

WINDLESHAM HOUSE SCHOOL

PROCEDURE: EVC PRE-PREP VISITS



Updated: March 2021

Procedure: 02-01k

Responsible Member of Staff: Deputy Head, Andy Nuttall

1) Purpose of Procedure

- a) Windlesham House School places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities that cannot be provided on site and can extend the knowledge and understanding of children in the Early Years.
- b) This policy has been produced in response to our concern for keeping the youngest members of our school safe whilst benefitting from such experiences.
- c) Considerable preparation is needed to take a group or very young children safely out of school in compliance with the regulations and we acknowledge the need for additional requirements for our EYFS children in accordance with the Statutory Framework for the EYFS. We do not take Pre-Prep children on overnight or foreign visits.
- d) The statutory framework for the EYFS reminds us: 'Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios'.
- e) This policy has been drawn up with regard to the following documents:
 - i) The Early Years Statutory Framework 2017
 - ii) ISI Handbook for the Inspection of Schools 2017

2) Supervision

Generous staffing levels, close supervision and proper clothing are essential for even the shortest excursions. For all walks within the enclosed school grounds, the children are supervised by their teacher and a teaching assistant who holds at least a Level 3 statutory qualification and is a paediatric first aider. The children are always briefed in advance about the visit and the expected standards of behaviour.

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3) Staff Ratios and Responsibility

We operate a staffing ratio of 1:5 for EYFS off site visits. There is always at least one qualified teacher, one of whom will have been designated in charge of the visit and one qualified teaching assistant, depending on the number of pupils on the outing. A paediatric first aider is present on all trips. Please note that any staff members who are also parents of children on a school trip cannot be counted in the supervision ratios.

4) Consent

We require parental consent in order to take any child off-site. We notify parents about these in our school calendar, termly letters and via email. We require consent, either written or by email, every time we take a child off-site. We are unable to take any child off-site without parental consent. A consent form will be sent out well in advance and must reach the school before the outing or visit.

5) Role of the Educational Visits Co-ordinator

The WHS EVC is responsible for approving all requests for visits.

6) Use of Private Cars

On occasion, private cars are used to provide transport for school trips. Where, in these circumstances, a member of staff transports pupils in their car, all the appropriate insurance cover checks will be made well in advance. EYFS children can only be transported in private cars that are fitted with special child seats and written permission has been sought from the parents.

7) School Minibuses

No one is allowed to drive the school minibuses unless he/she is a qualified minibus driver. For any minibus journey that involves EYFS children, there should always be a second member of staff on the bus.

8) During the Visit

Primary responsibility for the safe conduct of the visit rests with the teacher in charge. S/he has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather

conditions. She may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- a) Carrying out and recording head counts of the children leaving school, on getting on and off each form of transport, entering or leaving a venue (taking a record of children via photograph on camera or iPad and emailed to pre prep office).
- b) Checking that all pupils wear their seatbelts.
- c) Enforcing expected standards of behaviour.

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- d) Keeping account of all expenditure.
- e) Recording any accidents or near misses.

9) On Return From a Visit

Each teacher in charge is asked to provide a verbal evaluation of the visit, reports of accidents and near misses on return to school. Personal observations and lessons learned are always valuable. The group leader should return all school property, together with a report of any lost or damaged property.

10) Expenditure

The teacher in charge is responsible for producing a schedule of all expenditure for the trip.