



BROOMWOOD

EDUCATIONAL VISITS POLICY (EYFS)

Policy Summary

Broomwood places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class-based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils.

Safety on school trips is a top priority. Staff are expected to plan events well in advance and prepare risk assessments by doing a pre-visit to the trip location. Staff are expected to follow the school guidelines and be able to demonstrate that they have shown reasonable care in all situations. Close supervision and protective clothing are enforced on trips. Staff will carry out regular headcounts to ensure that no child is missing.

Teachers in charge of trips will always feed-back to the Head on how the trip went. If there have been any serious accidents, near misses or other causes for concern they will submit a written report.

We do not take Preschool or Reception children on overnight or foreign visits.

A separate policy, 'Offsite Educational Visits and Residential Trips', which is relevant for children in Year 1 and above, is available on our website.

<u>Document Control</u>				
Owner:	Head,	SLT,	Head	of EYFS
1 st		Draft:		<i>Pre-2016</i>
Last	Revision:		September	2026
Review	Date:		September	2029
Version Number: 2.5				

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Intended Audience

- Broomwood Staff working in the Early Years Foundation Stage setting.
- Parents of children in the Early Years foundation stage.

Our Visits

Supervision

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all sessions within the enclosed school grounds, the children are supervised by their Teacher and a Teaching Assistant.

Staff Ratios and Responsibility

We operate a staffing ratio of 1:10, and often higher, for all off-site visits involving children

in our Reception classes. For the preschool, we operate a 1:4 ratio when off site. There is always at least one Teacher, one of whom will have been designated in charge of the visit. All EYFS staff are qualified paediatric first aiders.

We may invite parents to volunteer to help with off-site visits. Parent Volunteers may be in charge of overseeing a small group, however the class teacher remains in overall charge, checking in regularly with each group. Parents are thoroughly briefed about their roles beforehand. DBS checks will be carried out on any parents who volunteer to help the school on a regular basis (once a week or more).

The Reception Years

All our Reception class children are 4 years old when they join us at the start of the Autumn term in September each year. They are ready to experience excursions off-site and for a wider range of new experiences. During the year, they enjoy variety visits to a variety of destinations.

Our children are taken on regular walks in the school grounds and on the local common and by the end of their Reception year, they are exploring in an engaged manner, actively learning, as well as creating and thinking critically.

Keeping Parents Informed

The school's newsletter and My School Portal lists the visits that are due to take place over the coming term. Further information will be sent home to parents about every visit.

Consent

We require parents/carers' written consent before we take children off-site. A consent form will be sent when children start at the school. For day trips, details will be sent of the procedures for each specific off-site visit.

Safety: Advance Planning

Risk Assessments

Safety is our top priority. Even the shortest of visits needs to be thoroughly planned, and requires its own risk assessment, which must be reviewed thoroughly before a repeat visit is made.

Head Counts

The Teacher in charge conducts, or arranges for another Teacher or Teaching Assistant to conduct a head count of the children:

1. Before leaving school
2. (If applicable) On sitting down in the coach
3. On arrival at the destination
4. On leaving the destination
5. On arrival back at the school

Where we walk, the children walk in pairs, with one adult at the front, one at the back and depending on the size of the party, other adults will be distributed in between. Children are reminded about basic road safety and of the expected standards of behaviour.

When we travel by coach, a member of staff will check that all the pupils are sitting

properly and wearing their seat belts.

Missing Child Policy

Our procedures are structured to ensure that this does not happen; but in the event that a child is missing – either from school, or on a visit, we follow the procedures set out in our 'Missing Child' policy, a copy of which is available in the school reception or may be sent to parents on request.

First Aid Kit etc

The teacher in charge takes a first aid kit, list of emergency contact numbers and a mobile phone with him/her on every outing. We carry bottled water on all of our longer visits.

Delay

The teacher in charge will call the school if there is any delay, for example, because of heavy traffic. The School Office will phone and/or send a text message to the parents to warn them of a delay.

