



WEST SUSSEX NURSERY SCHOOLS FEDERATION

#

Educational Visits Policy

## Introduction

Bognor Regis, Boundstone and Chichester Nursery Schools aim~~s~~ to provide opportunities for children to enrich and enhance their learning through off-site visits where staffing and school resources/organisation allow. This may include visits to local shops or schools, the parkthe railway station, local walks and the beach.

In undertaking off-site visits our aims are:

* To extend children’s learning experiences;
* To support the belief that wherever possible the learning experiences should be 'first hand' experiences;
* For children, parents and other adults to see that learning takes place all the time, not just at set times within the group or at school;
* For children to have experiences alongside other children, to have shared experiences and to develop their cultural capital;
* For the children and the group to be seen as part of the local community, taking an interest in and learning about the local area, how it functions, its history;

The value of off-site visits is recognised by the Federated Governing Body and is fully supported throughout the schools. It is emphasised that a culture of safety must prevail and that there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

No child should be excluded from off-site visits and every effort is made over time to include all children where possible. However the safety of the children and adults is paramount and if it is believed that a child or group of children may be at risk, the Keyworker has the right to withdraw a child from the visit.

This document outlines the policies and procedures for Bognor Regis, Boundstone and Chichester Nursery Schools. It supplements and follows advice and guidance contained within the West Sussex County Council Local Education Authority’s “Regulations and Notes of Guidance for Off-site Activities”.

## Roles and Responsibilities

# Governing Body

The Federated Governing Body satisfies itself annually that the appropriate control measures are in place and the policy and guidance notes are being followed. This approval is noted in the minutes.

# The Head of School

The Head of School is delegated by the Federated Governing Body to approve all off-site visits of a low perceived risk, including local visits.

The Head of School will:

* approve visits and sign the visit form (Appendix 2);
* ensure that the Educational Visits Coordinator (EVC) keeps them informed of visits;
* make time for the EVC to carry out and fulfil their responsibilities;
* ensure that educational visits are inclusive

**The Educational Visits Coordinator (EVC)**

It is the responsibility of the EVC to:

* ensure that person leading the visit is competent to do so and has up to date First Aid training;
* induct staff on correct procedures;
* ensure all off-site visits follow the correct procedures;
* approve every visit and monitor risk assessments;
* Input ‘off site’ visits onto the WSCC database for educational visits ‘EVOLVE’
* report to the Headof School about any off-site visits that have taken place so that she can report these to the Governors;
* review systems and monitor practice.

# Visit Leaders (summarised at Appendix 1)

Visit Leaders are responsible for:

* organising trips and leading them once off site;
* conducting pre-visits in order to carry out necessary risk assessments and to organise an itinerary where possible and appropriate;
* fill in an off-site visit form identifying the purpose of the visit and recording any significant risks on the relevant Risk Assessment form;
* obtain the signature of the Head of School and EVC.;
* providing parents with the necessary information and obtaining parental consent (Appendix 3)
* providing helpers with relevant information relating to the visit, their roles and responsibilities, the itinerary, any medical conditions and other significant information about the children;
* the safety of all the children in the group (even if parents are accompanying the trip);
* ensuring that relevant information is taken on the visit e.g. necessary phone numbers as well as the school or Visit Leader’s fully-charged mobile phone, a second fully-charged phone and a first aid kit;
* ensuring that the children’s emergency contact details are at hand in the school office, alongside the critical incident policy for off site visits and West Sussex emergency response team number, in case of emergency;
* contacting the school in an emergency. The school will contact other necessary parties;
* evaluating the visit and considering its impact on children’s learning through communication to staff team and through entries in children’s learning journals.

# Others

* Children are encouraged to consider the risks and are aware of the purpose of the visit.
* Helpers agree to follow directions given by the Visit Leader in charge.
* New staff should not be in charge of a visit until they have been part of a group led by an experienced Visit Leader

**Ratios and Group Size**

When taking children aged between three and five years off site there must be a ratio of at least one adult to every two children. With children who need additional help and support the ratio should be one to one. For children under three years there should be one adult to every two children and a pushchair will be available for children who may get tired if a long walk is necessary. If video, film or photos are to be taken it may be necessary to take an extra adult for this purpose depending on the visit.

# For children aged three to five years, groups should be kept to no more than eight children with a minimum of four adults. It is expected that usually children would go out in groups of four children with two or three adults. The Visit Leader should be accompanied by ~~an~~other members of staff or responsible adults such as a volunteer, parent/carer, or student.

