



Dorking Nursery School and Children's Centre

Policy for Educational Visits and Outings

Aims and objectives

At Dorking Nursery School and Children's Centre we aim to provide a rich, exciting and balanced curriculum, which offers a wide range of stimulating experiences that meets the varying needs and interests of the children. We believe that carefully planned outings in the local environment and sometimes further a field are an educational and fun way of presenting skills, knowledge and understanding across all seven areas of learning and should therefore be an integral part of our teaching and learning programme. They are also an important means of forging links with our local community.

Roles and Responsibilities

The Governing Body understands that the appropriate procedures, risk assessments and control measures are in place and that the documented guidance notes are being followed.

The Head Teacher is delegated by the Governing Body to approve all educational visits.

The Educational Visits Co-ordinator (EVC):

- is Pam Lawrence
- is suitably competent and knowledgeable about the school and LA policies and procedures
- ensures that all off-site activities follow the correct procedures
- approves the group leader for every visit
- supports the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers
- ensures there are written risk assessments in place and monitors these to ensure good practice using the Evolve online system
- notes in full any accidents or "incidents", records of which must be kept until the child/children concerned is/are 21
- arranges an Emergency Contact person at the centre (i.e. the Headteacher or designated senior leader) who will implement the Emergency Action Plan if needed

The Group Leader

Every off-site visit will have a designated Group Leader who will

- work alongside the EVC to plan and prepare for the visit and assess the risks using the online Evolve system
- have overall responsibility for the supervision and conduct of the visit including children's health, safety and welfare

- follow the Procedures for Local Outings (Appendix 1)
- define and assign the roles, responsibilities and expectations of other adults and pupils
- be able to think on their feet and ensure that all adults are actively engaged in the activity as well as supervising
- make sure all adults are aware of the emergency procedures
- ensure that parents and volunteers are in close proximity to a member of teaching staff at all times
- know where all children are all the time
- complete an evaluation of the visit with other members of staff accompanying the visit and report back to the EVC
- report any accidents, incidents or "near accidents" to the EVC

Safeguarding children

The safeguarding of children is the Centre's highest priority and therefore the safeguarding/child protection policy and the lost child policy will be followed at all times.

Risk Assessment

Risk assessment and risk management are legal requirements.

For all outings, including walks in the local environment, the group leader and EVC will make a written risk assessment using the online system, based on a specific visit to the site and following the route to be taken.

Risk assessment includes the consideration of:

- Risks which are likely to apply to the activity wherever and whenever it takes place (e.g. health and safety on farm visits)
- Site-specific risks which will differ from place to place and group to group (e.g. water, drops/heights)
- Ongoing risks as the visit is in progress such as staff/children's illness, changes in weather etc.

Following the risk assessment, the Educational Visits Co-ordinator, in conjunction with the Headteacher, will decide if the visit can go ahead.

Reasonable adjustments will always be made to accommodate children with disabilities or other Special Educational Needs.

Parental consent

Parental permission for children to visit the local area during the course of the school day is sought on the child's admission to nursery. Written consent will be obtained from parents/carers for all other specific off-site visits.

Health and safety

Relevant information relating to children's and adults medical conditions and necessary equipment, such as inhalers, will be collected and made available throughout the visit. The First Aid bag will always be taken on all visits.

Staff adhere to appropriate health and safety regulations e.g. washing hands after touching animals, wearing appropriate clothing and footwear, using equipment that is age appropriate in a park etc.

The group leader of all outings, even local ones will carry a mobile phone for contacting school (and vice versa) if necessary.

Supervision

All volunteers including parent helpers and students will be thoroughly acquainted with the aims and objectives of the visit, the risks involved and their particular roles and responsibilities before departure.

We will ensure a ratio of 1 adult holding hands at all times with 2 children, unless the party leader deems it safe not to do so (e.g. in the park), when children will always be kept in sight.

Transportation

Any members of staff who transport pupils will have a current MOT certificate, tax, business insurance and written consent from parents. Copies of these need to be given to the Bursar prior to any trip. Children will be in car seats at all times.

Emergency procedures

In the event of an emergency the Group Leader will phone:

1. Emergency Contact - ie Headteacher or designated other senior member of staff
2. 999 (if necessary)
3. The child's parents (if necessary)
4. The nursery office
5. If they cannot get through to Centre, they will use the emergency card in the First Aid bag to notify Surrey County Council

If the child is injured, the Group Leader will organise another member of staff to stay with them until help arrives and re-allocate that staff member's second child

If a child is lost, the Group Leader will organise another member of staff and another adult to look for them, having first re-allocated these two people's remaining children.

Staff induction

Induction for all new staff will cover procedures, and training if necessary, for off-site visits including those in the immediate locality.

Approved by the Governing Body: January 2017

To be reviewed by: January 2019

This policy is relevant to:

Nursery staff - yes	Centre staff - yes	Parents - yes
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Appendix 1

Procedures for local outings

1. Check that we have outing permission for all children (a list will be in the office)
2. Complete the off site visit form - take this with you and attach a copy to the register. Remove this from the register when you return.
3. Make sure all the adults in the group -
 - Know the purpose of the outing, what to look for and talk about
 - Have read the and understood the risk assessment before you leave
4. Take the first aid bag, wet wipes, tissues and appropriate medication for children/adults with you.
5. Take a mobile phone and check the correct number is on the offsite visit form. Make sure a member of the office staff also has a mobile, switches it on and keeps it with them at all times. Make sure this person knows when you return.
6. Group leaders need to be at the back of the group so they can observe what is happening
7. Group leaders should ensure that parents and students are always in their sight and that where possible only a staff member takes children to the toilets.
8. If there any concerns about the visit or changes need to be made to the risk assessment- speak to the Educational Visits Co-ordinator