 'Facebook', 'Twitter' and instant messaging services such as 'WhatsApp', however, once again, they must ensure that **NO** other child is included on the photograph without the consent of that child's Parent/Carer

First Aid

First Aid provision should be considered when assessing the risks of the visit. For all trips, a member of staff with a first aid qualification must be present. A decision based on the risks and children involved should be made prior to each visit.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At Ashmore Park Nursery and Phoenix Nursery School we will not exclude children with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits.

Farm/Animal Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions. Refer to EVOLVE National Library: 'Preventing or controlling ill health from animal contact at visitor attractions - Advice to Teachers' and associated documents. Refer to: Farming & Countryside Education: www.face-online.org.uk; 'Farm Visits' in National Guidance www.oeapng.info.

Water Margin Activities

Where children might participate in learning activities near water i.e. a walk along the canal, the guidance contained in the DCFS 'Group Safety at Water Margins' will be followed.

Transport

On coaches seat belts must be provided and all children must wear a seat belt whilst travelling. The Educator(s) is responsible for the conduct and behaviour of children whilst they are travelling. Use of

staff cars to transport children shall only be utilised if staff have personal business use insurance. Staff must ensure that they do not chauffeur children on a 1:1 basis.

Accident/incident reporting

The LA's 'Incident Reporting Procedure' must be followed i.e. all accidents or near-misses involving employees or service users are reported on an IR1 form. Serious incidents must be notified immediately to the Health & Safety Team. After any significant incident, schools/services must undertake an investigation of the incident, and review their risk assessments and emergency procedures. It is also good practice to record and learn from 'near misses'.

Insurance

The Headteacher will ensure that sufficient insurance is in place for all 'off site' trips.