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|  | Educational Trips  |  |
|  | Person Responsible:  | ................................................................. AISHA IDRIS MAHAMA |
|  | Date Adopted/last reviewed :  | January 2023 |
|  | Date of next Policy Review  | :  |
| 7  | This Policy applies to t he EY F S and Key Stage  |  |

**Rationale**

Kush Montessori places great value on educational visits for all of its Pupils, , recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. Offsite trips provide opportunities which cannot be provided in the nursery and can extend the knowledge and understanding of our pupils. In addition, Nursery Trips encourage pupils to develop resourcefulness, initiative, team work and investigative skills. Usually our visits for this age group are local – most last only half a day . We also go out everyday to the salvation army, local parks and the local library.

This Policy applies t o the Early Years Foundation Stage and Key Stage 1

Definition

This policy refers to an educational, cultural or sporting activity that requires the pupils to leave the nursery premises having been authorised to do so by the Nursery manager.

School Trips include :

⮚Local trips e.g. the Library, local shops, Highgate Tube Station, local Garden Centre, ,traffic count , local parks and the salvation army. etc

⮚Day visits e.g. galleries, Museums Theatres and places of interest

⮚Visit to the farm

Approval

All visits must be approved by the Nursery manager who will ensure that a risk assessment is completed before the trip/activity takes place.

**Purpose**

All off - site visits should have a clear curricular or developmental relevance.

**Equal Opportunities**

In accordance with the learning objectives for early years , the nursery recognises that every pupil should have full access to each visit that is appropriate to their year group regardless of their ethnicity, gender, sexual orientation cultural and/or linguistic background, religious beliefs, SEN, ability or any physical or sensory disability. The risk assessment prior to any trips or activities will take full account of any special or additional needs of students.

Planning

Group Leader Responsibility

The Group Leader (i.e. room leader in charge of the trip ) must liaise with the manager or deputy manager and School Office in connection with planning all aspects of an offsite visit . Wherever possible, before the trip , the Group Leader should undertake an exploratory visit of the venue concerned if it has not been visited by him/her on a previous occasion.

The Group Leader needs to take into account the following when planning a School Trip :

⮚The type of visit

⮚Completion of a Risk Assessment Form (Appendix 3 ) for each off - site trip. (Annually for regular visits to the Salvation army/library and the Macmillan park )

⮚Whether the venue can cater to needs of pupils and adult supervisors

⮚Educational facilities

⮚Type of activity to be undertaken at the venue – whether a taught session is required and if s0 , which activities are available at the venue.

⮚Staffing Ratios required for the trip (see below) , in particular:

o The competence, experience, qualifications of supervisory staff

o The need for at least one accompanying staff member to have a Paediatric First Aid qualification

⮚Lunchtime facilities and timings

⮚Location, routes and method of transport required

⮚Suitable transport arrangements should be made as soon as possible and discussed as necessary with the Manager

⮚Ratios of adult supervision to pupils

⮚Special educational or medical needs of pupils

⮚What equipment pupils need to bring with them

⮚Quality and suitability of available equipment

⮚Seasonal conditions, weather and timing

⮚Preparation of dry and wet weather programme

⮚How to cope if a pupil becomes unwilling or unable to continue

⮚The need to monitor risks throughout the visit

⮚Group leaders must be familiar with the emergency procedures (Appendix 4)

The Group Leader is responsible for ensuring that a fully charged mobile phone is taken on the School Trip in case of emergencies. If it is likely that the group is split at the venue, other supervising staff must also have fully charged mobiles to ensure prompt communication between the groups. The personal mobile phones are not to be used for taking pictures of the children – School cameras are available for this. ( See the Photography Policy)

**Responsibilities of the Manager**

The planning sheets for all offsite School trips must be reviewed and signed off by either the Manager or the Deputy Manager before any venue bookings are confirmed and transport (if required) booked. This is to ensure that the trip proposed is suitable for the age group in question and that staffing issues (both offsite and at School) are addressed.

**School Office Responsibilities**

The nursery Office is responsible for booking the transport required for the School trip and notifying the parents of the relevant details relating to the School Trips for the term. This can be only done once the signed - off completed School Trip Booking form has been received in the School Office.

In addition, School Office staff will arrange payment of any booking fee, collation (but not completion) of the paperwork related to the School trip and uploading to the website of any photographs of the trip which have been made available.

