

Educational Visits Policy

Designated Senior Person for Educational Visits (Local Nursery Visits): Miss Debbie Lopez

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This policy is reviewed on an annual basis

Annual Policy reviewed by: Miss Debbie Lopez: **September 2021**

Next date of Annual Review: **July 2022**

Signed: Miss D Lopez

SCOPE

Rolfes Nursery School is committed to providing school visits as a positive tool to enhance and develop the building of a sense of community, individuals and stimulating pupils. Bringing imaginations and learning to life, and providing an experience of the local and wider world to our pupils as they begin their learning journey. This involves guiding children to make sense of their world and their community through opportunities to explore, observe and find out about people, places, technology, and the environment. This enables Rolfes children to learn their environments and express their opinions, feelings and connections to the real world making their own links to everyday events. Each child is allocated a key person, class teacher who will support each child to take part in school educational visits providing essential skills for the child's future.

STATEMENT OF INTENT

Rolfes children derive a great deal of educational benefits from taking part in off-site activities. In doing so, they have the opportunity to undergo experiences not available in the classroom or on the school premises. Such activities help to develop a pupil's investigative skills and longer activities/visits in particular encourage greater independence.

During each child's second year at Rolfes Nursery School, parents are invited to take part in the school trips or help with a school charity event. Newsletters are prepared throughout the term, informing parents of events and updating them with current information. The website is kept up to date and contains current information for parents. Working to engage children and families with the wider community.

A child may only leave the school to premises who has been given permission by the parent. The permission must be given to the school in writing. We file all "permission forms for educational visits" in a folder in the school office.

Risk assessment arrangements vary, depending on whether the visit / activity takes place within or outside the 'School Learning Area'.

All school employees have a responsibility to:

- Take reasonable care of their own and others' health and safety
- Complete a risk assessment proforma and submit for approval to our Head or Deputy Head
- Carry out activities in accordance with current guidance
- Inform the employer of any serious risk

This policy is designed to help staff to ensure that pupils stay safe and healthy on all off-site activities. This document has been produced to offer school staff advice and support in the planning and organising of these activities.

IMPLEMENTATION

These risks are managed by a combination of the following:

- The Risk assessment (new proforma) must be completed and handed to Head, Deputy for approval at least two weeks before the trip.
- There will always be the appropriate staff: pupil ratio.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Each child has been educated and have practiced standard techniques for road crossings in a group.
 - All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
 - Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
 - Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
 - Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A Visit Leaders mobile is taken with each group including the first aid bag.

ROLES AND RESPONSIBILITIES

The Educational Visits Coordinator (EVC) is Miss Debbie who will support Rolfe's Nursery School with educational visits and learning outside the classroom activities. The EVC is the first point of contact for advice on visit related matters. The Head, Miss Elstob, will approve final visit plans. The EVC sets up and manages the educational visits and ensures it covers current guidance.

Visit leaders are responsible for the planning of their visits, and for entering these on a risk assessment (new proforma). They should obtain outline permission for a visit from the Head of School prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. Visit leaders are responsible for: - adding the event to the school diary - informing Head of School of the event.