

EYFS School Outings Policy

Rationale

In line with the School's Mission Statement we aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

Introduction

Nursery follows the whole school policy on the procedures and organisation of school trips. We always assess the risks or hazards associated with any school trip and identify steps to remove, reduce or manage any potential risks. Children will not be taken on any school trip deemed unsafe. Adult to child ratios are always looked at carefully in order to ensure maximum safety.

The main outing of the year, for all nursery school children regardless of the sessions they attend, takes place in the Summer Term. We aim to provide at least 2 other experiences for Cygnets and Swans throughout the year. These include visitors or workshops in school, 'Wow days' in Nursery e.g. Diwali Day or a local outing.

Organisation

A risk assessment is completed before every trip outside of the school premises. The assessment carefully considers the adult to staff ratio, ensuring there is a minimum of 1:3 adults available to accompany the children. We are unable to accommodate children not attending the Nursery.

Prior to the trip, each adult staff/parent/carer shall be given a list of names of children allocated to them. The Head of EYFS will also keep copies of these with her throughout the trip.

The Head of EYFS will give a Safety Brief to all accompanying adults outlining key points from the risk assessment taken, any safety precautions being taken and reminders of safeguarding regulations. All adults accompanying children will have undergone DBS checks.

Immediately prior to the trip, it is the responsibility of the Head of EYFS to ensure that a register is taken. The Head of EYFS will keep a list of all children who are going on the trip along with emergency contact numbers.

The following items shall be taken on all trips:

- Mobile phone/emergency contact numbers
- Medication for children who have specific health needs e.g. Inhalers, Epipens

- Comprehensive first aid box
- Boxes of tissues
- Baby wipes
- Several changes of clothing
- Sun hats (if appropriate)

The Head of EYFS will ensure that the seating arrangements comply with recent legislation. Children shall not be allowed to sit on the front seats of the coach, nor next to an emergency exit. All children must be encouraged to remain seated throughout the journey, and strapped in. All vehicles used in an educational visit, and the drivers of those vehicles, will be adequately insured.

The trip leader will be responsible for counting the children on and off the bus to and from the destination.

Two qualified Paediatric First Aiders are always present on all Nursery outings.

Links to other policies:

School Trips and Visits Policy

Review

This policy was reviewed by the Head of EYFS, August 2019.