



Educational Visits Policy

*Children's House and Rachel Keeling Nursery School
Federation*

Summer 2024

Review date Summer 2026

Rationale

At Children's House and Rachel Keeling Nursery Schools we understand the value of well planned, meaningful trips for families and children. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through first hand experiences.

Guidelines

The organisation of an educational visit is crucial to its success. With careful organisation a visit provides a rich learning experience for the children and the parents who accompany us on our visits.

The following guidelines support the planning and implementation of educational visits organised at Children's House and Rachel Keeling Nursery Schools to ensure that they are above all safe and enjoyable learning experiences.



Leadership Team

The Leadership Teams at both schools will endeavour to ensure that:

- They have appointed a suitable group leader;
- The risk assessment is complete and that it is safe to make the visit;
- The group leader has relevant skills, qualifications and knows the location of the visit;
- All practitioners on the visit have up to date Enhanced DBS clearance;
- There is access to a qualified first aider;
- Parents have signed the letter giving consent;
- Arrangements have been made for all the medical needs and special educational needs of all the children;
- The mode of travel is appropriate;
- Travel times out and back are known;
- They have the address and phone number of the visit's venue and have a contact name;
- They have the names of all the children, adults and pupils in the travelling group.

Before the Visit the Group Leader should:

- Inform the Leadership Team of their planned visit;
- Ensure they have visited the venue where possible to enable them to complete a risk assessment;
- If a whole day visit, inform and invite all families of children selected for the trip by letter, email or telephone, detailing where they plan to visit, the mode of transport and lunch arrangements;
- Undertake and complete a comprehensive risk assessment, detailing potential risks, safety measures to minimise these risks, emergency procedures and adult: child ratios (1:2);
- Collate their register and medication list for the visit;
- Fully brief their colleagues/volunteers who are accompanying them on the visit of the expectations and code of conduct;
- Brief the parents and children on the day of the visit about the day and the risk assessment, expectations and code of conduct;

- The Group Leader must ensure the Leadership Team has the risk assessment, copy of letter sent to families and copy of the register the day before the planned visit.

During the Visit

- The Group Leader will ensure the accurate completion of the register before, during and after the trip;
- The Group Leader will ensure they have a first aid pouch and medication for the group;
- The Group Leader and assistant must ensure children are wearing a hi vis school vest;
- The Group Leader and assistant will have regard to the health and safety of the group at all times, conducting regular head counts during the visit;
- The Group Leader will ensure all adults and children are fully briefed about meet up points and what to do if they get separated from the group;
- The Group Leader and assistant may decide to change details of the visit or curtail it if they deem it is in the best interests of the children;
- Parents may support the adult: child ratio;
- Any children in buggies must be carefully strapped in or removed when travelling up or down escalators and stairs;
- The Group Leader and assistant will endeavour to photograph and film, where appropriate, some of the experiences of the group to use afterwards to document the visit;
- The Group Leader and assistant will inform the Leadership Team of any accidents or injuries to the group during the visit.

After the Visit

- The Group Leader and assistant will ensure all completed registers return to school;
- The Group Leader and assistant will ensure any children who return to school unaccompanied are supported to re-join their classes;
- The Group Leader will ensure children have the opportunity to reflect on their visit, possibly looking at photographs, films and other artefacts related to the day. Children will be provided with sufficient time to respond and adults will support them to make marks and record their thoughts in an appropriate and meaningful way. This documentation will be put in the child's Special Book and may form part of a display, a book, appear on our website, Twitter feed or our school blog.

Sample letter and risk assessment attached.



SAMPLE LETTER

Dear Parents/Carers,

Trip on the cable cars from The Royal Docks to The Greenwich Peninsula

4 May 2024

You and your child have been chosen and are invited to experience travelling on the cable cars on 4 May 2024. We will be travelling on the underground, the DLR and the Emirates cable cars to The Greenwich Peninsula. A full risk assessment has been undertaken. There will be two members of staff and at least two parent volunteers with no more than eight children. Please join us and accompany your child on this trip to help further support their learning and enjoy a wonderful day out. We will be leaving by 9.30am and returning no later than 3pm.

Please ensure your child has the following:

- Small backpack (please write their name inside their backpack);
- Packed lunch (please ensure the lunch is healthy and no nuts or glass bottles);
- Footwear suitable for walking;
- Light rain coat in case it rains!

Please return the reply slip below as soon as possible. Should you have any questions please see Shamsad who is the Group Leader for the trip.

Many thanks,

Becky Dolamore

Executive Head Teacher

.....

Please return this slip as soon as possible to Shamsad.

Child's name;.....

Please delete as appropriate.

I give consent for my child to travel on the cable cars from The Royal Docks to The Greenwich Peninsula

I will/ will not be able to come with my child to travel on the cable cars from The Royal Docks to The Greenwich Peninsula

Date:..... Signature:

RISK ASSESSMENT

Educational Visit: Cable Cars from The Royal Docks to The Greenwich Peninsula May 2024

| Hazard | Risk | Who is at risk | Level of risk | Action required |
|--|--|-----------------|---------------|--|
| Traffic on road outside school | Getting knocked over/killed | Children/ adult | Low to medium | Staff are aware of the need to hold childrens' hands at all times. 1 adult to two children at all times. |
| Crossing roads | Getting knocked over/killed | Children/ adult | Low to medium | Staff are aware of the need to hold childrens' hands at all times. 1 adult to two children at all times |
| Going up and down escalator at tube stations | Tripping | Children/ adult | Low to medium | Children holding onto adults' hands at the escalators. |
| Getting on and off the cable cars | Trapped in the door/ falling over. | Children/ Adult | Low to medium | Ensure children are sitting down in the cable car. |
| Children in unfamiliar place | Losing member of group | Children | Low to medium | Good adult/child ratio (one adult to every two children). Group to stay together. Staff to explain to children the importance of staying together. |
| Child messes her/himself | Other children lost while adult attends to messy child | Children | Low to medium | Agreement that one member of staff should deal with a child, leaving other staff and parents responsible for the remainder of the group. Staff to keep one change of clothing plus first aid resources with them. |
| Child unwell | Illness made worse by not acting promptly | Children/ adult | Low to medium | Staff to be aware of any known conditions the group have (e.g. asthma, allergies) and appropriate medication taken on visit. Staff have mobile phones to call emergency services/school. Staff to be aware that if a child becomes ill and has to be taken to hospital, a member of staff would need to go with the child, and the adult/child ratio of remaining group would be reduced. Similarly if an adult became ill. If necessary school to be contacted so member of staff can go to group and help bring them back to school. |

Additional safety measures

1. Parents have signed forms giving permission for children to travel on the Cable Cars.
2. Staff have mobile phones, first aid kits, medication for children with medical needs.
3. Staff to talk through risk assessment with parents.
4. Leadership Team to talk with nursery staff before visit to clearly explain procedures that need to be carried out.