



Offsite Visit Policy

Date of last review: 22 June 2020

Date of next review: June 2023

Reviewed by: Claire FitzPatrick

Signed..... Chair of Governors Date:.....

Signed..... Head teacher Date:.....

This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it.

An essential part of our work is to enable children to have first hand experiences of the world in which we live. Off-site Educational visits are an important part of providing a range of experiences.

We believe that off-site activities can supplement and enrich the curriculum of the nursery by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

Over the nursery year, such visits may include: Autumn and Spring Walks, Observations of print in the environment, visits to local shops, visits to our feeder schools and local nursery school as well as Forest School locations.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all children at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the nursery day.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our children;
- provide a wider range of experiences for our children than could be provided on the nursery site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Where more formal visits are organised, voluntary contributions for these outings, if applicable, will be notified to parents/carers in advance of the outing and will be payable before the outing. It is hoped that these outings will enhance and re-enforce, in a practical way, what the children are learning in the nursery.

A risk assessment will be carried out by the lead teacher for that trip prior to the visit and first aid equipment will be taken on the day. We will ask parents/carers to sign a consent form in advance of such outings and will offer opportunities for parents/ carers to accompany their child and the nursery on the outing.

The nursery staff are involved in the planning and management of off-site visits.

The staff will:

- ensure that risk assessments are completed;
- assign competent staff to lead and help with trips (including at least one qualified First Aider);
- organise related staff training;
- verify that all accompanying adults, including private car/coach drivers, have had satisfactory police checks,
- make sure that all necessary consent and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example the park).

All off-site activities must take place in accordance with the Local Authority's instructions.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

A comprehensive risk assessment is carried out by the managers before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are we trying to do? (*Links to EYFS, SIP etc.*)
- How are we applying it? (*Staff training, letters to parents etc.*)
- What activity is it?
- How are we getting there?
- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?

- What steps will be taken in an emergency?

When planning an off-site activity, the lead teacher for the visit will make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and staff will take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for staff to experience the activity beforehand, or if he / she lacks the skills required to make informed judgements about the risks it may involve.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The staff leading the visit must complete a nursery visit risk assessment check list and keep in the risk assessment file. The cost of these preliminary visits will be borne by the nursery, and should be built into the overall financial arrangements for the visit itself.

Transport

A risk assessment must also cover transport to and from the venue. Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

If a coach company is used, the following measures will be considered:

- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the nursery has opted to pay for.

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by voluntary parental contributions. However where the contributions are not sufficient to cover costs, the visit will not go ahead. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

Further health and safety considerations

All adults accompanying a party must be made aware, by the nursery, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number.

Before a party leaves the nursery, the leader will provide a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the off site visit.

The safety of the party, and especially the children, is of paramount importance. During the activity the staff must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical registration forms, and ensuring that children are both safe and well looked after at all times.

Operational procedures for outings

The same standard of care and interaction with the children is expected of staff, volunteers and students on outings.

The adult's prime responsibility on outings is to ensure the safety of the children.

However they will be expected to balance this responsibility with ensuring that children have the maximum opportunity to experience and explore new environments, to socialise and to have fun.

Types of outings

Different types of outings take place and each will require slightly different preparations and staffing levels.

These include:

- Trips on foot, e.g. visits to the park, local shops and places of interest.
- Trips on public transport to places like museums, feeder schools, etc.

Procedures where a child is lost on an outing

- If the Nursery's policies and procedures are being observed the likelihood of a child being lost is small. Very occasionally a child may become separated from the group on an outing or become lost.

With careful planning and co-operative working amongst staff, children should not be out of sight of an adult during an outing.

If it is realised that a child is no longer with the group the school's Lost Child Procedures will be followed. Staff should look carefully all around without leaving the group.

That adult's key children should be re-allocated to other members of staff.

The Nursery staff will contact the parents immediately.

The police will be informed and all the children will be returned to the Nursery.

At the end of the day the staff will complete an incident report.

Nursery Procedures for Off-site visits

- Parental consent forms have been completed
- Visit leaders are appropriately experienced
- Ratios of children : adults are appropriate for the nature of the visit
- Intended supervision arrangements are stated e.g. 1 adult per 2 children
- Child protection measures are in place
- Emergency procedures are in place for the visit
- Appropriate insurance has been obtained
- Risk assessment has been completed linked to aims and objectives of the visit
- Voluntary contributions have been agreed where appropriate
- Governing Body have been informed of the nature and date of visit
- Preliminary visits have been made
- Meeting held to discuss/plan implications, timing, local information, emergency procedures
- Special medical needs have been planned for e.g. inhalers, epipens, prescribed medicines
- Additional mobility aids discussed with families before visit
- Changes of underclothes provided
- First aid packs to be carried by staff
- Arrangements for travel sickness have been made
- Significant issues of concern regarding driver conduct or other events during journey to be recorded
- 2 emergency contact numbers will be identified before the visit takes place
- List of children/helpers names to be taken on visit with a copy given to school office manager prior to leaving nursery
- Fully charged mobile phones will be taken on visits by key members of staff
- Any pertinent information regarding hospital treatment to be taken on the visit
- List of contact numbers for parents to be taken on the visit.
- Main adults on the visit will be told the location of the nearest accident and emergency hospital
- Consideration about other family members e.g. younger siblings taking part in the visit will be undertaken at planning/briefing stage
- Fire precautions and evacuation procedures noted where necessary

Links to:

Equal Opportunities Policy

Early Years Policy

Health & Safety Policy

Child Protection Policy

Risk Assessment Policy

Administering Medicines Policy

SEN Policy

Lost Child Procedures