

BLIGH'S LANE NURSERY SCHOOL

EDUCATIONAL VISITS POLICY

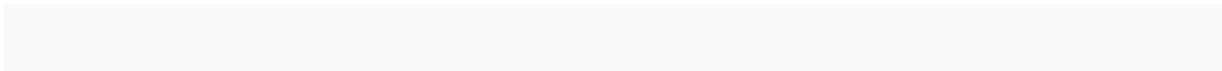


Signed: _____ (BOG Chair)

_____ (Principal)

Date: _____

Review Due: _____



Introduction

Every year many visits are made from Bligh's Lane Nursery School for a wide variety of purposes. The aim of this policy is to ensure that every trip made from the school combines the safest possible practices and the greatest possible educational benefit for the children.

Background and Legal context

This policy has been written to reflect and underpin the current guidelines and law around the safeguarding of children paying particular attention to the current Education Authority publication 'EA Educational Visits Interim Guidance for School 2017'. The Principal can provide a copy of this guidance on request. Further clarification can be found in:

- Pastoral Care in Schools – Child Protection – DENI (1999), DENI (2001) and supplements (2002).
- Health and Safety of Pupils on Educational Visits - DFEE (1999) and DFES supplements (2002).
- Supporting Pupils and Mediation Needs 2008.
- Safeguarding & Child Protection – A Guide for Schools DE 2017.

Rationale

Visits out of school in the locality and further afield are a memorable experience for all children. They are enthused and motivated by the activity and their learning is enriched and enhanced. Taking children out of school is a major responsibility for staff and careful planning is essential to ensure that a visit is safe and enjoyable. The aims of our program of visits are:

- To develop the child's knowledge, skills and understanding of the wider world outside school and home
- To emphasise links between various areas of the curriculum, and to put into practice skills learnt in the classroom
- To develop the child's confidence in encountering unfamiliar situations
- To develop the child's ability to follow instructions, to work with a group and to stay safe
- To further enhance the child's ability to consider the needs and feeling of others

Management of Educational Visits

Teaching staff are responsible for the planning and risk assessment of any proposed visit. Visits must be discussed with the Principal at an early stage and she had responsibility for the suitability and safety of trips, a duty requested by the governing body and the Education Authority.

Equal Opportunities

All trips will, wherever possible, be accessible to all children in the class, enabling them to gain confidence, acquire skills and build positive experiences. Children with SEN and/or disabilities may need additional support or supervision whilst on a visit and this will be provided where possible.

Implementation

Teachers must follow the Educational Visits Procedures which accompany this policy.

EDUCATIONAL VISITS PROCEDURE

Planning

All proposed visits must be discussed with the Principal before a booking is made. The teacher responsible for taking the children on the trip must complete a Risk Assessment at least one week prior to the trip.

Travel

Travel arrangements must be organised at the same time as venue is being booked. Teacher must confirm that coaches/buses are suitable for the transport of small children and are fitted with required safety belts.

Staffing

The teacher organising the visit must that an adequate number of adults are available to accompany children on the trip. The suggested ratio for nursery aged children is 1:6 ('EA Educational Visits Interim Guidance for School 2017' page 13). Parents and volunteers may be used but the teacher must discuss their responsibilities with them prior to the trip.

Risk Assessment

The teacher in charge of the trip must ensure a comprehensive Risk Assessment is carried out at least one week prior to the trip taking place. For any new venues a pre-visit is required to check for potential hazards. For return trips, if a pre-visit is not possible, the teacher must speak management who should advise of any new equipment, changes to layout or identifies new hazards.

The risk assessment should include potential risks associated with the mode of travel to the venue. (See appendix 1)

Informing Parents and consent

Parental consent is required for all educational visits. Where parents have given permission for repeated visits (eg Shared Education sessions) or local visits (Creggan Park or St Mary's) they must still be informed about the details of the trip ie. Date, time or departure and return. This can be done via letter, newsletter or text message. Parents must be reminded about ensuring contact details are up to date.

Day before trip

The teacher in charge must ensure:

- All consent forms have been signed
- Any required medicine has been checked and packed
- First Aid supplies have been checked and packed

Day of trip

The teacher in charge must ensure:

- She/he has a mobile phone for use in emergencies
- Contact details of all children have been packed
- An itinerary has been communicated to all adult going on trip and to staff in school

Transport

When on a bus/coach children need to have seat belt fastened at all times. Children are not to sit on the front seat near the driver. Adults must sit next to any fire exits. Adults should be evenly spaced throughout coach to ensure the safety of all the children. The teacher should check with the driver that he/she is familiar with the route prior to leaving.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.

BLIGH'S LANE NURSERY SCHOOL

RISK ASSESSMENT

LOCATION: St Columb's Park

DATE: 08/11/19

ACTIVITY/IES	POTENTIAL HAZARD	WHO MIGHT BE HARMED?	HOW RISK IS TO BE MANAGED	RISK:LOW, MEDIUM, HIGH	ADDITIONAL PRECAUTIONS TO REDUCE RISK
52 children aged 3-4 years will visit St Columb's Park for an Autumn Walk on 04/11/19	-Ascending into / descending from bus	-Any Child but especially XX, XX	-Staff on footpath at door of bus. Staff inside door of bus, all reminding children how to be safe	LOW	-Remind all staff, children and parents of potential risks and rules for safety before leaving school
	Car park area (close to main entrance/main road)	-Any Child	Chn to be kept close to staff and be pre-warned about staying beside adults. One adult to halt oncoming traffic if necessary	LOW	-Staff will remind chn not to run on ahead at any time
	-Trips / falls due to uneven and muddy surfaces	-Any Child	-Staff will continually watch the chn and pre-empt any risk. Chn will be reminded to 'walk' at certain times	-	-There will be an adult-child ratio of at least 1:6
	-	-	-Staff will allow chn to look into the stream but will ensure they are at a safe distance	MEDIUM	-Staff will talk about the dangers of water before the trip and remind chn

	-Stream (fenced off and not deep)	-Any Child	-At least one member of staff at each area of the play park to help chn use the apparatus safely. Large slide 'closed' if wet	LOW	on site
	-Injuries due to physical activity in play park	-Any child	Inhalers to be taken in first aid bags	LOW	-Each class will take their First Aid bag, mobile phone and parent contact numbers as usual
	Occurrence of asthma	Children with asthma		Low	Personalised and labeled medication bags taken in First Aid Bags

