

Reddish Vale Nursery School

School trips policy

Context

Our school acknowledges that children can derive immense educational benefit by taking part in off-site visits. Taking part in problem solving and decision-making can enhance the development of personal and social skills. The knowledge and experience gained beyond the nursery can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which our children can benefit in a safe, healthy and secure environment.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Reddish Vale Nursery School:

1. Adopts the Local Authority's (LA) document: 'Off site visits and Journeys Guidance' with National Guidance.
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).

Types of Visit & Approval

◆ **Local visits : Group 1**

Group 1 visits encourages pupils to use the locality, walking to amenities around Reddish.

◆ **Day Visits outside Reddish : Group 2**

Children may be given the opportunity to enhance their learning by visiting educational establishments away from Reddish. For these visits coaches are hired and parental aid is usually sought to ensure there is enough adults to ensure a safe trip.

◆ **Farm visits : Group 3**

During these visits it is important to ensure that health and safety guidelines are followed when in contact with animals. LA approval is sought for these visits.

All visits require individual written consent from parents. All visits must be entered into the school diary and have the prior approval of the Headteacher. Stockport Council specify required ratios for all visits so at Reddish Vale we stay within the following minimum requirements...

Nursery - 1 : 3

The Nursery does not take part in group 4 visits.

Roles and responsibilities

The LA

The LA has the following responsibilities:

- Provide written guidelines for governors, Head teachers and teachers, including advice on risk assessment.
- Assess and approve proposals for certain types of visits.
- Provide an emergency 24-hour contact number.
- Ensure training needs are catered for.
- Give access to members of staff for advice.

Governing bodies must:

- ensure that all school visits have a specific and stated objective;
- ensure that the Head teacher / group leaders plans for the visit adhere to the LA guidelines and regulations, and the schools health and safety policy;
- ensure that the Head teacher / group leader reports back to them after the visit
- ensure that they are informed of less routine visits well in advance;
- approve visits reported to them.

The Head teacher

Head teachers must ensure:

- that any proposed school visit complies with LA procedures and policy;
- that any proposed school visit complies with the schools own health and safety policy.
- ensure there is an appropriately trained Educational Visits Coordinator (EVC) leading the visit
- be satisfied that the visit has been planned effectively and that any risks identified by a risk assessment are minimised;
- ensure that the ratio of adults: pupils is appropriate and suitable;
- ensure that child protection procedures are in place;
- ensure that the governing body and/or the LA have approved the visit if appropriate;
- ensure that parental consent forms have been issued and returned signed;
- ensure that suitable arrangements have been made for the medical and special needs of all pupils;
- ensure that first aid provision and a qualified first aider is available;
- ensure that the mode of transport is appropriate and that outward/inward journey times are clear;
- ensure that there is relevant insurance cover;
- ensure that they have details of the venue including address, telephone number and contact name;
- ensure that a school emergency contact has been nominated and that the group leader has these details;
- ensure that there are contingency plans in place for delays or alternative arrangements should the original visit have to be cancelled e.g. bad weather;
- ensure that where appropriate, the LA have been issued with a copy of all risk assessments at least four weeks before the visit.

Accompanying staff must:

- do their best to ensure the health and safety of everyone in the group;
- act as any reasonable parent would in the circumstances;
- take reasonable steps to avoid exposing pupils to dangers that are foreseeable and beyond those that the pupils can reasonably be expected to cope with;
- Consider stopping the visit or the activity and notify the group leader if s/he thinks there is an unacceptable risk to the health and safety of any of the pupils in their charge.

Volunteers must not be left in sole charge of the children.

Behaviour

At Reddish Vale every child matters and all children have the opportunity to participate in educational visits regardless of race, background, sex, age, educational or medical needs. Behaviour and expectation rules are clearly established and discussed with the participants and if needed, their parents, prior to any visit going ahead.

Leaders may, with the consent of the Headteacher, exclude children from certain activities who are a potential risk by:-

- displaying inappropriate/untrustworthy behaviour
- wearing inadequate clothing
- if they are physically incapable of participating in the visit or are a medical risk

- parents not completing consent form

However, decisions regarding exclusion from school trips will not be made without first talking with the parents about what the nursery and parent can do to ensure the child's inclusion, including what reasonable steps can be taken to ensure their involvement. Only then it may be that at some point, it is agreed that s/he is unable to take part.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The school has an emergency plan in place to deal with a critical incident during a visit and follows Local Authority critical incident guidance.

First Aid

The Co-ordinator must ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. There will always be a qualified first aider available.

Recording Accidents

Accidents are recorded following the Health and Safety policy.

Medicines and Medication

In general, medicines should not be needed but for certain conditions consideration and care might need to be exercised for conditions such as diabetes or asthma. In such circumstances, the school must consult with the parents/carer and, if necessary, seek medical advice.

It is up to the co-ordinator to ensure that there are enough mobile phones. Do not rely on a mobile phone for emergency situations as the signal may be out of range.

Preliminary Visits

The Head teacher/EVC must ensure that a preliminary visit is made to the visit site where the site is not known to accompanying staff. In all other cases, a preliminary visit is strongly recommended.

Risk Assessments

Risk Assessments will be prepared for all aspects of a school trip i.e. transport to and from venue, activities at a centre etc. Risk assessments must be reviewed upon return, this is especially important where the venue is to be re-used or if an accident/incident occurred.

Children must be informed of all rules relating to the visit. All adults must know which pupils they are responsible for and likewise the children should know to whom they are accountable.

Links to other policies, procedures & guidance:	
<ul style="list-style-type: none"> • Local Authority Off site visits and Journeys guidance • Critical incidents policy 	
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