



Wetherby Kensington  
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# Educational Visits and Journeys Policy for EYFS

**Policy reviewed by:** Lauren Vallely

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**Reviewer's Signature:** *Lauren Vallely*

**Head Teacher's Signature:** *Helen Lienes*

**Circulation:** This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



## **Wetherby Kensington**

### **Educational Visits and Journeys Policy for EYFS (Reception)**

This policy works in conjunction with the Alpha Plus document 'Guidance for Off-Site Visits and Related Activities' and the whole school Educational Visits and Journeys Policy.

#### **Introduction**

Wetherby Kensington places high value on the place and purpose of educational visits, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. At Wetherby Kensington we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

At Wetherby Kensington we take the boys to a number of off-site venues for gym, games, swimming, church services, concerts, plays and other recreational activities. We also take the boys to a number of sports fixtures which are held at a variety of venues. They also play an important part of daily life of Wetherby Kensington.

#### **Purposes**

This policy is a companion document to the 'Educational Visits and Journeys Policy' and is intended to be read by staff in conjunction with that policy. Taken together, the two documents provide a framework which gives the detailed requirements for taking the pupils in the EYFS (Reception) setting on educational visits and to other external venues (journeys). Evidence of both policies needs to be seen in operation.

At Wetherby Kensington we aim to enhance the first-hand experiences of all pupils by providing opportunities for day and residential visits. These support the social, moral, physical and academic needs of the pupils. We recognise the considerable contribution that such visits can bring to pupils in terms of their social and personal development and their confidence in managing the safety and well-being of themselves and others outside the confines of the school. Additionally, it is recognised that educational visits and journeys offer significant opportunities to build upon and enrich work undertaken within the taught curriculum. Educational visits provide a powerful route to the 'Every Child Matters' outcomes, in particular enjoying and achieving, staying safe and being healthy.

The organisation of an educational visit is crucial to its success. The safety of children and staff is always the overriding priority. With rigorous organisation and control the visit should provide a rich learning experience for the children. The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned when organising an educational visit.

Any educational visit or journey undertaken by Wetherby Kensington always has the education of the boys at the heart of what we do. All educational visits and journeys

are always thoroughly planned and the welfare, health and safety of all of the boys is paramount.

### **Communication with Parents and Parental Consent**

At the start of the autumn term, Reception parents are invited to an annual curriculum meeting when the aims of the year's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor activities will be briefly explained. A letter will be sent out in advance informing parents of any off-site activities. This letter will explain all of the details about the educational visit/journey and will include a section for parental consent.

We require written consent every time that we take pupils on an educational visit. This parental consent will be sent well in advance of the trip and should be returned to the class teacher at least three working days before the visit. The class teacher will give these documents to the visit leader who will send them to the Educational Visits Co-ordinator (EVC) for approval. These will then be stored in the Educational Visits Consent Forms folder in the school office.

When a child starts at Wetherby Kensington in Reception there is a generic parental consent form that the parents complete. This gives permission for their child to go off-site to be educated, such as games.

If parents withhold consent the child should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible.

### **The Prevent Duty**

As part of Wetherby Kensington's ongoing safeguarding and child protection duties, we are fully behind the Government's Prevent Duty. Please refer to our Safeguarding Policy for further information.

### **Spiritual, Moral, Social and Cultural Education**

We recognise that the spiritual, moral, social and cultural, (SMSC) element of pupils' education is crucial to their development as individuals, allowing them to take their rightful place in their community as local, national and global citizens. SMSC is about the values students are encouraged to hold and their attitude towards learning, knowledge and society. Through 'SMSC' we seek to develop attitudes and values that will enable students to become responsible and active members of society. We are committed to the SMSC development of all students at Wetherby Kensington.

### **Fundamental British Values**

The DfE have recently reinforced the need 'to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.'

The Government set out its definition of British values in the 2011 Prevent Strategy and these values are revised when necessary. At Wetherby Kensington these values

are reinforced regularly across all areas of the curriculum and the day to day life of the school. Please refer to the document: Promoting Fundamental British Values at Wetherby Kensington.

