



# **Donhead Preparatory School**

## **Educational Visits for EYFS Children Policy**

### **PART ONE: INFORMATION FOR PARENTS**

#### **INTRODUCTION**

Donhead 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.

#### **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. 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.

##### Staff Ratios and Responsibility

We operate a staffing ratio of 1:8 for all off-site visits involving children in our Reception classes. There is always at least one Teacher, one of whom will have been designated in charge of the visit. Our normal class size is 22, so the Teacher is accompanied by 2 qualified Teaching Assistants. All EYFS staff are 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.

#### **KEEPING YOU INFORMED**

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.

#### **CONSENT**

We require your written consent every time that we take your son off-site. Please note that we are unable to take your son without a completed and signed consent form, 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.

## **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.

#### Head Counts

The Teacher in charge conducts, or arranges for another Teacher or Teaching Assistant to conduct a head count of the children (best practice is to keep a record of head counts but this is not essential):

- 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. All children wear a blue wrist band with the Donhead telephone number displayed. If a child is lost, an adult can contact the school to report his whereabouts.

#### 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 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 inform the parents to warn them of a delay.

### **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. 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 Donhead, 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 hire coaches for school visits. The school has a long-standing relationship with local companies who understand that we require all drivers to come from our list of named drivers, to have current DBS certificates, and to carry mobile phones. However, the hired driver's mobile phone must only be used for phoning contacts in the case of breakdown or emergencies. 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.

### **ACTIONS FOR THE TEACHER IN CHARGE**

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.

#### One Month in Advance

- The Parental consent forms should be sent out with a return date specified.
- The Risk Assessment should be finalised and approved by the Headmaster.
- Parents should be advised if special clothing (sun hats, waterproof clothing, wellington boots, sun cream) is needed/advisable

#### Two Weeks in Advance

- Prepare packs for the accompanying staff and the School Office Manager containing:
  - The itinerary (*including address, phone numbers etc of all location to be visited*)
  - The Teacher in Charge's mobile number/ [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)
  - Contact details for the School Office Manager
  - The name of the 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.

#### 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
- 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 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 parent's emergency contact number at once and arrange for him to be collected. If contact cannot be made, the Teacher in Charge, or another member of staff, will take him to the local hospital or, if the illness is more minor, to the School's First Aid Room. A member of staff will remain with the child at the hospital or First Aid Room 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 Headmaster 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 Headmaster are maintained.

The Teacher in Charge 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 Headmaster would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.