



# TAVERHAM HALL

## Preparatory School

## **EYFS Educational Visits Policy**

### PART ONE: INFORMATION FOR PARENTS

#### INTRODUCTION

Taverham Hall 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. We place a very high value on learning outside the classroom and believe 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 all walks within the enclosed school grounds, the children are supervised by their Teacher and a Teaching Assistant who holds (or is working towards) a level 3 statutory qualification (as defined by the Children's Workforce Development Council). They always take a mobile phone with them. The children are always briefed in advance about the visit and of the standards of behaviour which we expect. Given our Forest School status, the children have a very good knowledge of the school's one hundred acre site and are familiar and comfortable with the pleasures and safety procedures associated with learning outside the classroom.

##### *Staff Ratios and Responsibility*

We operate a staffing ratio of 1:3 for all off-site visits involving children in our Reception classes and 1:2 in our Nursery. There is always at least one Teacher, one of whom will have been designated in charge of the visit. Our normal class size is between 12-15, so the Teachers are accompanied by up to 3 qualified Teaching Assistants. At least one of the Teaching Assistants is qualified in paediatric first aid. We sometimes 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.

##### The Nursery

We do not take our Nursery children off-site during the first half of the autumn term. They need time to settle into the routine of going to school, and there are plenty of opportunities for daily outdoor play in the Nursery Department's well-equipped, secure outdoor play area. Every child in the Nursery is regularly taken by their Teacher and their Teaching Assistant

on 'Forest School' sessions inside the school grounds, where they are encouraged to learn and investigate the natural world.

### Reception

By the time that they move to Reception, children are ready for more excursions off-site and for a wider range of new experiences. We may 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 will visit:

- A farm
- The local museum
- The local church

The children's' creative experiences are expanded by visits.

The regular walks in the school grounds continue throughout the two years in the Nursery Department. By the end of Reception, the children are confidently conducting work on the topic of minibeasts and carrying out leaf and bark rubbings. Their climbing and balancing skills will have improved, together with their understanding of the cycle of nature, such as the first signs of spring.

### KEEPING YOU INFORMED

All parents of children in the Nursery and Reception Departments 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 son's or 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 Nursery and Reception Department visits, return your child to the school at their conclusion. All visits are optional.

### CONSENT

We require your written consent every time that we take your son or daughter off-site. Please note that we are unable to take your son or daughter without a completed and signed consent form, as Annex A which includes details of where you may be contacted in an emergency. We are not allowed to use "blanket" consent forms for this age group. A consent form will be sent to you well in advance and must reach the school at least 3 working days before the visit.

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## 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). A copy of risk assessments is filed on the server and reference to previous assessments is always a useful exercise.

#### 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 website.

#### First Aid Kit etc

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

#### Delay

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 the parents to warn them of a delay.

### ROLE OF THE TEACHER IN CHARGE OF A NURSERY VISIT

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. S/he will have had previous experience of accompanying Nursery/Reception visits before organising one him/herself. S/he will also have attended an afternoon's training session organized by the Deputy Head who holds the appointment of Education Visits Coordinator (EVC). The Teacher in Charge either holds a valid Paediatric

First Aid Certificate him/herself, or ensures that another member of staff accompanying the visit holds one.

### ROLE OF THE EDUCATION VISITS COORDINATOR (EVC)

The EVC is the Deputy Head who is responsible for approving all requests for visits. He works closely with the Head/Head of Pre-Prep in checking that the paperwork is correct, gives guidance on carrying out risk assessments, budgeting for visits and on permission slips, and keeps a “library” of reports on previous visits.

### 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 DCSF Guidance “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)) is required reading for all Teachers in Charge of a Nursery/Reception visits 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 at Taverham Hall 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.**

Taverham Hall School has Employers’ Liability Insurance and public liability insurance, as well as a group travel policy that covers any visit made by the Nursery and Reception Departments. Cover includes cancellation or delay, medical expenses, replacement of personal possessions and money.

### USE OF PRIVATE CARS

It is school policy not to transport Nursery/Reception pupils in private cars belonging to staff.

### SCHOOL MINIBUSES

No one is allowed to drive the school minibus unless s/he has qualified as a minibus driver. For any minibus journey that involves Nursery/Reception children, there should always be a second member of staff who is also a qualified minibus driver. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. At Taverham Hall School, we expect every member of staff to complete a “Drivers’ Declaration Form” before s/he drives pupils in a school minibus or privately owned vehicle. The completed forms are held by the EVC.

### USE OF HIRED TRANSPORT

We hire small coaches for any Nursery/Reception visits. The school has a long-standing relationship with a local company that understands that we require all Drivers to come from our list of named drivers, to have current CRB disclosures, and to carry mobile phones. It is a condition of booking that the Driver’s name, the number of his/her mobile phone, together with the vehicle’s registration number, and a copy of the vehicle’s insurance policy are passed to the Teacher in Charge at the time that the hire arrangements are confirmed. We only book vehicles with front-facing seats that are fitted with seat belts.