### **Organising a Visit/Journey in EYFS (Reception)**

The organisation of an educational visit is crucial to its success. The safety of pupils and staff is always the overriding priority. With rigorous organisation and control the visit should provide a rich learning experience for the children. The role of the Headmistress, the EVC, the visit leader and other staff remains the same in EYFS outings. These roles can be seen in the Educational Visits and Journeys Policy.

It is important that the visit leader/member of staff speaks to other adults involved in the visit and ensures the following instructions are followed:

- Ensure they co-operate with the visit leader/member of staff and follow the instructions given to them
- Carry a list/register of all group members
- Regularly check that the entire group is present
- Have the means to contact the visit leader/other supervisors if needing help
- Clearly understand the emergency procedures and be able to carry them out
- Have appropriate access to first aid
- Ensure pupils use the loo in pairs and they wait outside
- Follows the crisis management protocol, when necessary

Other adults are extremely useful on visits/journeys in view of very high staff ratios; but if they are used, the visit needs to be structured to ensure that they cannot be left in sole charge of early years children, unless they possess an enhanced DBS check and the relevant level 3 statutory qualification (as defined by the Children's Workforce Council).

### **Ratios**

We operate a staffing ratio of 1:2-4 or lower depending on the type of educational visit/journey. We frequently invite parents/carers on our educational visits.

### **Head Counts**

The visit leader/member of staff conducts a head count of the pupils at the following times:

- Before leaving school
- On sitting down on the coach
- On arrival at the destination
- During the educational visit/journey
- On leaving the destination
- On arrival back at school

When walking, pupils will walk in pairs with one adult at the front, one in the middle and one at the back. Pupils are reminded about basic road safety and the expected standards of behaviour. When pupils travel by coach, a member of staff will check that all pupils are sitting properly and wearing their seat belts.

## **Crisis Management Protocol**

As a school we are fully aware that each trip carries a number of risks. We put into place many procedures to minimise these risks, however on some occasions it may not always be possible to prevent something that is beyond our control happening. Alpha Plus has issued Wetherby Kensington with a Crisis Management Protocol. All staff have been trained in what to do in case of a crisis and any accompanying parents on trips will have this protocol explained to them. All staff will carry a copy of an outline of the crisis management protocol in their off-site folders and there will also be a copy of this in the trip documentation.

Please refer to: Crisis Management Protocol

## **Losing a Child**

In the unlikely event that a child appears to be missing the visit leader/member of staff should follow the crisis management procedures. The visit leader/member of staff should do the following once crisis management procedures have been put into place:

### **To ensure safety on school trips/journeys the following measures must be taken:**

- All children have to have a trip consent form before being allowed on a trip. These are held in the school office.
- All children have to have had the relevant parts on their joining papers signed before being allowed on a journey. These are kept in the boys' individual files.
- Contact details for parents/carers to be taken on the trip/journey so that they can be contacted in an emergency. The visit leader/member of staff will have a copy of these and will ensure class teachers have them as well.
- On trips away, children will be divided into groups. The arrangement of the groups will be decided by the nature of the trip.
- Each adult in charge of a group will have details of the boys they are responsible for.
- The boys will be given details of the adult who is responsible for them, including their name.
- All boys will be told to stay with the adult and not to stray or go anywhere unaccompanied. If they need the loo they must ask and be taken with the group by the adult in charge.
- On educational visits, the boys will be given wristbands with the setting's name and contact number on them.
- The boys will be told what to do if they become separated from the group. This will depend on the nature of the trip being taken but in general it will involve telling the children to:
  - i) Stay where they are as someone will come back to look for them
  - ii) Look around to see if they can see the group or another group from the school
  - iii) Not to go with anyone even if they tell you they know where to find the teacher or adult they were with.
- A regular headcount will be taken of the group.

