

## **Educational Visits Policy for EYFS Pupils**

### **PART 1: General Information for Parents**

#### **INTRODUCTION**

Newcastle School for Boys 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 of our visits for this age group are local. We do not take Nursery and Early Years boys on overnight or foreign visits.

#### **OUR VISITS**

##### **Supervision**

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. Staff always take a mobile phone with them. The boys are always briefed in advance about the visit and of the standards of behaviour which we expect.

##### **Staff Ratios and Responsibility**

We operate a staffing ratio of 1:8 for all off-site visits involving boys in our Nursery and Reception classes. There is always at least one Teacher, and a Teacher will always have been designated as Group Leader for the visit. Teaching Assistants will normally be present and will hold a level three statutory qualification, as defined by the Children's Workforce Development. Early Years staff are all qualified in paediatric first aid.

##### **The Nursery**

We do not take our Nursery children off-site until the end of the first half of the Autumn term, when the Nursery children, together with their Teacher and Teaching Assistants or Nursery Nurses walk to All Saints' church for the Juniors School Harvest Festival Service. They need time to settle into the routine of going to school, and there are plenty of opportunities for daily outdoor play in the Infant Department's well-equipped, secure outdoor play area.

At the end of the Autumn term, the Nursery children, together with their Teacher and Teaching Assistants or Nursery Nurses walk to All Saints' church for the Junior School Carol Service, which involves the entire Junior School community. All parents are invited to join us. The children's creative experiences are expanded by a visit to the pantomime and a trip to Fenwicks Window at Christmas.

If children are deemed ready, trips related to the topics being taught in class are arranged for the boys during the spring term. At the end of the Spring term, the Nursery children, together with their Teacher and Teaching Assistants or Nursery Nurses walk to All Saints' church for the Junior School Easter Service, which involves the entire Junior School community. All parents are invited to join us.

At the end of the Summer term, the Nursery children, together with their Teacher, Teaching Assistants or Nursery Nurses, visit Wallington or the coast. This is only a 30 minute drive away. We hire a small coach for the journey, fitted with front-facing seats and seat belts, from our regular coach company, who complies with our conditions for using hired transport (see below).

### Reception

By the time that they move to Reception, children are ready for more excursions off-site and for a wider range of new experiences. We arrange for regular short walks in the neighbourhood for them to learn about the built environment and different places of work. During the year they will visit:

- Jesmond Dene
- Children's Department at the RVI
- Preston Park and Butterfly World
- The Seaside

The children's creative experiences are expanded by a visit to the pantomime.

### KEEPING YOU INFORMED

All parents of children in the Nursery Department and Reception are invited to a meeting at the start of the Autumn term, when the aims of the year's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor activities will be briefly explained. The School calendar lists the visits that are due to take place over the coming term. We will send you a letter well in advance, telling you about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day. All Nursery Department visits return your son to the school at their conclusion.

### CONSENT

We require your written consent when we take your son off-site. Please note that we are unable to take your son without a completed and signed consent form which includes details of where you may be contacted in an emergency. A consent form will be sent to you well in advance, and when sent to you for completion and return, it must reach the school at least 3 working days before the visit.

## **PART 2: Guidance for Staff Involved with School Visits**

### **INTRODUCTION**

We have a large number of trips, out of school activities and visits at Newcastle School for Boys, which are an important part of our educational ethos, whilst ensuring that we also preserve the integrity of the curriculum. We expect that every member our staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them, and to help with the arrangements. We always welcome suggestions from staff for new trips.

All new staff have a session on planning school visits as part of their induction training. This covers practical guidance on conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorated. All staff also receive updates on planning school visits as appropriate.

The comprehensive document 'Health and Safety of pupils on Educational Visits - a good practice guide' is available in each staff room and at [www.teachernet.gov.uk](http://www.teachernet.gov.uk). Staff planning trips or visits should refer to this for further guidance.

### **SAFETY: ADVANCE PLANNING**

#### **Risk Assessments**

Safety is our top priority. Even the shortest of visits needs to be thoroughly planned, and requires its own risk assessment (see Appendix 3), which must be reviewed thoroughly before a repeat visit is made. (Also see the model policy for conducting risk assessments for Early Years' outings).

