



THE
MARIST
SCHOOL
ASCOT

EYFS Appendix for Education Visits and Off-Site Activities Pt 3, 14

Feet on the ground. Reaching for the stars.

EYFS APPENDIX FOR EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES
'Visits and Outings for Children in the Early Years Foundation Stage'
This is an appendix to the "Educational Visits and Off-Site Activities Policy"

Legal Status

- Health and Safety Department of Education (DfES) advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014)
- Statutory Framework for the Early Years Foundation Stage (DfE: July 2020)

Applies to:

- Out of school care, including extracurricular activities and all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching and support staff), the governors and volunteers working in the school.

Related Documents:

- The Mission Statement
- Equality and Diversity Policy (Inclusion)
- Health and Safety Policy
- Risk Assessment/Management Policy
- Educational Visits and Off-Site Activities Policy
- Action to be taken by the Trip Leader in the event of a serious accident
- Crisis Management and Critical Incident Plan
- Safeguarding Policy
- Behaviour Policy
- Personal, Social, Health and Economic Education (PSHE) and Citizenship

Availability:

- This policy is made available to parents, staff and pupils in the following ways: via the school's website www.themaristschools.com, and on request, a copy may also be obtained from the Preparatory School Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement, and audit by the Vice Principal.
- The governors undertake an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Introduction

Outings and trips are an important and essential part of the Early Years Curriculum. As part of our curriculum the children are taken for local walks and visits off the premises. The school actively encourages the children to go on school trips and outings because the educational benefits enhance the curriculum and are of great benefit to the children. Outings help to develop every child's investigative skills and independence. Also the children are given the opportunity to undergo experiences not available in the nursery setting.

The Main Purpose of this Appendix

The purpose is to ensure that trips and off-site activities are planned and organised in line with EYFS regulatory requirements and that the health, safety, and welfare of the children and staff/adults are maintained.

Parental Consent to Off-site Activities

Although under the Statutory Framework for the Early Years Foundation Stage (2014) there is no longer a requirement to seek parental permission for children to take part in outings and trips, we will seek parental permission for each individual outing using the [Outings Consent Form](#).

Outings Consent Form

The child's parents must give prior written permission for the child to take part in outings. For all outings/trips, a letter is given to the parents stating the nature of the outing/trip, the date and what the children need to bring, arrangements for lunch, transport to the venue and times of departures and arrivals. Parents are required to sign and return the attached permission slip. The slip also acknowledges that their child's medical form has the correct up-to-date details on it. Failure to complete the form will mean that the child will not be able to attend the outing.

Staff

All staff must ensure the health and safety of everyone in the group including themselves and act appropriately.

They should:

1. Follow the instructions of the Trip Leader and help with control and discipline.
2. Consider stopping the visit or activity, notifying the Trip Leader/Head teacher if they think the risk to the health and safety of the children in their charge is unacceptable.
3. Be aware of any children who require closer supervision, such as children with special educational needs.

Duties of the Trip Leader

1. To take a school mobile phone
2. Compile and take a register of all the children
3. To have a record of emergency contact phone numbers
4. To ensure consent forms are in place
5. To distribute information to parents/carers about the outing/trip
6. To remind staff and inform parents/carers/volunteers that using personal mobile phones or cameras to take photographs of the children is prohibited.
7. To take the school camera
8. To take a First Aid Box
9. To ensure that any medication that may be required is taken
10. To take money for emergencies/a taxi from the hospital
11. To arrange for a pastoral member of staff to accompany a child in an ambulance if one is called
12. To check that the paperwork relating to the outing/trip is compiled and submitted to the School Office
13. To ensure that the Risk Assessment is passed to the EVC for approval
14. To ensure that any incidents are recorded in writing.
15. The school must be contacted and informed of any incidents. The school will contact and inform OFSTED of any serious incidents.

Early Years Practitioners

Early Years Practitioners on the outing should be clear about their roles and responsibilities. They will do the following:

1. ensure the health and safety of everyone in their group
2. follow the instructions of the Trip Leader and help with control and discipline
3. inform the Trip Leader or Assistant Trip Leader if they are concerned about the health and safety of the children at any time during the outing/visit.

Parent/Carer/Volunteer Supervision

In order to make outings and trips possible we require parents/carers/ volunteers to accompany us. For planned outings requiring the help of parent/carers/ volunteers, details of the outing/trip will be sent to the parents. Information will be obtained on whether a parent/carer/ volunteers can come on the outing. Parents/ carers/ volunteers should be carefully selected and will be known to the Head teacher. All adult helpers must be informed of their roles, understand their responsibilities, and carry out their roles at all times. Adult helpers must be with a member of staff at all times and **will not** be

required to take the children to the toilet. All adult helpers must sign the risk assessment to show that they have understood the risk management and their roles.

Adults/Child Ratios

We adhere to generous adult/child ratios for outings/trips – please refer to the main policy.

Use of vehicles for outings

The Early Years Department will inform parents whether a school minibus, hired coach or public transport will be used. Records must be kept about vehicles in which children are transported, including insurance details and a list of named drivers. When planning a trip or outing using school vehicles, records of vehicles and drivers, including licenses, MOT certificates and business use insurance are checked. The school does not consider private vehicles, such as parents' cars, to be acceptable forms of transport. The school only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip children will be given clear safety instructions based on the risks associated with the particular type of travel. Children must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. All drivers of the schools' minibus must have undertaken an appropriate training course. In cases of long journeys, children will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit. Any mini-bus or other vehicle designed to carry nine or more passengers operated by the school is in accordance with the restricted *Passenger Carrying Vehicle (PCV) Operators license* and any driver must hold a *PCV Driving License*.

