



St Hilda's School  
HARPENDEN  
*Caring, Curious & Confident*

## Educational Visits for EYFS Children Policy

### Incorporating Health and Safety Policy on Activities Outside School

#### Important Note

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

**REVIEW DATE:** May 2019

**REVIEWED BY:** Dan Sayers (Headmaster)

**SIGNED:**

**DATED:** 21.05.19

## PART ONE: INFORMATION FOR PARENTS

### INTRODUCTION

St Hilda's 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. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils. All school visits for this age group are local – most last only half a day.

### 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 or a Nursery Nurse who holds at least a Level 3 Statutory Qualification (as defined by the Children's Workforce Development Council). A mobile phone is always carried.

The children are briefed in advance about the visit and the expected standards of behaviour.

### Staff Ratios and Responsibility

The school operates a staffing ratio of 1:4 for all off-site visits involving children in the Early Years Foundation Stage. There is always at least one early years practitioner present who will take charge of the visit. The teacher will normally be accompanied by a Nursery Nurse with an NVQ Level 3 Qualification or equivalent. All Nursery Nurses are qualified in paediatric first aid. Parents are often invited to assist with off-site visits. Volunteers are never permitted to supervise children alone and are thoroughly briefed about their roles and risk assessments are shared.

### Trips

A coach is hired for the journey, fitted with front-facing seats and seat belts, which complies with the school's conditions for the use of hired transport.

### **CONSENT**

Written consent is required for all off-site visits.

## **PART TWO: INFORMATION FOR STAFF**

### **SAFETY: ADVANCE PLANNING**

#### Risk Assessments

Safety is the 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/ Nursery Nurse to conduct a head count of the children:

- 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

Children usually 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 expected standards of behaviour. When travelling by coach, a member of staff will check that all pupils are sitting correctly and wearing seat belts.

#### Missing Child Policy

Procedures are structured to ensure against this; but in the event that a child is missing – either from school, or on a visit - procedures set out in our Missing Child Policy are followed.

#### First Aid Kit etc.

The Teacher in charge takes a first aid kit, list of emergency contact numbers and a mobile phone on every outing. Bottled water is taken on all longer visits.

#### Delay

The Teacher in Charge will ring the school if there is any delay. The School Office has copies of all permission slips and will contact the parents via Groupcall to inform them of a delay.

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

Every visit must be planned in advance by the member of staff in charge. Previous experience with Nursery visits is essential before leading a trip. The Teacher in Charge or another member of staff accompanying the visit will hold a valid Paediatric First Aid Certificate.

### **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 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 St

Hilda's 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.

St Hilda's School has £5m of Employers' Liability Insurance and £ 15m of public liability insurance, as well as a group travel insurance that covers any visit made by the Nursery Department. Cover includes cancellation or delay, medical expenses, replacement of personal possessions and money.

## **SCHOOL CAR**

The school has an inclusive policy that includes all members of staff. Individual staff have public liability insurance on their own vehicles when these are used to transport children.

## **PREPARATORY ARRANGEMENTS**

Visits made by the Nursery are all local. They are planned at least a term in advance.

### Actions for the Teacher in Charge

Dates are set at least a term in advance when it:

- Is necessary to draw upon accompanying staff from other parts of the school or parent volunteers
- Involves additional cost for parents
- Requires transport arrangements

### At the Planning Stage

- Parents should be invited to express an interest and be given an idea of cost.
- The Nursery and Reception Teacher should be consulted about individual children's special and medical needs.
- Advice should be obtained on any arrangements requiring individual needs

### Approximately One Month in Advance

- 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 required

### Approximately Two Weeks in Advance

- Parent consent must be obtained.
- Theatre tickets should be checked and stored in the school safe
- Meetings should be held with other participating members of staff to discuss risk assessment respective roles and emergency procedures
- Prepare packs for the accompanying staff and the School Office containing:
  - The itinerary (*including address, phone numbers etc of all locations to be visited*)
  - The mobile number of the Teacher in Charge
  - Mobile numbers of all participating staff
  - A list of pupils, together with copies of their parental contact forms (which include medical details)
  - Emergency contact numbers for the Headmaster and Deputy Head Teacher
  - Contact details for the School Office and Headmaster
  - A copy of the risk assessment
  - Location of local hospital
- Order bottled water

### The Day of Departure/ Day Prior to Departure

- Children are reminded of the aim of the visit and expected standards of behaviour
- Information packs are distributed
- First aid kits are collected and checked
- Mobile phone is collected
- Bottled water is collected

### **DURING THE VISIT**

Primary responsibility for the safe conduct of the visit rests with the Teacher in Charge. He or she has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. He or she 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 unwell, the Teacher in Charge, or another member of staff will phone her parent's emergency contact number at once and arrange for her to be collected.

### **EMERGENCY PROCEDURES**

In the event of more serious illness or 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 is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital and remain with the child/children until the arrival of the parents. The safety of the remainder of the group should be ensured before the Headmaster is contacted and a factual account is recorded. Follow-up communications with the Headmaster should be maintained. The Teacher in Charge should also arrange for the parents of the uninjured children to be contacted on their emergency contact numbers. The School Office should notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and the actions taken (see Appendix for the Outings Incident Form).

### **ON RETURN**

Each Group Leader is asked to provide the Headmaster with a verbal, and if appropriate, written 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.

**For further details, refer to the Educational Visits Policy for the school in its entirety.**

**This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies.**



## **OUTING INCIDENT FORM**

(New format wef May 2019)

This form is to be used by the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

	<b>Name</b>	<b>Form</b>
<b>Pupils(s) involved in incident</b>		

**Date and time of incident:**

**Location of incident:**

**Type of incident:**

**Details of incident:**

**Details of action/support for pupils(s) involved in incident:**

**This record is now:**

- Filed
- Passed to Form Teacher
- Passed to Headmaster
- Passed to external agency, please state:

<b>Name and designation of the teacher/s completing this form:</b>	<b>Date:</b>	<b>Name Printed and Signed:</b>