

Castle Vale Nursery School & Children's Centre

Head Teacher: Sally Leese

Making a difference. All of our children, all of the time.



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Signed:				Chair of governors	

Castle Vale Nursery School Educational Visits Policy

It is the aim of the Governing Body of Castle Vale Nursery School and Children's Centre to support the implementation of policies and procedures which support the vision of:

Making a difference. All of our children, all of the time.

We follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the government's prevent strategy.

Equal opportunities for all - 'An entitlement to learning must be an entitlement for all pupils'. Our school uses the Equality Act 2010: To treat everyone Equally and Fairly regardless of: Age, Disability, Gender, Gender Identity, Race and Nationality, Religion or belief, Pregnancy, Marriage, Sexual Orientation. Our children are treated as individuals with their own abilities, difficulties, attitudes, backgrounds and experiences.

We are a Silver RIGHTS RESPECTING SCHOOL This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for their parents, their own and other cultures, and the environment.

Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Article 15: Every child has the right to meet with other children and to join groups and organisations as long as this does not stop other people from enjoying their rights.

At Castle Vale Nursery School, we provide as many exciting opportunities for children as possible. We believe that well planned educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Visits may enhance and support learning through a range of activities such as a walk to the local shops or park, or a trip to the farm. The aim of all visits should be safe, educational and fun.

At Castle Vale Nursery School, we follow **Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom.**



Birmingham City Council has formally adopted 'Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, off-site Visits and Learning Outside the Classroom.'

This guidance can be found on the website <http://oeapng.info/>

The policy is managed by the Head Teacher and the Educational Visits Coordinator.

Aims:

To provide maximum assurance of safety for children and adults on educational visits.

To ensure that educational visits are planned as an integrated part of the school curriculum to enhance every child's learning experiences.

To ensure that visits are suitable to the ages and abilities of the pupils taking part.

Planning:

Careful planning takes place to consider any dangers or difficulties which may arise and to make plans to avoid them.

Parental Consent

Parents sign a parental permission form as part of the school Admission Pack for any local trips, for example to the shops, park, walk around the local area.

For visits further afield which require travel by bus/ coach parents should be given information about the purpose and details of the visit at least two weeks beforehand by letter and should sign the parent consent form.

If parents are unsure about giving consent, then they are invited to meet with the Head/ Deputy Head to discuss any concerns.

Risk assessments

The EYFS framework April 2017 says that children must be kept safe while on outings, and that providers must assess risks and identify steps to be taken to minimise and manage those risks.

A risk assessment for trips to the local shops / park/ walk around the local area is available in the Educational Visits Folder on the staff shared computer. The risk assessments are updated as necessary. The risk assessment should be discussed and authorised by the Educational Visits Coordinator and Deputy or Head teacher. It should be signed by all of the adults attending the trip and a copy kept in the school office.

For trips further afield a risk assessment will be carried out in advance of the visit to identify hazards, who may be affected by them, and the steps needed to reduce the risk to an acceptable level.

Whilst a trip or visit is in progress, the Head teacher or Deputy Head teacher acts as the emergency school contact. Any major incident will immediately be related to the Head teacher or Deputy Head teacher.

First Aid:

EYFS guidance April 2017 states that at least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present and must accompany children on outings.

All staff at Castle Vale are trained in paediatric first aid and there should always be a trained member of staff with a current paediatric first aid qualification on each visit. If the trip involves splitting into groups, then a named first- aider must be with each group.

First aid kits should be taken on all visits.

If a child has specific medical needs, such as an inhaler, then this must be checked by the visit leader and carried by the member of staff who is directly responsible for that child on the outing.

Recording and reporting incidents and accidents

Accidents to children, leaders and volunteers will be recorded or reported in accordance with the established procedures. All accidents and emergencies will be recorded, no matter how minor. In the case of a serious injury, the parents and the Head teacher will be informed as soon as possible.

Adult/ Pupil Ratios

All visits should be accompanied by an adequate number of school staff.

Factors which should be taken into consideration when deciding pupil: staff ratio are:

Age of children; pupils with SEND or medical needs; the nature of the activities; experience of the staff; transport; weather conditions.

We plan for the maximum number of adults, with a minimum of 1:3 / 4 depending on the factors listed above.

Volunteers and parents/ carers on the trip must understand and agree to the expectations of them and understand the risk assessment. Volunteers are asked to read the risk assessment with the visit leader and sign to say that it is understood prior to the trip.

Preparing Pupils

Staff should prepare the children beforehand so that they have a clear understanding of what the visit will entail and what is expected of them. Children must understand what standard of behaviour is expected and why rules must be followed. Staff should have high expectations of behaviour at all times.

Children with SEND and medical needs

Children with SEND are included on trips. Special attention will be given to appropriate supervision ratios and any additional safety measures at the planning stage and these written on the risk assessment.

Types of Visit:



Educational visits are categorised to ensure that the correct risk assessment and preparations are made. All roles are clearly defined on the National Guidance website. The majority of the visits at Castle vale Nursery School will fall into Zone 2, or Zone 1.

Visits are categorised by Birmingham LEA and National Guidance as follows:

Zone 3

Visits which involve any nights away from school, overseas travel and /or which involve adventurous activities. Form OE2005 should be completed and the authority informed by the Head teacher at least 3 months before the visit.

Zone 2

Day visits (less than 24 hours) which do not include adventurous activities and do not use external centres. The risk assessment will be completed in advance and shared with all staff and volunteers before the trip takes place.

Zone 1

Visits to parks, shops and libraries in the locality require a risk assessment to be completed by the group leader. Consent for local visits from parents should be given in the school admissions pack.

Roles and Responsibilities

The Governing Body will approve the Educational Visits policy and ensure that it is reviewed annually.

Head teacher:

The Head teacher will ensure suitable visit leaders are appointed

The Head teacher/ Deputy head or EVC will sign off the risk assessment.

The Educational Visits Co-ordinator (EVC) – Debra Norman.

The EVC has been trained by the LEA and is responsible for ensuring that visits comply with the Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom.

The EVC or head teacher will sign off the risk assessment.

Visit leader:

There will be a named visit leader who is responsible overall for the supervision of the visit.

The visit leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the EVC in advance of the visit. The risk assessment will include the ratio of adults: children and the number of first aiders needed. The visit leader will brief all staff and helpers involved in the visit and they will sign the risk assessment.

The visit leader is responsible for ensuring that a mobile phone, first aid kit, pupil medication and emergency contact numbers are taken on the visit.

The visit leader should collect in all relevant paperwork after the visit that may have children's names on, to be shredded.

Volunteers:

Volunteers are welcome on Educational Visits and will attend a briefing with the visit leader before the visit when they will sign a risk assessment. Volunteers are DBS checked and should be guided by school staff at all times.