If any vehicle is used for outings, the following procedure is followed:

1. Care to be taken when getting into or out of a vehicle.
2. Staff ensure seat belts are used or child seats and booster seats are used with seat belts.
3. Staff ensure the maximum seating is not exceeded.
4. All children are accompanied by registered members of staff.
5. No child will be left in a vehicle unattended.

In the event of a child being lost, the lost child procedure will be followed.

Check list for an outing - The following needs will be considered:

1. Buggies/wagon.
2. Safety reigns.
3. Children in appropriate uniform if applicable.
4. High visibility vests
5. Changing bag, nappies, disposable gloves etc.
6. Change of clothing for children.
7. Rubbish bags.
8. Cups, drinks, snacks and tissues. If a child has a life-threatening allergy e.g. Peanut allergy, the child's parents must provide food for the trip i.e. lunch or tea.
9. Rugs or mats if required.

Mobile Phones

A mobile phone and camera/s are provided by the school for educational purposes. No photos of children can be taken on staff or parental cameras/mobile phones.

Outing/Trip Proposal

Consent to be obtained from the Head teacher. Proposals will include:

- The outings objectives.
- Date, venue and duration.
- The children/staff ratios.
- Resources needed and the overall outing cost.

Meeting/s with the EYFS Co-ordinator and EVC (optional) and the Trip Leaders to discuss the details of the outing are advisable. Planning must include the proposed date, the risk assessment, emergency procedures, transport, insurance, costs and staffing in line with the main policy.

Actions and factors to address:

- Checking that the venue is suitable for the age group, through a pre visit
- Selection of a date that is suitable for the provider, group and school
- Selection of a Trip Leader and Assistant Trip Leader who are able to lead the group
- Selection of staff and parents to help supervise the trip
- Calculation of the overall cost
- Information about the trip to parents, and cost where applicable
- Submission of Risk Assessment/s to the EVC for approval.

Planning outings

When planning a trip, outing or special event, the following requirements will be addressed:

- The appropriate child: staff ratios required
- The need for staff members to supervise children in small groups
- Staff to have and take group registers, a first aid kit and emergency contact numbers with them
- Staff have access to a mobile phone and medical contact numbers
- Staff to have any information that is deemed necessary for the health and safety of the children in their care
- The need for the children to wear appropriate clothing, preferably with the school's name attached to exterior clothing.
- The register to be taken before setting off, on arrival, halfway through the visit, before departure and again on arrival at the school.
- All relevant documentation to be completed before the trip can take place.

Risk Assessment

Before undertaking any outing, a full risk assessment must be undertaken, which includes an assessment of the required child:staff ratios, and must take into account the nature of the outing/trip, when deciding the ratios. The following factors must also be taken into consideration when assessing the risks:

- The type of outing and the level at which it is being undertaken.
- The location, routes of travel and modes of transport.
- The competence, experience and qualifications of the supervisory staff.
- Seasonal conditions, weather and times and duration of the visit.
- Emergency procedures.
- Strategies to use when a child becomes unable or unwilling to participate.
- The need to monitor the risks throughout the visit.

Consent

The Outings Consent Form will be used.

First Aid

A first aider must always be present on any trip. Most Early Years Practitioners have a two day (12 hour) First Aid qualification.

The minimum first-aid provision for an outing is;

- A suitable stocked first aid box.
- A person appointed to be in charge of first aid arrangements.

Other considerations when considering first aid needs should include:

- The numbers in the group and the nature of the activity.
- The likely injuries and how effective first aid will be.
- The distance of the nearest hospital.

Children with Allergies

When a packed lunch is needed, a child with a severe life-threatening allergy must always have their packed lunch provided by their parent/guardian. The Trip Leader will be responsible for ensuring that this requirement is communicated to parents and adhered to. The child must be observed during the mealtime to ensure that they do not eat anything from another child's packed lunch.

Children with Special Educational Needs

Before the planned outing the EYs Department would already be aware of any child's special need, therefore having an understanding of their limitations and problems that may incur on the outing/trip. These issues and the adjustment to the child; staff ratio would be considered whilst doing the risk assessment. We would also take the following questions into consideration:

- Is the child capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the child to participate at a suitable level?
- Will additional/ different resources be necessary?
- Is the child able to follow and understand instructions?
- Will 1:1 supervision be necessary?

Safety Procedures for Farm and Countryside Visits

Infections may arise from visits to farms/the countryside and through contact with animals. Important points of safety are as follows:

- Children must not put anything in their mouths, which have fallen onto the ground e.g. food, pencils/crayons.
- Children must never kiss, provoke or annoy the animals.
- Children who have handled animals must wash their hands thoroughly as soon as possible. Regardless to whether the children have touched the animals, they must wash their hands thoroughly under running water after they have been with the animals, before they eat and when they leave the farm.
- A waterproof dressing should cover cuts and grazes on children's hands.
- Children's shoes should be changed/cleaned after leaving the farm/fields, and staff hands must be washed after doing so.
- The local Environmental Safety Officer (number in the telephone directory) should be contacted before the Early Years Department visits any farms to check there have not been any recent incidents.

Evaluation

A verbal review and evaluation should be conveyed to Educational Visits Co-ordinator (EVC) within one week of your return to school. Letters of appreciation should be written where appropriate and all accounts in the Bursar's department should be closed in a timely manner. Where a critical incident occurred or a significant intervention was required, a written review is necessary and should be submitted to the Principal as soon as appropriate.