#### **Head Counts**

The Group Leader conducts, or arranges for another Teacher or Teaching Assistant or Nursery Nurse to conduct a head count of the children (recording the fact that we have done so on the Head Count Form which is included as Appendix 4):

- 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

Where we walk, the boys walk in pairs, with one adult at the front, one in the middle and one at the back. Boys are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

### Missing Child Policy

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

### First Aid Kit etc

The Group Leader takes a first aid kit, list of emergency contact numbers and a mobile phone with him/her on every outing. We carry bottled water on all of our longer visits.

### Delay

The Group Leader will ring the school if there is any delay, for example, because of heavy traffic. The School Office has copies of all permission slips with contact details and will phone the parents to warn them of a delay.

## **ROLE OF THE GROUP LEADER OF A NURSERY VISIT**

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. S/he will have had previous experience of accompanying Nursery or Infant visits before organising one him/herself. S/he will also have training organised by the Head of Infants on the completion of risk assessments and planning and running of trips. All Early Years staff hold a valid Paediatric First Aid Certificate.

## **HEAD OF INFANTS**

The Head of Infants is responsible for approving all requests for visits. She checks that the paperwork is correct, gives guidance on carrying out risk assessments, budgeting for visits and on permission slips.

## **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 DfE 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 Nursery or Early Years’ 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 Newcastle School for Boys, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care, complied with legal requirements and followed the School’s guidelines.

Newcastle School for Boys has £ 25,000,000 of Employers’ Liability Insurance and £25,000,000 of public liability insurance, as well as a group travel policy that covers

any visit made by the Nursery Department. Cover includes cancellation or delay, medical expenses, replacement of personal possessions and money.

### **USE OF PRIVATE CARS**

Newcastle School for Boys' policy is to encourage staff not to transport boys in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the School). Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer.

Parents will be informed if boys will be travelling in the car of a member of staff. Nursery and Reception boys can only be transported in private cars that are fitted with special child seats

### **USE OF HIRED TRANSPORT**

We hire small coaches for Nursery and Reception visits. The School has a long-standing relationship with several local companies. Small coaches are sometimes hired from known local firms. The only vehicles booked have front facing seats fitted with seat belts. Where a school minibus is used, the driver has the appropriate qualifications.

### **PREPARATORY ARRANGEMENTS**

Visits made by the Nursery and Reception are all local; but nevertheless, their outline is usually planned at least a month in advance, when dates need to be agreed with the Head of Infants. Parents will be told about the visits planned for the ensuing year at the meeting at the beginning of the Autumn term. At that stage, it will probably not be necessary to finalise the dates of all of the short, local visits planned for the spring and summer terms; but a general indication should be given.

#### **Actions for the Group Leader**

Any visit should be organised a month in advance that:

- Involves additional cost for parents
- Needs to be booked in advance
- Needs transport to be arranged.

At that stage:

- The Trips and Visits paperwork should be completed online using Evolve and submitted for approval.

- The Head of Infants should be consulted about individual boys' special and medical needs. Advice should be obtained on any arrangements that may be required for a pupil's individual special and medical needs.
- The Parental consent forms should be sent out with a return date specified (Appendix 2).
- The Risk Assessment should be finalised and approved by the Head of Infants (Appendix 3).

### Two Weeks in Advance

- Parents should be chased to return their consent forms. They should be reminded that their son cannot participate in the visit without a completed form being received within 3 days of departure
- Theatre tickets should be checked and stored in the school safe
- Meeting with other members of staff participating in the visit to discuss risk assessment, the respective roles of the Group Leader, other staff and volunteers and emergency procedures
- Prepare packs for the accompanying staff, Head of Infants and the School office containing:
  - The itinerary (*including address, phone numbers etc of all location to be visited*)
  - Name of the Group Leader and all other staff
  - Mobile numbers of all participating staff are available on the School network
  - A list of boys, together with copies of their parental contact forms an includes details of each pupils' medical conditions
  - Emergency contact numbers for the Head of Infants and the Headmaster
  - A copy of the risk assessment.
  - Location of local hospital

