



# Educational visits Policy

Review date: September 2021

Next review: September 2023

## **Rationale**

Hirst Wood Nursery School staff and governors believe that school visits are an essential resource for teaching and learning for both parents and children. We aim to provide broad and balanced early years curriculum and believe that first hand experiences and visits are an important part of achieving this. Regular visits are planned throughout the year.

## **Aims**

- To offer the opportunity for all children to enjoy a range of new experiences
- To extend themes with relevant experiences outside the normal school environment
- To ensure that all children experience a range of visits and visitors
- To develop personal, social and emotional skills as children, parents and colleagues visit together
- To learn through exciting first-hand experiences that will create memories that children can recall

## **Planning**

- Aims for the visit to be clearly stated in planning and should meet the needs of the children.
- Aims of visits should be made clear to all team members so that the children gain as much from the visit as possible.
- Keep to the planned timetable of visits wherever possible. Last minute visits are not always advisable
- Individual children's permissions are checked for consent and any medical needs or allergies so that all staff can be informed
- Prepare the children for the visit beforehand and follow-up afterwards to scaffold and maximise learning opportunities.
- Times of opening and safety expectations should be checked before the visit and shared with staff, parents and children.
- All children should be given the opportunity to go on visits.
- Organise for transport to be booked (if necessary) via the office well in advance. It is the member of staff's responsibility to ensure the coach or other transport has been booked. Ensure the method of transport chosen has the safety of the children in mind i.e. seat belts. Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. These details should be obtained at time of booking.
- Ensure that the statutory EYFS (2021) adult to child ratios are maintained as a minimum. The risk assessment should take account of the nature of the outing and consider whether it is appropriate to exceed the normal adult to child ratios. Risk assessments are dynamic and are to be completed on an individual basis considering the location of the visit, mode of transport, environmental risks, cohorts of children and how this could impact on the required adult to child ratio.
- Check that the room is suitably staffed for those children left behind who do not wish to attend the visit.
- Check parent volunteers know what they are doing; have a full understanding of their role and responsibilities and the route/itinerary of the walk/visit. Keep a list of which children are the responsibility of which member of staff / volunteer / parent. (See appendix for volunteers' agreement form).

- Ensure a first aid box, 'sick bags', children's medication and spare clothing are always taken on visits.
- Ensure that one member of staff holds a valid Paediatric First Aid Certificate.
- Take a complete class list with children's medical requirements and emergency contact numbers.
- Ensure that children and adults always wear sensible shoes and clothing.
- Ensure that all least one member of staff takes with them a fully charged mobile phone for emergency phone calls. The Head of School should be made aware which phone number is to be used for emergency contact should the need arise.

**When organising a visit staff should:**

- Ensure that the safety of the children is the first priority
- Ensure that all adults in their charge expect children not to take any risks, to behave appropriately and following instructions at all times.
- Visit the proposed venue, which will enable them to plan more effectively and check the availability of essentials e.g., toilets, eating areas etc.
- Ensure that they have completed the relevant risk assessment which has been authorised and agreed with the Head of School prior to the visit taking place.
- Consider health and safety implications for staff or parent volunteers (see precautions for visits to farms or trips involving animals)
- Provide a full costing for the visit, and to determine if a voluntary parental contribution is required.
- Seek permission from the Head of School for the visit, as they have ultimate and final responsibility for the children within the school

**Voluntary contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational outings and visits. In these circumstances no child will be prevented from participating because his/her parents cannot or will not contribute, however if sufficient funds are not available it may be necessary to curtail or cancel activities. (Refer to Charging & Remissions Policy)

***Just before the Trip: Have you got;***

- Children's medical records and medication .....
- All the emergency contact numbers. ....
- The first aid kit .....
- A mobile phone for emergency usage .....
- Do all the adults know their duties? .....

## **CHECKLIST OF THE MAIN PRECAUTIONS FOR VISITS TO FARMS, OR TRIPS INVOLVING ANIMALS**

### **Preparation for the visit:**

1. Ensure that those leading the visit are familiar with their own school and Local Authority guidelines on visits.
2. Check that the farm is well managed, e.g. has a good reputation for high standards and stock welfare that the grounds and public areas are as clean as possible and that suitable First Aid arrangements are made. Animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff should be carried out in order to make an accurate risk assessment.
3. Check that the farm has suitable washing facilities, appropriately signposted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryer(s). Any drinking water taps should be clearly labelled in a suitable area.
4. Ensure suitable precautions are in place where appropriate e.g. clear signs or restricted access in areas such as near slurry pits or where sick animals are isolated.
5. Female visitors to farms should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
6. Inform parents/children of the advantages of wearing footwear that can be easily cleaned. Wellington boots are ideal footwear, but any closed shoe is preferable to open footwear.
7. Explain that visitors should not eat or drink anything, including chewing gum etc. while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and other chemicals.

### **During the visit:**

8. If visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths afterwards.
9. Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised.

### **After the visit:**

It is always valuable to reflect on the impact of any trip or visit and the benefit that it has had on children's learning and development and how this could be demonstrated in a measurable way. Equally there are occasionally lessons to be learnt about the nature of particular trips, or places to visit and how the experience could be improved for all involved.

I agree to act as adult voluntary helper for the purposes of this visit. I have been informed of the arrangements for the visit and with the nature of my duties.

1. I understand that the member of staff in charge will be responsible for the conduct of the visit and I am willing to undertake any reasonable duties as a voluntary helper which that member of staff or any other accompanying staff member may ask me to perform.
2. I accept that the school staff are responsible to the Head of School for the safety of the children, and I agree that for that purpose I will be under the supervision of the school/centre staff and will comply with any reasonable instructions they give.
3. For insurance purposes voluntary helpers are covered by the Council's Third-Party Liability Policy for any claims arising out of their voluntary work. The Council also provides a personal accident insurance cover for voluntary helpers providing benefits for death, permanent partial disablement and temporary disablement

Name (please print)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Tel No \_\_\_\_\_

This form should be retained in the school office for reference