**Staff Responsibilities**

Staff responsibilities must be clearly defined and agreed upon. The Group Leader has ultimate responsibility for the organisation of the trip. Staff must ensure the well - being and safety of all pupils. Pupils must be supervised by staff or responsible adults at all times. In addition:

⮚The Group Leader mu t have a list of the names and emergency contact numbers of all children participating in the visit – An up - to - date copy of this list is kept in the School Trip First Aid Bag

⮚The Group Leader is responsible for ensuring any medication needed by the children is taken on all school trips. All medication must be labelled with the child’s name . The School Trips First Aid bag is taken on all offsite visits except for the regular weekly bookings to the library, salvation army .

⮚The Group Leader will ring the nursery Office in the event of a delay in returning to School. Parents can then be notified of any resulting delay in picking up their child.

⮚Group Leader s must be familiar with the emergency procedures.

NB – the Group Leader remains responsible for pupils even when not in direct contact with them. If you are taking children to the library and The salvation army, ensure you are familiar with the venues’ emergency action plan.

**Risk Assessments**

School trips details , which includes a generic risk assessment , are kept in the School Office. Risk Assessment forms for a trip must be completed by the Group Leader before each activity and submitted to the Manager or deputy manager and sign - off.

**Ratios**

The minimum ratios adopted are shown be low. In many cases, a higher ratio of adults to children is achieved during a school trip.

adults : pupils Class

1 : 4 Nursery and Reception

1 : 6 Key Stage 1

The above ratios are recommended for day trips or those involving a lot of walking, i.e. t o the local park. The gender, capabilities, maturity and discipline of each group must also be taken into account, as well as experience and fitness of accompanying staff. All parents/volunteers accompanying trips are vetted by the nursery and an information sheet given before the trip.

Consideration must also be given to the staffing requirements of the nursery and those children who remain on site during the duration of the trip. If extra staff are required on site on the day in question to properly supervise the remaining children, the School Trip Planning form must be completed accordingly, identifying which room will be needing the extra staff member.

**EYFS Ratios**

In the case of EYFS School Trips, the supervision ratio will also be risk assessed according to the particular activity, as well as the needs of any individual children.

For example: “The ratio with 2years to three years is normally 1 : 4 but, because this trip involves close proximity to water, the ratio will be 1 : 3 “

The generic risk assessment for Nursery trips includes this additional section.

**Supervision**

Safety is a priority. This policy is designed to help staff to ensure that pupils stay safe and healthy on all off - site activities. It is written in conjunction with the DfE Guidance “The Health and Safety : Advice on Legal Duties and Powers” February 2014 together with the HSE Guide: “School Trips and Outdoor Learning Activities”.

Group Leaders must ensure that there is adequate adult supervision and that adult supervisors are clear about their roles and responsibilities .

**Road Safety**

All staff must pay strict attention to road safety at all times and make sure children are familiar with e.g. The Green Cross Code.

**Transport**

We hire minibuses and coaches for most regular offsite trips and for the one off trips during the term. The school has a longstanding relationship with the minibus/coach companies concerned,. The companies ensure that all their drivers are fully vetted and have enhanced DBS Disclosures. The staff in Charge must obtain the mobile number of the driver. .

Pupils using transport should be made aware of basic safety rules including:

⮚Listening to their group’s leader instructions at all times.

⮚Keeping in sight of their group’s leader at all times

⮚Alighting calmly on and off transport, i.e. no rushing or pushing

⮚Wearing ‘seat belt’ i.e. on coach/minibus

⮚Never tampering with any of the vehicle’s equipment or driving controls

⮚Not causing an obstruction with bags, etc.

⮚Never attempting to get on or off moving transport

⮚Never dropping or throwing litter

⮚Never eating or drinking without permission

⮚Sitting sensibly at all times

⮚What to do if separated from the group

**Health & Safety**

Any trips involving potentially - hazardous activities must be supervised by qualified instructors . First - aid kits must be taken on all one off visits. Vomit bags should be carried on all one off trips involving transport. For clarification, this does not include the week;y visits to the park, ~Salvation army, Macmillan park and the library.

⮚Name badges should not be worn. Hi Vs displaying the name of the nursery and contact number must always be worn on all off Site Trips.

