

# BLIGH'S LANE NURSERY SCHOOL

## EDUCATIONAL VISITS POLICY



Signed: Charles E. O'Donnell (BOG Chair)  
Luella Ann (Principal)  
Date: 17/3/25  
Review Due: March '28

## **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' (updated with Covid Guidelines in Oct 2021 but policy remains same). 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.

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## **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.

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|  | <p>-Stream (fenced off and not deep)</p> <p>-Injuries due to physical activity in play park</p> <p>Occurrence of asthma</p> | <p>-Any Child</p> <p>-Any child</p> <p>Children with asthma</p> | <p>-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</p> <p>Inhalers to be taken in first aid bags</p> | <p>LOW</p> <p>LOW</p> <p>LOW</p> | <p>-Staff will talk about the dangers of water before the trip and remind chn on site</p> <p>-Each class will take their First Aid bag, mobile phone and parent contact numbers as usual</p> <p>Personalised and labeled medication bags taken in First Aid Bags</p> |
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