

## **Educational Visits EYFS (HSG 6a P3 ISI 14d)**

### **Appendix to HSG6 Educational Visits Policy**

#### **Statement of intent**

Taking children out of their usual setting can provide them with enriching learning experiences. Ensuring that children have opportunities to visit a community venue will provide them with important first hand experiences that will support topic work undertaken within the EYFS. Any EYFS trip will always have at least one member of staff who holds a paediatric first aid qualification accompanying them at all times.

#### **Planning for outings**

Before taking children on a visit, first consider where you are going and why, how you are going to get there and what you will do when you get to the venue. Consider what you expect the children to gain and learn from the visit and how you might follow up with further activities. Visit the venue well in advance and explore what planned opportunities are available. If available, collect the venues own risk assessments.

**The Statutory Framework for the Early Years Foundation Stage** sets out the following guidance for Outings: Children must be kept safe while on outings, and providers must obtain written parental permission for children to take part in outings. At least one member of staff who holds a paediatric first aid qualification will always accompany pupils on any outing. 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. The risk assessment does not necessarily need to be in writing; this is for providers to judge. Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.

#### **Safety procedures for outings**

- Staff carry out a risk assessment prior to the visit, identifying any potential hazards. Most venues will have their own risk assessments and can make these available. These must then incorporate the journey to and from the venue and any specific needs of children and risks to the group.
- Parents sign a consent form for any outings off school site.
- All staff accompany children on outings. Individual staff are allocated to a small group of children that they are responsible for during the entire trip.
- Staff keep a record of all outings. This will record the date and time of outing, venue, method of transport, any risk assessment, the names of children going on the outing along with the names of staff caring for them.
- A number of Parents may accompany the group in order help staff meet the necessary ratios. They will not be left alone or responsible for any child other than their own. They will be paired up with a member of staff at all times.
- All adults attending the trip are given grouping and additional information and risk assessments prior to the trip and a briefing before departure.
- Children are taken out on a maximum ratio of 1:3 for children up to three years. Older children are taken out in a ratio of not more than 1:6 depending on the trip and staff awareness of the children.
- Children should have a sticker label for their coat with the name of the setting and telephone number – but never the name of the child.
- All staff on the trip should be aware of emergency procedures and carry at least one fully charged mobile telephone with emergency contact details for the children. Always take a small first aid kit, any prescribed medication needed by a child, spare clothes and plastic bags.

Please see Additional Information and Risk Assessment forms pertinent to each EYFS Visit.

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