



## Offsite Visits Policy



1	Summary	Offsite Visits Policy			
2	Responsible person	Margaret Dennis			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All practitioners <input type="checkbox"/> Support practitioners <input type="checkbox"/> Teaching practitioners			
5	Who has overseen development of this policy	Caroline Knight, Margaret Dennis and Governors			
6	Who has been consulted and recommended policy for approval	Senior Leaders			
7	Approved by and date	17.11.22			
8	Version number	3			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All practitioners <input type="checkbox"/> Support practitioners <input type="checkbox"/> Teaching practitioners			
12	Date of implementation (when shared)	17.11.22			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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### 1. Introduction

- 1.1. Off-site visits are activities arranged by or on behalf of the pre-nursery, and take place outside the pre-nursery grounds. The manager and keyworkers believe that off-site activities can supplement and enrich the curriculum of the nursery 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.
- 1.2. 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

### 2. Aim of the policy

Enhance curricular and recreational opportunities for our children.

Provide a wider range of experiences for our children than could be provided on the nursery site alone.

Promote the independence of our children as learners and enable them to grow and develop in new learning environments.

All off-site activities must take place in accordance with the visit policy

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.

### 3. Implementation of the policy

Charges for outings, if applicable, will be notified to parents/carers in advance of the outing and will be payable before the outing. Risk Assessment will be carried out by managers prior to the visit and first aid equipment will be taken on the day. We will ask parents/carers to sign a consent form in advance of such outings and will offer opportunities for parents/ carers to accompany their child on the outing.

The manager and deputy manager are involved in the planning and management of off-site visits.



The Managers will:

- Ensure that risk assessments are completed on evolve.
- Assign competent practitioners to lead and help with trips.
- Organise related practitioners training.
- Verify that all accompanying adults DBS checked or have a completed risk assessment from our setting (Risk assessment for volunteers/work experience).
- Make sure that all necessary permissions and medical forms 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 park).

All off-site activities must take place in accordance with the visit policy.

### **Risk assessment**

A comprehensive risk assessment is carried out by the managers 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. Managers planning an off-site activity will make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The managers leading the visit must complete a pre-nursery visit risk assessment check list and keep in the risk assessment file. A risk assessment must also cover transport to and from the venue.

### **Transport**

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

### **Communication with parents**

The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents/carers must give their permission in writing before a child can be involved in any off-site activities.

### **Further health and safety considerations**

All adults accompanying a party must be made aware, by the managers, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the manager/deputy managers numbers. Before a party leaves the manager will provide a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the off site visit.

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

The pre-nursery will ensure that the ratio of practitioners to children is appropriate, i.e. 1:4 for onsite provision and if the children participate on an outing this would be increased to 1:3 or 1:2 depending on the nature of the visit.

**Operational procedures for outings**

The same standard of care and interaction with the children is expected of practitioners, volunteers and students on outings. The worker'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.

**Procedures where a child is lost on an outing**

If the policies and procedures are being observed it is very unlikely a child will become separated or lost during an outing. If it is realised that a child is no longer with the group, practitioners should look carefully all around without leaving the group. The manager will contact the school and parents immediately. The police will be informed and all the children will be returned to the pre-nursery. At the end of the day the managers will complete an incident report. OSFTED will be informed.