

Holy Rosary Nursery
School



Educational Visits Policy

Ratified by Board of Governors: September 2019
Reviewed: September 2022
Next Review: September 2025

INTRODUCTION

Off-site visits are activities arranged by Holy Rosary Nursery School, which take place outside the Nursery School grounds. The principal and staff believe that off-site activities can supplement and enrich the curriculum of the Pre School by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all children at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

AIMS

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our children;
- provide a wider range of experiences for our children than could be provided on the Nursery School site alone;
- promote the independence of our children as learners and enable them to grow and develop in new learning environments.

Risk Assessment will be carried out by the Principal prior to the visit and first aid equipment will be taken on the day. We will ask parents/carers to give consent in advance of such outings and will offer opportunities for parents/ carers to accompany their child and the Nursery School Staff on some of the outings.

The Principal and staff are involved in the planning and management of off-site visits.

The Principal will:

- ensure that risk assessments are completed;
- assign competent staff to lead and help with trips;
- organise related staff training;
- make sure that all necessary permissions and medical information are obtained;
- keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example the library).

All off-site activities must take place in accordance with the EA's instructions.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment

RISK ASSESSMENT

A comprehensive risk assessment is carried out by the principal before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?

- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the principal should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety.

COMMUNICATION WITH PARENTS

The parents of children taking part in an off-site activity will be informed by letter about the nature of the trip, the format of the session or day, the expected departure and arrival times and, if applicable, the eating arrangements in advance. Parents **must give their permission** and relevant medical information before a child can be involved in any off-site activities.

FURTHER HEALTH & SAFETY CONSIDERATIONS

All adults (including parental volunteers) accompanying a party must be made aware, by the principal of the procedures which will apply. The Principal will provide each adult with a copy of the risk assessment.

The safety of the party, and especially the children, is of paramount importance. During the activity the principal must take whatever steps are necessary to ensure that safety. This involves taking note of any information previously provided by medical registration forms, or updates through the trip consent form, and ensuring that children are both safe and well looked after at all times.

VISIT PLAN

The visit plan for intended educational visits must include the following:

- principal and teacher acquaint themselves with the place to be visited beforehand;
- risk assessment;
- general information;
- travel schedule;
- full plan of activities including educational objectives;
- intended arrangements for supervision;
- first-aid boxes and permitted medications e.g. inhalers, Epi-pens or individual prescribed medicines.
- additional clothing for children in case of intimate care needs.
- a list of names, addresses and emergency telephone numbers will be taken by principal or in her absence the teacher in charge
- principal and teacher will carry a mobile phone.

OPERATIONAL PROCEDURES FOR OUTINGS

The same standard of care and interaction with the children is expected of staff and volunteers on outings.

- The staff's prime responsibility on outings is to ensure the safety of the children.
- However, they will be expected to balance this responsibility with ensuring that children have the maximum opportunity to experience and explore new environments, to socialise and to have fun.
- The children will have been informed as to what constitutes reasonable behaviour when out of the setting, and be expected to follow Nursery expectations of appropriate conduct.

EXTRA ADULTS

Parents and/or known volunteers will be invited to join some trips - the exact number will depend on the nature of the trip and there will be at least 1 adult for every 4 children, in accordance with the guidance issued by the Department of Education.

In line with new DE Guidelines adults that support schools during trips/activities, where they are under constant supervision by permanent members of school staff, no longer need to complete Access NI Disclosure applications. Staff are fully aware that volunteers should not, at any point, be alone with children and without supervision. If it is known in advance that this were to be the case then Disclosures would have been sought in advance.

All parents/volunteers will be briefed about the nature of their responsibilities before the trip by the Principal.

PROCEDURES SHOULD A CHILD BE LOST ON AN OUTING

- If the nursery school's policies and procedures are being observed the likelihood of a child being lost is small. Very occasionally a child may become separated from the group on an outing or become lost.

With careful planning and co-operative working amongst staff, children should not be out of sight of an adult during an outing. Each adult can account for their key children at all times.

Class teachers should carry out a 'head count' of all children on a regular basis throughout a trip.

If it is realised that a child is no longer with the group, staff should look carefully all around without leaving the group.

Parent of child informed immediately.

The police will be informed and all the children will be returned to the Nursery School.

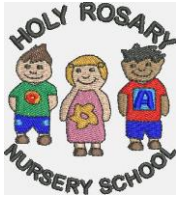
At the end of the day the Principal will complete an incident report.

The aims and principles of this Educational Visits Policy for Holy Rosary Nursery School have been agreed by the staff and endorsed by the Board of Governors. The policy will be reviewed and updated on a regular basis and in light of any changing guidance & legislation.

Ratified by Governors on: September 2019

Signed:

Review: September 2022



Holy Rosary Nursery School,
Sunnyside Crescent,
Belfast,
BT7 3DB

Dear Parents,

Thank you for volunteering to accompany us on our school trip to Streamvale Farm this coming Friday. Please find listed below some important points for your notice.

- Arrive at school no later than 9.00a.m.
- You will be allocated up to 4 specific children for your care
- Ensure they are with you or visible to you at all times even when within enclosed areas
- Do not let any child climb on to fences, gates or animal pens
- Remain with the main group the whole time - do not wander off on your own at any point
- You may take your own child to the toilet but you must ask a member of staff to take any other child/children in your care for Child Protection reasons.
- Discourage children from putting hands / fingers in mouth etc. after touching animals or eating
- Discourage children from kissing the animals
- Encourage lots of hand cleaning
- If you encounter any difficulties please tell a member of staff immediately
- Please be vigilant with the children when walking to and from the bus. **Walk** children along the path. **No running allowed.**
- Bring a packed lunch for yourself in addition to your child's sandwich.
- Return time will be 1pm approximately.

We hope you enjoy your day with us!