Role of the Teacher in Charge of the visit

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. She/he will already have had previous experience of accompanying EYFS class visits.

Role of the Education Visits Co-ordinator (EVC)

At Broomwood, the EVC is the Head and is responsible for approving all requests for visits. She checks that the paperwork is correct, gives guidance on carrying out risk assessments, budgeting for visits and on permission slips.

Personal Liability and Insurance

The DfE Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," (www.teachernet.gov.uk) is required reading for all Teachers in Charge of an EYFS Class visit as part of their training in the responsibilities of the role. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Broomwood School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines. Broomwood (registered as Broomwood Hall School Limited), has Employers' Liability Insurance and Public Liability Insurance under the Dukes Education insurance programme.

Transport

School Minibuses

No one is allowed to drive the school minibus unless their driving licence permits them to do so. For any minibus journey that involves EYFS class children, there will always be a second member of staff present in the vehicle.

Use of hired transport

The school has a long-standing relationship with Wandsworth Community Transport and other certified coach companies such as Watts Way Travel. It is a condition of booking that the Driver's name and the number of his/her mobile phone is provided to the school when the hire arrangements are confirmed. We only book vehicles with front-facing seats that are fitted with seat belts.

Preparatory Arrangements

EYFS class visits are planned at least a term in advance, when dates need to be agreed with the Head. Parents will be told about the visits planned at the beginning of each term. All planned visits will be listed in the newsletter and on My School Portal. The teacher in charge of the trip must provide all the trip details and a risk assessment to the Head and DSL in advance of the trip.

During the Visit

Primary responsibility for the safe conduct of the visit rests with the Teacher in Charge. He or she has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. She or he may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

1. Carrying out (and recording) head counts of the children on leaving school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc
2. Checking that all pupils wear their seat belts
3. Enforcing expected standards of behaviour
4. Keeping account of all expenditure
5. Recording any accidents or near misses in the trip evaluation report.

Illnesses or minor accidents

If a child has a minor accident or becomes ill, the Teacher in Charge, or another member of staff will phone his or her parent's emergency contact number at once and arrange for him/her to be collected. If contact cannot be made, the Teacher in Charge, or another member of staff, will take the child to the local hospital or, if the illness is more minor, back to the school. A member of staff will remain with the child at the hospital or school until a parent or carer arrives.

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 will be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff will be detailed to accompany the injured pupil(s) to hospital and remain with the child(ren) until their parents arrive. The Teacher in Charge will ensure that the rest of the group are safe and looked after. He/She will then inform the Head of what has happened, giving as full, calm and factual account as the circumstances permit.

The Teacher in Charge, or depending on the seriousness of the incident, the Head, will arrange for the parents of the uninjured children to be contacted and asked to collect

their children from either the venue or the school. In an era of instant communications, it may not be possible for us to be the first to break the news, but we recognise that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (text, email, messages on our website) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head or Principal of Broomwood. The Teacher in Charge should refer the media to the Head or Principal's office. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge.

A full record will be kept of the incident, the injuries and of the actions taken. The Finance Department will notify the insurers as quickly as possible.

After the Trip

Trip Report

Following the trip, the Teacher in Charge will provide the Head with oral feedback of the trip. If there have been concerns, a written trip evaluation report on the visit including observations and lessons learned should be requested by the Head for future reference. The report should also detail any accidents and near misses and any lost or damaged property.

Expenditure

The Teacher in charge is responsible for producing a schedule of all expenditure on the trip.

Report for Directors

The Heads' termly report to the Directors always contains a synopsis of all the school trips and visits that have taken place since the last meeting.

Additional Policies, Procedures and Legal Framework

This policy should be read in conjunction with the School's Educational Visits – Risk Assessment and Off-Site Educational Visits and Residential Trips policies. Further guidance can be found in the DfE guidance document: 'The Health and Safety of Pupils on Educational Visits: A Good Practice Guide'.