What to do if a child is lost:

- Stay calm and ensure the visit leader/member of staff is aware of the situation
- The group will stay still and keep together. Two adults will stay with the group and a minimum of two adults will immediately start searching for the missing child
- If the child is still missing after five minutes the staff on site will be informed, Wetherby Kensington will be contacted and the Police will be called
- The visit leader will be prepared to give the following information:
  1. The visit leader's name
  2. What has happened
  3. Name, age and address of the child
  4. Time of the incident
  5. Any special medical or learning needs
- Wetherby Kensington will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child. They will also inform Alpha Plus (020 7487 6000 – Liz Francis) and Adrian Langan (07810 820 312).
- A search will continue to happen after calling the police and the school
- The teacher/adult involved will complete an incident form as fully as possible
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child divulged to any such person
- Legal liability should not be discussed with or admitted to anyone

The boys will be told the following information should they become separated from their group:

- i) Stay where they are as someone will come back to look for them
- ii) Look around to see if they can see the group or another group from the school
- iii) Not to go with anyone even if they tell you they know where to find the teacher or adult they were with.

### **Emergency Procedures**

In the event of a serious accident resulting in death or injury of one or more of the pupils or staff, the priority should be to summon the emergency services and arrange for medical attention for the injured and then contact Wetherby Kensington as soon as possible. The procedures in the Alpha Plus Business Continuity Plan will then be followed.

Communication with the media should be left to the Headmistress and Alpha Plus. The visit leader should refer the media to Alpha Plus.

Refer to: Alpha Plus Crisis Management Protocol and Alpha Plus Business Continuity Plan

## **Exploratory Visit for an Educational Visit**

It is essential that the visit leader undertakes an exploratory visit. The visit leader should:

- Ensure that the venue is suitable to meet the aims and objectives of the educational visit
- Access potential areas of risk
- Ensure that the venue can cater for the needs of the staff and the pupils in the group
- Ensure that they are familiar with the area before taking a party of children
- Any other factors that may help them in the planning of the visit

## **First Aid**

Some members of staff at Wetherby Kensington are first aid trained. This is reviewed annually. A first aid bag is taken with the group on the visit. The first aid bags are checked on a regular basis. On all EYFS (Reception) visits there will be at least one person who is paediatric first aid trained.

All staff involved in educational visits/journeys should be aware of any medical issues regarding the children. Medicines relating to particular children and information regarding administration should be given to the designated member of staff.

Any accident must be recorded on an Incident Form and any other health issue related to the parents.

## **Transport**

At Wetherby Kensington we do not use private cars to transport pupils, as they will not be covered under the school's insurance. Records are kept about the coaches used, including insurance details and a list of the named drivers.

Refer to: Educational Visits and Journeys Policy

## **Delays**

The visit leader/member of staff will ring Wetherby Kensington if there is any delay. The parents will then be informed.

## **Insurance**

The proprietors, the Alpha Plus Group, hold extensive Public Liability Insurance to cover the risks associated with all off-site educational activities.

Refer to: Educational Visits and Journeys Policy

## **Children with SEND and medical needs**

Pupils with SEND and medical needs will not be excluded from educational visits/journeys, provided that the safety of the group is not jeopardised. Any

problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios.

The visit leader/member of staff should have summary sheets containing details of the pupil/pupils' needs. Where necessary the visit leader/member of staff should discuss the visit with parents of those children with needs and the Head of Learning Support to ensure that sufficient support is in place.

### **Equal Opportunities**

Every effort will be made to ensure that all educational visits are available and accessible to all who wish to participate, irrespective of race, religion, ethnicity, social background or disability

Refer to: Wetherby Kensington Equal Opportunities Policy

### **Evaluation**

An evaluation of the educational visit should be made within a reasonable time and discussed with the staff/adults concerned. After consultation any issues should be addressed, resolved and noted. Pupils can also be involved in this process. An evaluation form should be completed and handed to the EVC. This will then be placed in the trips file.

It is not necessary to complete an evaluation of each journey. Should there be any welfare, health and safety concerns they should be reported immediately.

### **Other information**

The Government have published new guidance on health and safety on school trips. The new guidance replaces Health and Safety: Responsibilities and Powers (2001) and Health and Safety on Educational Visits (1998). The new guidance appears to contradict the general requirements under health and safety law to assess significant risks to employees and others.

