



## **Educational Visits Policy**

East Street Early Years believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes our setting a supportive and effective learning environment. The benefits to children of taking part in visits and learning outside of the setting include their ability to cope with change, increase their curiosity and resilience enabling them to have opportunities for linking meaning, and working as a team with including enhanced communication skills.

There are clear guidance and procedures in place when taking the children off site on a trip for the full day or a visit to the local park or shops. All staff/adults are made fully aware of these procedures. Only children with signed consent forms will be taken off site.

### **Checklist for Planning Outings**

Any visit that leaves the setting are covered by this policy, whether as part of the curriculum, during the school day or outside the normal school day. The Early Years will check the venue is suitable for the ages of the children and a Risk Assessments will be completed prior to the visit.

The staff leading the visit will plan in advance any visit which may require the use of public transport or minibus.

### **Roles and responsibilities**

**Visit Leaders** are responsible for the planning of their visits. Permission will be obtained from the head of the visiting establishment prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that all visits comply with all relevant guidance and requirements. Visit leaders are responsible for:

- Adding the event to the setting diary.
- Informing the Early Years Manager of the event.
- Arranging additional adults if appropriate.
- Making any travel arrangement.

### **Staff Competence**

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a Visit Leader, the Manager will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the children, the venue, and the activities to be undertaken.

### **Emergency Procedures**

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the Visit Leadership Team.

The setting will complete a Risk Assessment of the site before any visit is made. All staff assisting with the visits are to make sure they familiar with this plan beforehand.

The following emergency supplies will be taken on all visits:

- a. First aid box and First Aider.
- b. Emergency contact numbers (2 copies, one should be taken on the visit and the other should be left at the Early Years setting.
- c. Mobile numbers.
- d. Medication e.g. epi pens
- e. Spare clothing
- f. Drinks and snacks

### **Parental Permission**

The Early Years will ensure parents are fully informed about any outings and seek permission from parents/carers via letter for each visit. Parents are aware that visits and outings are an essential part of the curriculum.

### **Impromptu Outings**

There are times when the Early Years may decide on the day to take children out to the local park etc. A consent form needs to be signed by the parent to say they are happy with this. This can be found in the child's registration pack.

### **Inclusion**

The setting is fully committed to inclusive practice, incorporating our duties in line with the Equality Act 2010. We believe that educational visits play a crucial role in the growth and learning opportunities that we are able to provide our young people and we will make every effort, to the extent that it is reasonable and safe, to ensure that all children have the opportunity to partake in educational visits. Where appropriate, this may include the use of pupil premium funding to support disadvantaged pupils.

### Supervision/Staffing

A risk assessment and route planner is undertaken to ensure that correct levels of staff are present. Any potential hazards on the journey or at the location will be identified prior leaving the setting.

The ratios of staff need to meet OFSTED's minimum ratios of staff to children criteria as stated below:

| Age of Child | Ratio of Staff to Children                      |
|--------------|---|
| 0 – 2 Years  | 1 : 3 (1 : 2 for children under the age of two) |
| 2 – 3 Years  | 1 : 4   |
| 3 – 8 Years  | 1 : 8   |

Each key person will have a designated group of children that they have full responsibility for.

Higher staffing ratios may be needed if children with specific needs are present. The Visit Leader will be responsible for making the decision to place a child under 1:1 care for the duration of the visit, this decision will need to be made prior to the visit.

Full day trips may not be suitable for under two's. Careful consideration should be given to staffing ratios, the benefits, experience and enjoyment for under two's when deciding if all children should attend. The final decision will be made by the Visit Leader

### Transport

Refer to Transport Policy.

|   |  |                            |            |
|---|--|----------------------------|------------|
| <b>Adopted by the GFA Committee on</b>          | March 2019   |                            |            |
| <b>Signed by the Chair of the GFA Committee</b> |  |                            |            |
| <b>Last reviewed:</b>                           | March 2019   | <b>Date of next review</b> | March 2020 |