

## EYFS DEPARTMENT

### EYFS Safeguarding children: Supervision on Visits and Outings Policy

This Policy applies to the Early Years Department and is published to staff and parents.

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#### General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

#### Statement of Intent

The aim of this policy is to ensure that visits are well planned and significant risks are identified and managed and that contingency planning takes place should a change in circumstance arise during a visit.

We ensure that staff in charge of educational visits are suitably qualified and experienced to manage situations appropriately. All staff and volunteers are aware of and follow the guidance and procedures below.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and Well-being	2.2 Parents as Partners	3.3 The Learning Environment	4.2 Active Learning

#### Guidance and Procedures

- The Educational Visits Coordinator will be responsible for the implementation of this policy along with the Head of the Junior Department and the EYFS Class Teacher. This includes reviewing and preparing paperwork including the date and times of the outing, venue, mode of transport, risk assessments, budgeting and permission slips. Wherever possible, teachers will always visit a site in advance.
- All parents sign a generic ‘Permission to Travel’ form at the start of each year for their children to be taken out of school on trips or visits using the school minibuses. Parents are always notified in advance of any visit and in addition, individual written consent is sought

for every trip at least three school days in advance. Information is given about the duration of the visit, transportation and includes any extra charges that may be incurred. This consent form includes details of how to contact a parent in the event of an emergency.

- The teacher in charge ensures that the school mobile phone is charged and ready for the visit and in addition ensures that there is a well-equipped first aid kit, supplies of tissues, wipes, pants etc. as well as a list of contact numbers. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out of school for.
- At least one member of staff on every outing will hold a relevant Paediatric First Aid qualification.
- Our adult to child ratio is high, and well within the recommended adult: child ratios.
- A pack of information is given to each member of staff including the names of children assigned to them to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children. This pack also contains the itinerary, all addresses of locations during the trip, phone numbers etc, the teacher in charge, mobile numbers of participating staff, a list of pupils with parental contact details and medical conditions, emergency contact numbers for the Head Teacher, EVC, or designated member of staff on-call, copy of the trip risk assessment.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. All school drivers have the appropriate qualifications.

## **Appendix 1:**

Sample Risk Assessment (attached)

## **Appendix 2**

Personal Liability

- Staff in charge of pupils act "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do."
- The school as employer of the staff will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.
- The school has Employers Liability Insurance of £5m and Public Liability Insurance of £20m.
- It also has a group travel policy that covers any visits made by EYFS pupils.
- Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy. Nursery children can only be transported in private cars that are fitted with special child seats, which may be available from the school.

## **VISITS PLANNING**

Each visit will have its own risk assessment, which must be reviewed before a repeat visit is made.

The Teacher in charge will:

- (1) Fix visit dates as far in advance as possible if parent volunteers or staff from other parts of the school may be required.
- (2) Due to the nature of the EYFS curriculum which is designed to respond to the interest of each cohort of children, it is not always possible to plan trips and visits a term ahead. We will plan as far as possible in advance when:
  - additional cost for parents is involved;
  - a trip needs to be booked in advance;
  - transport other than school minibuses needs to be arranged.
- (3) Consult with the Head of the Junior School or the Deputy Head and the School Matron about any special medical needs of pupils, obtaining specialist advice where necessary.
- (4) Inform the Junior Department office where tickets and transport need to be arranged.
- (5) Ask the Bursar to carry out DBS checks and references for any volunteers that are to be on the visit.

As far as possible in advance of the trip:

- parental consent forms should be sent out with a specified return date;
- the Bursar is informed of any charges to be added to the Fee Note;
- finalise all bookings;
- finalise the risk assessment and get it approved by the EVC. A standard risk assessment will be provided by the EVC, with one page specific to the trip to be filled in by the leader prior to the final approval of the trip;
- advise parents of the need for special clothing, sun cream, hats, waterproof clothing, wellington boots etc;
- chase any remaining consent forms from parents, reminding them that their child cannot participate if it is not received before intended departure;
- store tickets in school office;
- meet with other staff & volunteers taking part in the visit to discuss responsibilities, risk assessment and emergency arrangements.

During the visit:

Primary responsibility lies with the teacher in charge, who can amend arrangements or cancel the visit if appropriate. They may delegate tasks in necessary, including:

- carrying out and recording of head counts of children, leaving school, getting on/off transport, entering or leaving a location etc;
- checking that pupils wear seat belts;
- enforcing expected standards of behaviour;
- keeping account of expenditure;
- recording accidents and near misses;
- carrying the school telephone;
- carrying and using the approved school camera.

After the visit:

- The leader should complete the feedback page of the trip documentation, and return it to the EVC who will consider all feedback with the Headmaster.
- The school phone and camera should be returned to the EVC, who will delete all photographs after passing them to marketing.

Staff pupil ratios recommend by the DfE for off-site activities are 1:8 although a lower ratio is always adopted. There is always one teacher present, who will be designated the Teacher in charge. Teaching Assistants will always be present and occasionally so may parents/volunteers (all of whom will have been DBS checked). All teachers and assistants will hold a Level 3 statutory qualification, as defined by the Children's Workforce Development.

### Illness or minor accidents

If a pupil has a minor accident or becomes ill, the teacher in charge, or another member of staff, will phone the parents emergency contact number and arrange for the child to be collected. If contact can't be made, the child will be taken to the local doctor or hospital if deemed necessary. A member of staff will remain with the child until a parent or carer arrives; if it is not possible for the child to be collected they will be looked after by school staff until the party returns to school.

### 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 teacher in charge's first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital and remain until a parent arrives.

After ensuring that the rest of the group are safe and looked after, the teacher in charge should:

- Inform the Head of Junior School and the Head of the School of what has happened;
- Where the full facts have not yet emerged, say so and ensure that follow-up communications with the Head are maintained;
- Arrange for the school's insurers to be contacted as quickly as possible;
- Ensure a full record should be kept of the incident, the injuries and of the actions taken;
- Where possible, leave communication with the media to the Head of the School. The teacher in charge will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge.

### Missing Child

In the event that a child goes missing we follow our missing child policy.

### Delayed return

If the return from a visit is delayed, the teacher in charge will phone the school office, who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

## **REPORT FOR GOVERNORS**

The Head of Junior School's termly report to the Governors will contain a list of all the school trips and visits that have taken place since the last visit.

## **LEGAL REQUIREMENTS & EDUCATION STANDARDS**

### References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted ([www.ofsted.gov.uk](http://www.ofsted.gov.uk))

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Early Years Foundation Stage documents, Statutory Framework and Checklist and Monitoring Reference for Inspectors ([www.education.gov.uk](http://www.education.gov.uk))

G: Health & Safety on Educational Excursions, Scottish Government ([www.scotland.gov.uk](http://www.scotland.gov.uk))

H: Health & Safety Executive, School trips and outdoor learning activities home page ([www.hse.gov.uk](http://www.hse.gov.uk))

I: "The Drivers Declaration Form", ISBA ([www.deford.co.uk](http://www.deford.co.uk))