

## 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

- This policy is written in conjunction with the whole school Educational Visits Policy.
- 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 trip leader 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, spare clothes 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.
- Information is given to each member of staff including the names of children assigned to them to ensure each child is supervised, and that there is no unauthorised access to children. Staff are also briefed if there are any safeguarding concerns for any of the children on the trip. This information also contains any medical details/special requirements for each child. In addition, the trip leader also has a pack which contains the itinerary, all addresses of locations during the trip, phone numbers etc, 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.

Please see Appendix 1 for more information about planning a visit and Appendix 2 for a copy of a sample risk assessment.

## Appendix 1

### VISITS PLANNING

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

The trip leader 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. Consult with the DSL about any safeguarding concerns for any children taking part.

(4) Inform the Junior Department office where tickets and transport need to be arranged.

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 group leader, who can amend arrangements or cancel the visit if appropriate. They may delegate tasks if 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;
- ensuring expected standards of behaviour are maintained;
- keeping account of expenditure;
- recording accidents and near misses;
- carrying the school telephone;
- carrying and using the approved school camera or iPad.

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.

There is always one teacher present, who will be designated the trip leader. Teaching Assistants will always be present and occasionally so may volunteers (all of whom will have been DBS checked). All teachers and most assistants will hold at least 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 trip leader, 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 group leader'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 trip leader 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;
- Ensure a full record should be kept of the incident, the injuries and of the actions taken.

#### 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 trip leader 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.

## **Appendix 2:**

Sample Risk Assessment (attached)

## **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))