

EDUCATIONAL VISITS POLICY

Reviewed August 2023

Educational visits Policy

At The Eveline Day School we offer children a range of educational visits including opportunities for live performance, visits to sites of educational interest (museums, galleries) and residential trips. We believe that planned educational trips complement and enhance the learning opportunities outside the school environment and extend children's experiences. We always seek parents' permission for children to be included in such trips

Procedures

Educational visits are carefully planned using the following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children
- Written permission will always be obtained from parents before taking children on trips
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least two members of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip register together with all parent and staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the School manager prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the School uniform and high visibility vests/jackets
- If necessary, children will use a sticker system on which the School name, number and mobile number will be displayed
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation. If required, the group will return to School immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the School.

Risk assessment/outings plan

The full risk assessment and outing plan will be undertaken. The outing plan will be displayed for parents to see before giving consent. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival

- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.
- Site risk assessments for the relevant providers are scrutinised and used to inform our risk assessing for the trip

Residential activities

Children in Year 2 and above have the opportunity to take part in a residential visits. The residential trips enable children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We undertake these trips only with agreement of the proprietor. We provide qualified instructors for all specialist activities that we undertake. Additional measures will be undertaken for residential trips:

- a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request.
- Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary.
- Emergency telephone contacts must be obtained for all pupils participating in residential trips, along with relevant medical information, on the parental consent form.
- School will request in advance any information from parents specific to their child that will enable staff on the trip to promote pupil wellbeing and provide the maximum level of care and safety whilst on the trip. E.g. bedtime routines for children with autism, any issues with personal care, details of any medical conditions that may impact on their sleep, any pacifiers or preferred objects that may help the child feel settled whilst away from home, any telephone contact regimes for children whose parents are separated or abroad on work-this list is not exhaustive but to provide examples

Use of vehicles for visits/trips

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the School
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- All vehicles used in transporting children are properly licensed, inspected and maintained. We use two reputable coach companies who are fully insured and all of the drivers have an enhanced DBS check.

- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts.
- When children are being transported, we maintain ratios.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts are used
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and ISI will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

In the event of an emergency (including a terrorist attack)

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

Staff on an outing will always phone a member of the SLT to inform them of anything important. This can allow the school to contact parents if necessary.

This policy was adopted on	Signed on behalf of the School	Date for review
<i>Updated September 2022</i>	<i>Sarah Gillam</i>	<i>August 2025</i>