



Wetherby School
Little Wetherby and Reception
19 Pembridge Villas
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Wetherby School
Years 1, 2 and 3
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Educational Visits and Journeys Policy for EYFS

14d School journeys – Safety and supervision on school journeys

Policy reviewed by: Beverley Gill

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Next review date: June 2022

Reviewer's Signature: 

Head Teacher's Signature: 

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 School; 'parents' refers to parents, guardians and carers.



Wetherby School

Educational Visits and Journeys Policy for EYFS (Little Wetherby and Reception)

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

Introduction

Wetherby School places high value on the role and purpose of educational visits, including for the very youngest pupils. We recognise that educational trips provide a unique opportunity to enhance the curriculum and to extend and support class based work. At Wetherby School 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 School 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 that are held at a variety of venues. They also play an important part of daily life of Wetherby School.

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 that gives the detailed requirements for taking the pupils in the EYFS (Reception and Little Wetherby) setting on educational visits and to other external venues (journeys). Evidence of both policies needs to be seen in operation.

At Wetherby School 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 School 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.

In Reception, 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 collate these documents and inform the visit leader when he/she has all of them. The Educational Visits Co-ordinator (EVC) will then be informed and check that all parents have given consent.

In Little Wetherby, the parents will also have to provide written consent before any pupils are taken off the school's premises.

When a child starts at Wetherby School 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 to 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.

Organising a Visit/Journey in EYFS (Reception and Little Wetherby)

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 Headmaster, 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.

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 School 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.

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 School as soon as possible. The procedures in the **Crisis Management and Emergency Procedures Policy** will then be followed.

Communication with the media should be left to the Headmaster and Alpha Plus. The Group Leader should refer the media to Alpha Plus.

Refer to: **Crisis Management and Emergency Procedures Policy**

First Aid

Some members of staff at Wetherby School 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 and Little Wetherby) 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 Accident Form and any other health issue related to the parents.

Delays

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

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 group leader/member of staff should have summary sheets containing details of the pupil/pupils' needs. Where necessary the group 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.

Evaluation

An evaluation of the educational visit should be made on Evolve within a reasonable time and discussed with the staff/adults concerned. After consultation any issues should be addressed, resolved and noted.

Should there be any welfare, health and safety concerns they should be reported immediately.

Other information

All Wetherby trips are conducted in accordance with the Alpha Plus Educational Visits Guidance and National Guidance.

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 Salt
Assistant Head (Wellbeing and Co-Curricular)

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 School (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.wetherbyschool.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 School.

Signature of both parents: _____