As a school we will follow current practice and not current guidance given by the government.

After reviewing all of the new documentation, we have decided to complete all necessary paperwork as we have done prior to the new documentation being released.

**This policy will be reviewed annually**

## APPENDIX 1

XX September 2021

Dear Parents,

### **Educational Visits 2021 / 2022**

This academic year the boys will be taken on many educational visits that support teaching and learning within the classroom. There will be no extra cost for these educational day visits. The boys may be taken to places such as the Science Museum, the Natural History Museum, the Golden Hinde and Hampton Court. The boys will also use off-site facilities for gym, games, swimming, church services, concerts, plays and other recreational activities. Sports fixtures will also be off-site.

By law, we require your permission to take your son on these educational visits and for them to be able to use these off-site facilities. The consent forms attached to this letter will apply to all educational visits your son will take part in throughout the year. It will also cover fixtures, clubs and recreational activities off-site, such as gym and swimming. All residential trips (Year 3 only) and visits involving adventure activities will require a separate consent form which will be sent to you before the trip. Whilst this may appear excessive, all schools are required to ask parents to give their consent for school trips such as these.

Please complete and return the attached form which will cover all educational visits and off-site recreational activities for this academic year. They should be returned to your son's form teacher by **XXXXday XX September 2021**.

For all Reception visits, it is a requirement by law to have written permission from parents for every trip the boys take part in. Therefore when you receive a letter about an educational visit, there will be a section to sign and return to your son's form teacher that gives permission for your son to attend the outing.

If you have any questions or are concerned about any of the educational visits or events that are taking place please do not hesitate to contact me.

Thank you for your time in completing these forms.

Yours sincerely,



Miss Milnes  
Headmistress

## APPENDIX 2

I do hereby solemnly swear that I have legal custody of the aforementioned minor child.

I grant my authorisation and consent for staff members of Wetherby Kensington (hereafter "supervising adult") to administer general first aid treatment for any minor injuries or illnesses experienced by the minor. If the injury or illness is life threatening or in need of emergency treatment, I authorise the supervising adult to summon any and all professional emergency personnel to attend, transport and treat the participant and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practise in the country / state in which such treatment is to occur.

It is understood that this authorisation is given in advance of any such medical treatment, but is given to provide authority and power on the part of the supervising adult in the exercise of his / her best judgment upon the advice of any such medical or emergency personnel.

I understand that my son will be subject to the normal school rules of behaviour throughout the visit. I agree to him following the guidance on health and safety given either by a member of staff or by an instructor at the activity centre at all times. I accept that where his disregard for the code of behaviour either causes danger to himself and to others, or offence to the local customs or is a serious breach of school discipline, he may be sent home forthwith at our expense.

**Having read all the information provided, I agree to my child taking part educational visits, fixtures, day trips and off-site recreational activities during the 2021/2022 academic year.**

I am aware of the insurance provision in place for school visits and journeys. This can be found on the school website: [www.wetherby-kensington.co.uk](http://www.wetherby-kensington.co.uk)

I understand that separate consent will be requested for the boys in Reception when they take part in an educational visit. I understand that separate consent will be requested for adventure activities and residential visits (Year 3 only).

I \_\_\_\_\_ give permission for my  
son \_\_\_\_\_ in class \_\_\_\_\_ to take part in educational  
visits, fixtures, day trips and off-site recreational activities during the 2021/2022 academic  
year.

Signature of parent / carer: \_\_\_\_\_

Date: \_\_\_\_\_

### **APPENDIX 3**

#### **SCHOOL TRIP/OFF-SITE ACTIVITIES PERMISSION**

There will be occasions when classes are taken on a school trip, or have off-site gym/swimming lessons as part of the normal school timetable. If you are in agreement with your son participating in such outings during his time at Wetherby, please could you sign the form below and return it to me.

We give our permission for our son to be taken on a school trip or off-site for lessons that may be arranged as part of or instead of the normal school timetable, during his time at Wetherby Kensington.

**Signature of both parents:** \_\_\_\_\_