Parents joining the visit who have not been subjected to a DBS check will remain with the group at all times, never being left unsupervised with children or, for instance, take children to the toilet (unless it is their own).

**Visits on Foot**

During visits where walking is involved children will walk in twos, one child on either side of the adult, holding hands with the adult. A pushchair will be brought for carrying any equipment and to support children who may get tired. When an adult has a child in a pushchair, they will also have one child holding on to either side of the pushchair. Great care will be taken crossing any roads, with an adult ‘holding up' the traffic when in larger groups with more adults, until all the children have safely crossed, automated pedestrian crossings will be used wherever possible. All adults will wear fluorescent jackets to ensure visibility of the group.

### Consent

Informed consent must be obtained from a parent/guardian prior to taking their child off site. Visit Leadersare responsible for informing parents of the details of the trip, for example, where and when they are going and of any necessary requirement such as special clothing. Consent forms should be handed to the EVC with the completed visit form, which will then be filed to ensure compliance with the appropriate record keeping requirements.

## Insurance

The Nursery Schools have insurance policies to cover all children on off-site visits. The insurance does not permit the use of private cars.

## Contributions

The Nursery Schools will cover the cost of local trips for children and accompanying adults. Parents/carers may be asked to make a voluntary contribution towards the costs of additional extras such as refreshments.

**Beach School (Bognor Regis Nursery School only)**

All Beach School visits should follow all procedures and guidelines outlined in this policy. All forms and information can be found on the Common Drive - common/Beach School/ Beach School Pack.

**Evaluation**

This policy is regularly monitored by the EVCs to ensure that children receive the rich opportunities that are experienced during any local offsite visits; that they are carefully planned with clear responsibilities and that the culture of safety continues to be paramount. Its success is formally reviewed through the Governing Body when this Policy is reviewed

**Updated:** Summer 2024 **Review date:** Spring 2024

**Appendix 1**

Information for Staff Organising an Off Site Educational Visit

**Before Going Off Site**

Visit Leaders must ensure:

* that a pre visit has been carried out, if appropriate;
* an offsite visit form has been completed and signed by the Head of School and the EVC (if the Head of School is not the EVC);
* that parents have been informed about the visit and have given written consent;
* that the children’s emergency contact details are at hand in the school office, the mobile number for the Visit Leader’s mobile phone/School phone and/or the second mobile phone taken on the visit, alongside the critical incident policy for off site visits and the West Sussex emergency response team number, in case of an emergency;
* that helpers have been provided with relevant information relating to the visit, their roles and responsibilities, the itinerary, any medical conditions and other significant information about the children;
* that the relevant information is taken on the visit, the Visit Leader’s mobile phone or School mobile and second fully-charged mobile phone, necessary phone numbers and a first aid kit;

**Whilst Off Site**

Visit Leaders are responsible for:

* organising the trip and leading the group (all children even if their parents are accompanying the trip);
* carrying out ongoing risk assessments;
* contacting the school in an emergency. The school will contact other necessary parties.

# On Return

Visit Leaders should:

* fill in post visit review section on off site visit form if there have been any concerns or incidents and communicate these directly to the EVC.

****

**Appendix 2**

****

**Off Site Visits Form**

**Trip Destination Address**………………………………………………………………………..

………………………………………………………………………………………..

**Purpose and outline of trip**……………………………………………………………………..

………………………………………………………………………………………………………..

………………………………………………………………………………………………………

**Date and time of trip** ……………………………………………………………………………...

**Visit Leader**…………………………………………………..

**Names of other adult helpers**

…………………………………………… ……………………………………………………..

…………………………………………… …………………………………………………….

**Names of children**

…………………………………………. ………………………………………………..

…………………………………………. ………………………………………………..

…………………………………………. ……………………………………………......

**Any significant risks involved** …………………………………………………………………..

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

**Approval of Head of School** ……………………………………………………………

**Approval of Educational Visits Coordinator** …………………………………………………..

**Post visit review** (if there have been any concerns or incidents) ……………………………..

………………………………………………………………………………………………………….

………………………………………………………………………………………………………….

………………………………………………………………………………………………………….

**Appendix 3**

WSCC ‘EVOLVE’ STANDARD OPERATING FORM (TO FOLLOW)

**Appendix 4**

**Parent’s Consent Form for an Off Site Visit**

The School is organising a trip to ……………………………………………………..

on (date) ……………………………………..

I wish my son/daughter ………………………………………. to take part in this trip.

Signed ……………………………………….

Emergency contact number for this occasion………………………………………….