



Glendower Preparatory School

Educational Visits Policy for EYFS Children

2025–26

Reviewed: September 2025

Next review: September 2026

AIMS

The objectives of this policy document are to:

- ensure that all educational visits are educationally valid
- outline the legal requirements and responsibilities
- provide a mechanism for the approval of all educational visits

Legal Status

- Health and Safety Department of Education (DfES) advice on legal duties and powers for schools (April 2022)
- Statutory Framework for the Early Years Foundation Stage (September 2025)

PART ONE: INFORMATION FOR PARENTS

INTRODUCTION

Glendower Prep School places great value on educational visits for all 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 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 a qualified teacher and two Teaching Assistants one of whom holds a level 3 statutory qualification. 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 1:5 for all off-site visits involving children in our EYFS classes.

There is always at least one qualified teacher, and s/he will be designated as in charge of the visit. Our maximum class size is 20, so the teacher is accompanied by a qualified level 3 teaching assistant. The Teacher and Teaching Assistant are qualified in the full paediatric first aid.

Parent Volunteers

We frequently invite parents to volunteer to help with off-site visits ratios. 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 led by the Deputy Head Pastoral.

Nursery

The Nursery children begin the year visiting Stanhope Gardens on a weekly basis, and other parts of the local community. For example, walking to the post box or a supermarket. Depending on relevant exhibition dates and offsite learning opportunities, the Nursery children may also go on excursions throughout the academic year.

Reception

Similarly, we arrange for the Reception children to go on regular short walks in the local neighbourhood if it is relevant to their learning and an opportunity to extend their learning beyond the classroom. 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 PARENTS INFORMED

All parents of children in the EYFS are invited to an annual curriculum meeting at the start of the autumn term, as well as the termly parent coffee mornings, when the aims of the term'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

As part of our curriculum the Nursery girls attend a weekly outdoor lesson at Stanhope Gardens. Parents share their consent for this when they officially accept their place at our setting. Consent will be sought for any additional external educational visits as and when they occur.

Although under the *Statutory Framework for the Early Years Foundation Stage* there is no longer a requirement to seek parental permission for children to take part in outings and trips, we will seek parental permission for each individual outing using the Outings Consent Form. Furthermore, the school is aware that this information is not required from Reception onwards as it is covered by the initial permission form signed by parents.

The child's parents must give prior written permission for the child to take part in outings. For all outings/trips, an online consent form is sent to the parents stating the nature of the outing/trip, the date and what the children need to bring, arrangements for lunch, transport to the venue and times of departures and arrivals. Parents are required to sign and submit the form. The form also acknowledges that their child's medical form has the correct up-to-date details on it.

Failure to complete the form will mean that the child will not be able to attend the outing.

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 prior to attending the visit.

Head Counts

The Teacher in charge conducts, or arranges for another Teacher or Teaching Assistant to conduct a head count of the children:

- Before leaving school
- (If applicable) On sitting down in the coach
- On arrival at the destination
- Before moving to new location 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 or more 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 appropriately.

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, emergency medication, list of emergency contact numbers and a school mobile phone on every outing.

Delay

Prior to an outing and in conjunction with the school office the teacher sets up a School Post 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 School Post system in place to facilitate this. In the event of any delay the teacher can text or email parents using the School Post 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.

Vehicles transporting children, and the driver of those vehicles are adequately insured.

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 and the termly parent coffee mornings.

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 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 EYFS and Nursery 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 Head of EYFS (who is responsible for signing off all Educational Visits Risk Assessments)
- 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
- A reminder sent to parents in the Week Ahead
- 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 EYFS and Nursery 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 any emergency medication from the School Nurse
- Collect school mobile phone
- Collect bottled water
- To remind staff and inform parents/carers/volunteers that using personal mobile phones or cameras to take photographs of the children is prohibited.

DURING THE VISIT

Primary responsibility for the safe conduct of the visit rests with the Teacher in Charge. He or she has sole responsibility for amending the itinerary or cancelling the visit in the event of an unforeseen delay or sudden deterioration in weather conditions. S/He may delegate part or all 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, center, etc.
- Checking that all pupils wear their seat belts
- Enforcing expected standards of behavior
- 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 her parent's emergency contact number at once and arrange for her to be collected. If contact cannot be made, the Teacher in Charge, or another member of staff, will take 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 Early Years and Nursery/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 have not yet emerged, he or she should say so, and ensure that follow-up communications with the Head of Early Years 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 School Post 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 Early Years or 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.