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

- Remind the boys of the aim of the visit and of the expected standards of behaviour
- Give information packs to recipients
- Collect first aid pack. Check contents
- Collect bottled water if appropriate

### DURING THE VISIT

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary or canceling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. S/He 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 and returning to 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 ill, the Group Leader, or another member of staff will phone his parent's emergency contact number at once and arrange for him to be collected. If contact cannot be made, the Group Leader, or another member of staff, will take him to the local hospital or, if the illness is more minor, back to School. A member of staff will remain with the boy at the hospital or School until a parent or carer arrives.

### **EMERGENCY PROCEDURES**

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital and would remain with the boy(s) until their parents arrived. Ensuring that the rest of the group were safe and looked after, and informing the Head of Infants/Headmaster of what had happened would be the next task for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head of Infants/Headmaster are maintained. He/she would also need to arrange (perhaps using one of the other members of staff, or the School Office) for the parents of the uninjured children to be contacted on their emergency contact numbers and asked to collect their children from either the venue or the School, depending upon the circumstances. The Bursar would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

At Newcastle School for Boys, depending on the nature of the incident, we may implement our own model communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Headmaster or Head of Infants. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge.

## **ON RETURN**

Each Group Leader is asked to provide the Head of Infants with a 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.



## Appendix 2

### CONSENT FORM - NON-RESIDENTIAL VISIT - to be returned to School

|             |  |
|-------------|--|
| Name of Boy |  |
| Form Class  |  |

|                                |
|--------------------------------|
| Name/brief description of trip |
|--------------------------------|

|                                    |  |
|------------------------------------|--|
| Destination address:               |  |
| Person in charge of visit:         |  |
| Leaving school:                    |  |
| Returning to School approximately: |  |
| Mobile phone with party:           |  |

|   |
|---|
| <b>Equipment needed by your son:</b><br>Wellington Boots<br>Waterproof<br>Warm hat and gloves<br>Sun Hat<br>Sun cream |
|---|

|   |
|---|
| <b>Supervision</b><br>Maximum number of pupils [    ], who will be accompanied by [    ] members of the teaching staff and [    ] volunteers.<br><br>Any parent who is interested in volunteering to help on this visit should contact [    ]. S/he will normally be asked to consent to the School obtaining a DBS disclosure. |
|---|

|  |
|--|
| <b>Transport:</b><br>The children will walk<br><i>or</i><br>Coach to and from [            ]<br><i>(We only book coaches fitted with seat belts, from a company well- known to us)</i> |
|--|

## EMERGENCY CONTACT DETAILS

*Please give name, home, work and mobile telephone numbers and email address of next of kin during the period of the visit. (Please state relationship if not parent)*

### **Please read and sign the following declaration:**

#### **Consent by parent/guardian**

##### **Transport**

I consent to my son travelling by any form of public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

##### **Health**

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip.

##### **Accident/illness**

I consent to allow [ ] or other party leaders to administer medication(s) for minor ailments and to administer first aid to my son should the need arise. I further consent to the giving of any urgent medical or surgical treatment to my son which is considered necessary by medical authorities during the visit. I understand that in the case of accident or serious illness all reasonable attempts will be made to contact me as soon as possible. (Please note that we may be required to share some of the information contained in this form with third parties such as transport, accommodation or catering providers. We will only disclose information when necessary to do so and in accordance with the School's Policy on Privacy and the Protection of Pupil Information.)

##### **Personal effects of the pupil**

I acknowledge that my son will be responsible for the safety of his own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

##### **Signature of parents/guardians**

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested. I have read the details of the trip, understand the behaviour expected of those taking part, the risks involved in the trip and its activities and the way the trip is to be conducted in general which may include at times remote supervision (of Senior School boys). I hereby consent to the

attendance of my son on the trip, and hereby authorise the party leader to act “in loco parentis”.

