



**ST BERNARD'S PREPARATORY SCHOOL  
EARLY YEARS DEPARTMENT**

**EDUCATIONAL VISITS AND OFF-SITE  
ACTIVITIES APPENDIX**

**ADVENT 2018**

# **ST BERNARD'S PREPARATORY SCHOOL**

## **EARLY YEARS DEPARTMENT**

### **EYFS APPENDIX FOR EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES**

#### **Mission Statement**

**With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.**

**St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.**

#### **INTRODUCTION**

As part of our curriculum the children are taken for local walks, visits off the premises. Permission will be sought for children to be included in such outings. Children must be kept safe on outings.

Before undertaking any outing, a full risk assessment must be undertaken, which includes an assessment of the required adult: child ratios, and must take into account the nature of the outing, when deciding the ratios.

The child's parents must give prior written permission for the child to take part in outings.

The EYFS will inform parents whether a school vehicle, private passenger vehicle or public transport will be used.

Records must be kept about vehicles in which children are transported, including insurance details and a list of named drivers.

#### **PROCEDURES**

When taking a child on such a trip, outing or special event:

- St Bernard's Preparatory School will adhere to all child/carer ratios
- Staff members will divide the children into small groups
- Staff will take a register, a first aid kit and contact numbers with them
- Staff must take a school mobile phone, with contact numbers for parents of children on the outing
- Staff will take anything that is deemed necessary for the comfort of the trip
- All children will wear St Bernard's Preparatory School uniform unless different arrangements have been agreed by the Headmaster.
- The register will be taken before setting off, on arrival, halfway through the visit, before departure and again on arrival at the school
- The trip folder is to be updated before departure and the office is to be made aware exactly where the group is going (e.g. walk to the chapel)

We actively encourage the children to go on school outings; the educational benefits can enhance the curriculum and be of great benefit to the children. Also it gives them the opportunity to undergo experiences not available in the school. Outings help to develop a child's investigative skills and independence.

### **Senior staff**

Senior staff must ensure the health and safety of everyone in the group and act appropriately.

They should:

1. Follow the instructions of the group leader and help with control and discipline.
2. Consider stopping the visit or activity, notifying The Headmaster, if they think the risk to the Health and Safety of the children in their charge is unacceptable.
3. Be aware of any children who require closer supervision, such as children with special educational needs.

### **Early Years Workers**

Early Years Workers on the outing should be clear about their roles and responsibilities. They should:

1. Ensure the Health and Safety of everyone in their group.
2. Follow the instructions of their outings leader and help with control and discipline.
3. Inform the outings leader if concerned about the Health and Safety of the children at any time during the visit.

### **Parent/Carer Supervision**

Outings are an important and essential part of the Early Years Curriculum, and in order to make these possible we may require parents/carers to accompany us. For planned outings requiring parent/carers help, details of the outing will be sent to the parents. Permission slips will be obtained for the children and if the parent/carers can come on the outing. We can then ensure that the outing can take place with enough staff, parents and carers. Parents/ carers should be carefully selected and will be known to The Headmaster. All adults must understand their roles and responsibilities at all times.

### **Adult/ child Ratios**

We adhere to the correct child ratios for outings. For off-site activities, the ratios will usually recommend will be:

- Early Years Nursery - 1 adult for every 4 children;
- Early Years Reception – 1 adult for every 5 children.

### **Consent**

For planned outings written permission will be obtained. Failure to complete the form will mean that the child will not be able to attend the outing.

### **USE OF VEHICLES FOR OUTINGS**

When planning a trip or outing using vehicles, records of vehicles and drivers, including licenses, MOT certificates and business use insurance are checked.

If a vehicle is used for outings the following procedure will be followed:

1. Ensure seat belts, child seats and booster seats are used.
2. Ensure the maximum seating is not exceeded.
3. All children will be accompanied by a registered member of staff.
4. No child will be left in a vehicle unattended.
5. Care to be taken when getting into or out of a vehicle.

In the event of a child being lost, the lost child procedure will be followed.

Any incidents must be recorded in writing and reported to appropriate authorities if necessary.

### **CHECK LIST FOR AN OUTING**

1. Children in appropriate uniform if applicable.

2. Changing bag, nappies, disposable gloves etc. (if required)
3. Change of clothing for children.
4. Rubbish bags.
5. Lunch.
6. First aid kit (including any necessary medication/equipment for children with known allergies/ medical issues e.g. inhalers, epi-pens etc).
7. Contact phone numbers
8. Consent forms
9. Information pack about outing
10. Money
11. Camera
12. Risk Assessment sheet
13. Mobile phone

## **PLANNING OUTINGS**

### **Action Plan and outline proposal of visit.**

Proposals will include:

- The outings objectives.
- Date, venue and duration.
- How many children and staff ratios.
- Resources needed and cost.

### **Planning**

- Contact the venue to see if is suitable for a group of children?
- What dates they can accommodate a group of children?
- Who would lead the group and who would help supervise it?
- What is the cost and who would pay for the outing?
- Risk assessment and exploratory visit.

### **Outings Proposal**

- Meeting with the Headmaster/ Co-ordinator to discuss the details of the outing. This will include the proposed date, risk assessment, emergency procedures, transport, insurance, costs and staffing.

### **Risk Assessment**

The following factors should be taken into consideration when assessing the risks.

- The type of outing and the level at which it is being undertaken.
- The location, routes of travel and modes of transport.
- A first aider must always be present on any outing.
- The competence, experience and qualifications of the supervisory staff.
- The ratios of senior staff and carers to children.
- Seasonal conditions, weather and times of the visit.
- Emergency procedures.
- How to cope when a child becomes unable or unwilling to participate.
- The need to monitor the risks throughout the visit.

### **First Aid**

A first aider must always be present on any trip.

The minimum first-aid provision for an outing is;

*St Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

- A suitable stocked first aid box.
- A person appointed to be in charge of first aid arrangements.

Other considerations when considering first aid needs should include;

- The numbers in the group and the nature of the activity.
- The likely injuries and how effective first aid will be.
- The distance of the nearest hospital.

First aid should be available and accessible at all times.

### **Children with Special Educational needs**

Before the planned outing we would already be aware of the child's special need, therefore have an understanding of their limitations and problems that they may incur on the outing. Any issues we would consider whilst doing the risk assessment. We would take the following factors into consideration;

- Is the child capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the child to participate at a suitable level?
- Will additional/ different resources be necessary?
- Is the child able to follow and understand instructions?
- Will additional supervision be necessary?

### **SAFETY PROCEDURES FOR FARM VISITS**

Infections may arise from visits to farms and contact with animals. Important points of safety are as follows,

- Children who have handled animals must wash their hands thoroughly as soon as possible.
- Children should never kiss the animals.
- Regardless to whether the children have touched the animals, they must wash their hands thoroughly under running water after they have been with the animals, before they eat and when they leave the farm.
- Children must not put anything in their mouths, which have fallen onto the ground e.g. food, pencils/crayons.
- A waterproof dressing should cover cuts and grazes on children's hands.
- Children's shoes should be changed/cleaned after leaving the farm, and hands must be washed after doing so.
- The local Environmental Safety Officer (number in the telephone directory) should be contacted before the nursery visits any farms to check there have not been any recent incidents.

### **Monitoring and Review:**

- This appendix to the main policy will be subject to continuous monitoring, refinement and audit by the Headmaster.