⮚Head counting of pupils takes place before leaving any venue. In particular, head counts take place at the following points during the nursery Trip:

❖Before leaving nursery

❖On sitting down in the coach (if applicable)

❖On arrival at the destination

❖When all groups meet up at the destination (eg, in the lunch area)

❖On arrival back at the coach (if applicable)

❖On arrival back at nursery

⮚When we walk, the children walk in pairs. The children are accompanied by at least one adult at the front and rear and one or two in the middle for the larger groups.

⮚Pupils on work experience/volunteers should be told what to do if they become separated from the group and a rendezvous point should be established.

⮚Medication – see under Staff Responsibilities

⮚All parents, on admission of their child to the nursery , have given consent for any medical procedures advised in the event that parents/ guardians cannot be contacted in a medical emergency.

**Preparing Pupils**

Pupils who are involved in the planning of a visit and are well prepared will be less at risk . Providing information and guidance for pupils is an important part of preparing for a nursery visit and will ensure that each pupil gains maximum benefit from the activity on offer.

The Group Leader should ensure that all pupils are capable of under taking the proposed activity . SEN and medical needs should be noted and discussed with pupils/staff as appropriate and staff ratios will be carefully considered . Pupils should be encouraged to take on challenges but not coerced into activities for which they have genuine fear .

Pupils should understand:

⮚The aims and objectives of the visit/activity

⮚The background information about the place to be visited

⮚How to avoid specific dangers and why they should not take unnecessary risks

⮚Why they must listen carefully and follow instructions given by all adults.

⮚Why they must behave sensibly and responsibly

⮚The need to inform adult supervisors of anything or anyone they think may threaten the health and safety of anyone in the group

⮚That any pupils whose behaviour may be considered a danger to themselves or to the group may be stopped from going on the visit

⮚What to do if approached by strangers

⮚Rendezvous procedures

⮚What to do if separated from the group

⮚Emergency procedures

⮚They are responsible for their own belongings.

**Missing Child Policy**

Our procedures are structured to ensure that this does not happen; but in the event that a child goes missing, either from nursery or on a visit, we follow the procedures set out in our Missing Child Policy .

**Insurance**

The Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. Staff members who take part in visits and activities outside nursery may feel concerned about the possibility of being held personally liable if an incident should occur. However, they can be assured that the School, as their employer , will always stand behind them in the unlikely event of an accident occurring, provided they have excised reasonable care and followed the nursery ’s guidelines.

The nursery has up to date Employer’s Liability Insurance, Public Liability Insurance as well as a group travel policy that covers any visit made by the nursery including After school club. Cover includes cancellation or delay, medical expenses, replacement of personal possessions and money .

**Violence and behaviour**

All serious incidents, both verbal and physical, must be reported to the manager or deputy manager for recording and investigating. (please see the nursery behaviour policy)

**Alcohol**

Staff must refrain from drinking alcohol in the presence of pupils or drinking when on duty. At all times, when on duty, staff must be in a fit state to be able to provide exemplary supervision.

**Illness or minor accidents during a school trip**

If a pupil has a minor accident or becomes ill during the nursery Trip, the Group Leader , or another member of Staff will phone the parent’s emergency contact number at once and arrange for him/her to be collected. If contact cannot be made, the Group Leader (or another member of Staff) will take the pupil to a local hospital or, if the illness is minor, back to nursery. A member of staff will remain with the child at the hospital or nursery until a parent or carer arrives to pick him/her up.

Parental Consent and Information to Parents

Parents are asked to sign a Parental Consent for Educational Trips when their child first joins the nursery (see Appendix 1) . They are informed in advance of all nursery trips proposed for their children, at which time they are given details of:

⮚The name of the place to be visited

⮚date of visit, time o f departure and return

⮚Any particular clothing requirements

⮚Arrangements about lunch

⮚Travel arrangements

⮚Any changes to drop off and collection times for their child

Notification of trips is usually given at the beginning of term - parents are notified by email and whatsup, text messages (see A ppendix 2). On occasions , trips are organised at short notice in which case the parents are notified by email or text message.

Follow up process

The Group Leader of the nursery Trip is asked to provide the manager with a report of the visit – including details of any accidents or ‘near misses’ – on his/her return. Personal observations and lessons learned are always valuable.

The completed evaluation forms (educational and administrative), together with trip details and the risk assessment are kept in the nursery Office.

The purpose of the evaluations is to assess whether the trip fulfilled its educational purpose (s) and to identify any changes recommended by staff regarding the timings etc of the trip – eg, whether the children should have stayed longer at the venue etc . Reports of trips/activities will be maintained in order to provide evidence of educational learning in accordance with the early years learning objectives and inspection requirements.