I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of any journey.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Relationship to pupil \_\_\_\_\_

Date \_\_\_\_\_

*Please complete medical information overleaf*

## MEDICAL INFORMATION

|   |     |    |
|---|-----|----|
| <b>Boy's full name</b>  |     |    |
| <b>Does your son have any special dietary requirements?</b><br><i>If yes, please provide details.</i>   | Yes | No |
| <b>Has your son suffered from any of the following?</b>   |     |    |
| Asthma or bronchitis  | Yes | No |
| Heart condition   | Yes | No |
| Fits, fainting or blackouts   | Yes | No |
| Severe headaches or migraine  | Yes | No |
| Allergies to any known drug   | Yes | No |
| Other allergies, e.g. food, materials   | Yes | No |
| Other illnesses or disability not named   | Yes | No |
| If the answer to any of the above is yes, please give details below:  |     |    |
|   |     |    |
| Is your son currently vaccinated against tetanus?<br><br><i>Date of injection:</i><br><i>Date of booster:</i>   | Yes | No |
| Is your son prone to travel sickness?<br><br><i>If yes, please give the name of travel sickness pills normally administered (by yourself) if any.</i>   | Yes | No |
| Is your son now receiving medical or surgical treatment from your family doctor or hospital and/or has the school been given specific advice to follow in emergencies?<br><br><i>If yes, please give details below:</i>                       | Yes | No |
| To the best of your knowledge has your son been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?<br><br><i>If yes, please give details below:</i> | Yes | No |

Please give details of any activities in which your son may not participate.

Please write here any further information which you feel may be of assistance to the staff in charge of an educational visit.



## CONTACT and other DETAILS to be retained by parents

|                                   |  |
|-----------------------------------|--|
| Name and brief details of visit   |  |
| Destination address               |  |
| Person in charge of visit         |  |
| Leaving school                    |  |
| Returning to School approximately |  |
| Mobile phone with party           |  |

### Equipment needed by your son:

Wellington Boots  
 Waterproof  
 Warm hat and gloves  
 Sun Hat  
 Sun cream

### Supervision

Maximum number of pupils [    ], who will be accompanied by [    ] members of the teaching staff and [    ] volunteers.

Any parent who is interested in volunteering to help on this visit should contact [    ]. S/he will normally be asked to consent to the School obtaining a DBS disclosure.

### Transport:

The children will walk

*or*

Coach to and from [            ]

*(We only book coaches fitted with seat belts, from a company well- known to us)*

### Your school contact in Newcastle:

Use this number if you need to find out about travel delays or need to get a message to the party:

Telephone number:



### Appendix 3

#### Trips and Visits Risk Assessment Form 3/Educational Trips and Visits - Risk Assessment

Activity/Exercise:  
Assessed by:

Date of Activity/Exercise:  
Date of Assessment:

| Serial<br>a | Activity/Element<br>b | Hazards Identified<br>c | Existing Controls<br>d | Residual Risk<br>Acceptable<br>e | Additional Controls<br>Required<br>f | Residual Risk<br>Acceptable<br>g |
|-------------|-----------------------|-------------------------|------------------------|----------------------------------|--------------------------------------|----------------------------------|
| 01          |                       |                         |                        |                                  |                                      |                                  |
| 02          |                       |                         |                        |                                  |                                      |                                  |
| 03          |                       |                         |                        |                                  |                                      |                                  |
| 04          |                       |                         |                        |                                  |                                      |                                  |

|   | Name | Post | Date |
|---|------|------|------|
| Existing and Additional Controls Agreed |      |      |      |
| Additional Controls Implemented         | n/a  |      |      |



## Appendix 4

### TRIPS AND VISITS - EYFS HEADCOUNT FORM

|                             |  |
|-----------------------------|--|
| Brief Details of Trip/Visit |  |
| Group Leader                |  |
| Number of Boys on Trip      |  |

|                           | Number of boys counted | Signature of member of staff checking | Name of member of staff |
|---------------------------|------------------------|---------------------------------------|-------------------------|
| Before leaving School     |                        |                                       |                         |
| Sitting on Coach          |                        |                                       |                         |
| On arrival at destination |                        |                                       |                         |
| On leaving destination    |                        |                                       |                         |
| On arrival at school      |                        |                                       |                         |