## PREPARATORY ARRANGEMENTS

Visits made by the Nursery/Reception are all local; but nevertheless, their outline is planned at least a term in advance, when dates need to be agreed with the EVC. Parents of Nursery and Reception children 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 half term in advance for the following visits, where there may be a need to draw upon accompanying staff from other parts of the Pre-Prep and Nursery, or where parent volunteers (who may need CRB checks) are used:

Any visit should be organised a term in advance that:

- Involves additional cost for parents
- Needs to be booked in advance
- Needs transport to be arranged.
- Hired transport should be 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.
- The Head of the Pre-Prep/Nursery Manager and the Medical Centre 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 Financial Administrator will need to be informed if tickets and transport need to be reserved.
- The Financial Administrator should be asked to arrange CRB checks and take up the necessary references for volunteers.
- Meet with the EVC to check date clashes with the school diary and draft itinerary with risk assessment, signed and dated.

### One Month in Advance

- The Parental consent forms (Annex A) should be sent out with a return date specified.
- If necessary, Cheques should be collected and sent to the Financial Administrator.
- The travelling first aid kit should be booked from the Medical Centre.
- A school mobile phone should be booked.
- Bookings should be finalised.
- Check that the Driver is on the school's list of named drivers, that all required details about the coach have been received.
- The Risk Assessment should be reviewed, finalised and approved/signed off by the EVC.
- Parents should be advised if special clothing (sun hats, waterproof clothing, wellington boots, sun cream) is needed/advisable.

### Two Weeks in Advance

- Parents should be chased to return their consent forms. They should be reminded that their child cannot participate in the visit without a completed form being received within 3 days of departure.
- Theatre tickets should be checked and stored in the school safe if appropriate.
- 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, EVC, containing:
  - The itinerary (*including address, phone numbers etc of all locations to be visited*)
  - The Teacher in Charge's mobile number or the school mobile.
  - Mobile numbers of all participating staff .
  - A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions).
  - Emergency contact numbers for the Head of the Pre-Prep/Nursery, the EVC.
  - Contact details for the School Secretary.
  - The name of the Coach Company, Driver, the registration number of the coach, the mobile phone number of the driver, a copy of the vehicle's insurance certificate.
  - A copy of the risk assessment, including the date of review.
  - Location of local hospital (if other than N&N).
- Bottled water/squash is ordered from the Catering Department.

### 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/squash.
- The School Secretary will check that Driver and coach match the details notified by the company on the booking form.

### 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 canceling 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, to the School's Medical Centre. A member of staff will remain with the child at the hospital or Medical Centre 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 and the EVC 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 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 our 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. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. 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 web, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head/Head of the Pre-Prep/Nursery. 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 EVC 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.

## Report for Governors

The Head of the Pre-Prep's termly report to the Governors always contains a synopsis of all the school trips and visits that have taken place since the last meeting. The EVC, who may prepare this report, will invite the Group Leader to draft a short report, preferably illustrated with photographs.

Reviewed November 2010

**MODEL CONSENT FORM FOR NURSERY DEPARTMENT VISITS**

**[Nursery/Reception] Visit to .....On ..... Teacher in Charge .....**

Departing at .....hours from the school. Returning to the school at .....hours

**Nature of Activity:**

**Equipment needed by your son or daughter:**

- Wellington Boots ..
- Waterproof Suit ..
- Warm hat and gloves ..
- Sun Hat ..
- Sun cream ..

Maximum number of pupils [ ], who will be accompanied by [ ] members of the teaching and [ ] Volunteers.

*[Any parent who is interested in volunteering to help on this visit should contact [ ]  
[S/he will normally be asked to consent to the school obtaining a CRB disclosure].*

**Transport:**

- .. The children will walk
- .. Coach to and from .....

*We only book coaches fitted with seat belts, from a company well- known to us, whose drivers are on our list of named drivers and have been cleared with the CRB*

.. School Minibus, with booster seats, driven by a member of staff,

Cost [ ] [Cheque enclosed]/[To be added to your bill for the next term]

**Medical Information**

Any allergies or sensitivities to food, pets or to insect stings:

Any chronic or recurring medical conditions needing regular or occasional medication or treatment:

Does s/he require any special arrangements to be made? If so, please describe them briefly below:

Does he/she suffer from travel sickness? [If so, may we have your permission to give him/her a travel sickness tablet that is suitable for children aged 3 and over?]

Does he/she suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities?

Date of last tetanus injection?

**CONSENT TO EMERGENCY TREATMENT**

I/ We authorise the Teacher in Charge, or an authorised deputy acting on his/her behalf to *consent* on the advice of an appropriately qualified medical specialist *to my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure* under the NHS if he/she is unable to contact me/us time.

Signature of both parents: \_\_\_\_\_

\_\_\_\_\_ or Guardian

**Emergency Contact Details for the period covered by the visit:**

NAME:..... Tel .no:.....Mobile: .....

Email: ..... Work no:.....

NAME:..... Tel .no:.....Mobile: .....

Email. :..... Work no: .....

FAMILY DOCTOR:..... Tel .no:.....

Address: .....

**Behaviour code:**

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given by a member of staff [or by an Instructor at a centre] at all times.

Signed: ..... Signed.....

Name: ..... Name:.....

Date: ..... Date: .....

*Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to [ ] School by [ ] and returned to [ ] School by [ ]*