



Glendower Preparatory School

# Educational Visits Policy for EYFS Children

2018–21

Reviewed: DT November 2018

Next review: November 2021

## PART ONE: INFORMATION FOR PARENTS

### INTRODUCTION

Glendower Prep School places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils. All of our visits for this age group are local – most last only half a day.

### OUR VISITS

#### Supervision

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For walks to Stanhope Gardens and around the local area, the children are supervised by their Teacher and a Teaching Assistant who holds a level 3 statutory qualification (as defined by the Children’s Workforce Development Council). They always take a school mobile phone with them. The children are always briefed in advance about the visit and of the standards of behaviour which we expect.

#### Staff Ratios and Responsibility

We operate a staffing ratio of 1:4 for all off-site visits involving children in our Reception classes – although there is always at least one teacher, and s/he will be designated as in charge of the visit. Our normal class size is 18, so the teacher is accompanied by a qualified teaching assistant. The teaching assistant is qualified in paediatric first aid. We frequently invite parents to volunteer to help with off-site visits. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their roles beforehand. They must also have attended a formal Health and Safety Trip meeting with the Headmistress.

#### Reception

In Reception children are ready for excursions off-site and for a wide range of new experiences. We arrange for regular short walks in the neighbourhood for them to learn about the built environment and different places of work. During the year they undertake visits to a variety of locations which might include the theatre, a city farm and other places of interest.

### KEEPING YOU INFORMED

All parents of children in the EYFS are invited to an annual curriculum meeting at the start of the autumn term, when the aims of the year’s curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor

activities will be briefly explained. Your daughter's school calendar lists the visits that are due to take place over the coming term. We will send you a letter well in advance, telling you about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day.

All visits are optional.

## CONSENT

Parental consent for all EYFS trips is assumed, in line with the signed acceptance form in our Glendower Preparatory School Parent Contract.

## PART TWO: INFORMATION FOR STAFF

### SAFETY: ADVANCE PLANNING

#### Risk Assessments

Safety is our top priority. Even the shortest of visits needs to be thoroughly planned, and requires its own risk assessment, which must be reviewed thoroughly before a repeat visit is made. (See the model policy for conducting risk assessments for Early Years outings). The visit organiser should also obtain a Risk Assessment from the external venue, and all staff attending the trip must read this.

#### Head Counts

The Teacher in charge conducts, or arranges for another Teacher or Teaching Assistant to conduct a head count of the children (recording the fact that we have done so):

- Before leaving school
- (If applicable) On sitting down in the coach
- On arrival at the destination
- On leaving the destination
- On arrival back at the school

Where we walk, the children walk in pairs, with one adult at the front, one in the middle and one at the back. Children are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

#### Missing Child Policy

Our procedures are structured to ensure that this does not happen; but in the event that a child is missing – either from school, or on a visit, we follow the procedures set out in our Missing Child policy, which can be viewed on our web site.

### First Aid Kit etc

The Teacher in charge takes a first aid kit, list of emergency contact numbers and a school mobile phone on every outing. We carry bottled water on all our visits.

### Delay

Prior to an outing and in conjunction with the school office the teacher sets up a Clarion Call Group.

The Teacher in Charge will ring the school if there is any delay, for example, because of heavy traffic. The School Office has copies of all permission slips and will phone/text the parents to warn them of a delay. We have the Clarion Call system in place to facilitate this. In the event of any delay the teacher can text or email parents using the Clarion Call System.

## PERSONAL LIABILITY AND INSURANCE

Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. The DfE Guidance “The Health and Safety: Advice on legal duties and powers.” is required reading for all Teachers in Charge of a Reception visit as part of their training in the responsibilities of the role. It explains that their responsibility is to “act as any reasonable parent would do in the same circumstances.” Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Glendower School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines.

## USE OF HIRED TRANSPORT

We only book vehicles with front-facing seats that are fitted with seat belts. The School uses one of two coach companies on a regular basis.

## PREPARATORY ARRANGEMENTS

Parents will be told about the visits planned for the ensuing year at the annual curriculum meeting at the beginning of the autumn term. At that stage, it will probably not be necessary to finalise the dates of all of the short, local visits planned for the spring and summer terms; but a general indication should be given.

## ACTIONS FOR THE TEACHER IN CHARGE

Dates need to be fixed at least a term in advance for visits where there may be a need to draw upon accompanying staff from other parts of the Lower School, or where parent volunteers are used. These visits should be organised a term in advance because:

- They involve additional cost for parents
- Need to be booked in advance
- Need transport to be arranged and booked in accordance with the school's conditions for using hired transport

#### At that stage

- Parents should be invited to express an interest and be given an idea of cost.
- (If necessary) The Head of the Lower School and the School Office should be consulted about individual children's special and medical needs. Advice should be obtained on any arrangements that may be required for a pupil's individual special and medical needs
- The Office will need to be informed if tickets and transport need to be reserved.

#### One Month in Advance

- Parental information form should be sent out
- Bookings should be finalised
- Check that the coach is booked.
- The Risk Assessment should be finalised and approved by the Headmistress
- Parents should be advised if special clothing (sun hats, waterproof clothing, wellington boots, sun cream) is needed/advisable

#### Two Weeks in Advance

- Theatre tickets should be checked and stored safely in the school.
- Meeting with other members of staff participating in the visit to discuss risk assessment, the respective roles of the Teacher in Charge, other staff [and volunteers] and emergency procedures
- Prepare packs for the accompanying staff
  - Advise kitchen of lunch requirements.
  - The itinerary (*including address, phone numbers etc of all locations to be visited*)
  - The Teacher in Charge's school mobile number
  - A list of pupils, together with copies of their parental contact forms (which includes details of each pupil's medical conditions)
  - Emergency contact numbers for the Head of the Lower School and the school office.
  - A copy of the risk assessment.
  - Location of local hospital

#### The Day of Departure/ Day Prior to Departure

- Remind the children of the aim of the visit and of the expected standards of behaviour
- Give information packs to recipients
- Collect first aid pack. Check contents
- Collect school mobile phone
- Collect bottled water
- Set up Clarion Call group with the school office.

### DURING THE VISIT

Primary responsibility for the safe conduct of the visit rests with Teacher in Charge. He or she has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out (and recording) head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc
- Checking that all pupils wear their seat belts
- Enforcing expected standards of behaviour
- Keeping account of all expenditure
- Recording any accidents or near misses

### 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 his or her parent's emergency contact number at once and arrange for him/her to be collected. If contact cannot be made, the Teacher in Charge, or another member of staff, will take him/her to the local hospital or, if the illness is more minor, will return to school. A member of staff will remain with the child at the hospital or school office until a parent or carer arrives.

### 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's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital and would remain with the child/children until their parents arrived. Ensuring that the rest of the group were safe and looked after, and informing the Head of the Lower School/the Headmistress of what had happened would be the next task for the Teacher in Charge, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head of the Lower School are maintained. He/she would also need to arrange (perhaps using one of the other members of staff, or the School Office) for the parents of the uninjured children

to be contacted on their emergency contact numbers and asked to collect their children from either the venue or the school, depending upon the circumstances. The School Office would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

At Glendower School, depending on the nature of the incident, we may implement our own model communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible. The school uses the Clarion Call System which means that parents can be contacted immediately either by mobile text or email. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our website, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head of the School. The Teacher in Charge should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge.

### ON RETURN

Each Teacher in Charge is asked to provide the Head of Lower School/Headmistress with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property, together with a report of any lost or damaged property.

### EXPENDITURE

The Teacher in charge is responsible for producing a schedule of all expenditure on the trip.

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