Appendix 1 - Parental Consent for Educational Trips

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| Written parental consent will not be requested from you each time an off - site activity is organised by the nursery as these activities are part of the school’s curriculum and usually take place during the normal school day 1. The trips and activities covered by this consent include; ✓All regular offsite activities (e.g. Salvation army, Library, Local Parks) which take place on a weekly basis. ✓Educational visits to museums, galleries, farms et c ✓Visits within the local area. 2. Transportation can be ✓By minibus/coach which are equipped with seat belts. ✓By rail from Deptford Station and/or London Transport Bus when this is the most appropriate form of travel. ✓Walking 4. Information about each trip or activity is posted on the termly news letter. 5. When EYFS staff arrange a local visit(not included in 4 above) for the Nursery then you will be notified by either email or text message. You can, if you wish, tell the nursery that you do not want your child to take part in any particular school trip or activity. If this applies, please inform the School Office. It will not be possible for your child to stay at nursery during the nursery trip as the room leader will be supervising the outing. Medical Information Please ensure that you notify the nursery Office of any medical condition(s), which arise whilst your child is a pupil at the nursery which may affect your child’s enjoyment of any school trip. This information should also include details of any medication your child should take during a visit. Contact Details Please ensure that you notify the school in advance of the trip if there is any change to your contact details, specifically in relation to the day of the trip. For example, if you are abroad and another adult is to be contacted regarding your child in your absence. NB: In accordance with DfE guidelines and advice on Health and Safety for Schools Parental Consent to Offsite Activities, August 2011  |

PARENTAL CONSENT for ………childs name………………………..

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| 1. We hereby give consent for our child to take part in nursery trips and other activities that take place off nursery premises and to b e given first aid or urgent medical treatment during any school trip or activity. 2. We undertake to keep the snursery updated of any changes in our child’s medical circumstances. 3. We undertake to keep the school updated of any changes to our contact details specifically in relation to the day of trip.  |
| Signed (Mother) -------------------------------------------------------  |
| Date: Signed ( Father) ------------ ---------------------------------- - - - -  |

. Your child’s packed lunch should be in a bag which can be worn on their back, leaving their hands free. Please use sandwich bags (not plastic lunchboxes) for all food to facilitate the staff clearing up after the children have eaten. – All leftovers, containers etc will be thrown away at the venues (recycled). Water is preferable, in a refillable bottle, to cartons of fruit juice. No nuts, nut bars, chocolate or food which will need to be cut up please!!

. You can, if you wish, tell the nursery that you do not want your child to take part in any particular nursery trip or activity. If this applies, please inform the nursery Office at least one week before the trip in question. It will not be possible for your child to stay at nursery during the nursery trip as the room leader is out on trip. Risk

**Assessment for Educational Visits**

**- Emergency Procedure Sheet , Notes for Staff**

For example, coach/minibus crash, fire at the venue etc

1. Establish the nature and extent of the emergency.

2. Make sure that all other members of the party are accounted for and safe.

3. Get names of any casualties and if there are injuries, establish their extent and give appropriate first - aid if trained and feel capable. Call the Emergency Services.

4. The senior member of staff will contact the manager.

5. Contact the manager on site and establish who will take charge of the situation and what immediate action will be taken. Give full details of the incident (nature, date, time, location, names of casualties, and details of injuries). Take photographs if necessary.

6. Advise other staff on the trip of the incident and actions

taken. Decide, if appropriate, responsibilities to be undertaken by each adult member of the group.

7. Ensure that an adult accompanies any casualties to hospital.

8. Ensure that remaining pupils are adequately supervised and arrange for an early return to nursery .

9. Arrange for one adult to remain at the site of the incident to liaise with emergency services until the incident is over and all the children are accounted for.

10. Control access to telephones .

11. No member of staff should discuss matters with the media.

12. The nursery should notify the parents. Inform parents of any delays that will be necessitated.

13. The group Leader should make notes of the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.

14. Legal liability should not be discussed.

15. Notify insurers, especially if medical assistance is required.

16. Write down accurately as soon as possible all possible relevant facts, witness details and any other vital evidence.

17. Keep written account of all events, times and contacts after the incident.

18. All parents, on admission to the nursery, have given prior consent for any medical procedures advised if they cannot be contacted in the event of a medical emergency