

Early Years Outings Policy

Introduction

Barnardiston Hall places great value on educational visits for all 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 our youngest pupils. All of our visits for The Lodge are local. Classes 1 and 2 will travel further and the outings will generally be a full day and the children will 'camp' in classrooms overnight following a day out during the Summer Term.

OUR VISITS

Supervision

Appropriate staffing levels, close supervision and proper protective clothing are essential for even the shortest excursions. For walks within the School grounds, the children are supervised at the correct ratio. When going off-site, the children are always briefed in advance about the visit and the standards of behaviour that are expected.

Staff Ratios and Responsibility

We operate a staffing ratio of 1:3 for The Lodge children and 1:4 for our children in Classes 1 and 2 for all off-site visits. There is always at least one experienced member of staff who will have been designated in charge of the visit. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their roles beforehand. If appropriate, they will have been asked to apply for an Enhanced DBS. Class teachers/supervisors have been trained in Paediatric First Aid.

The Lodge

The children are taken by their staff on regular nature walks within the School grounds.

Examples of trips that children in The Lodge attend are as follows:

<u>Autumn Term</u>	A visit to Father Christmas in his grotto in Shelford, Cambridge.
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<u>Spring Term</u>	Soft Play Activity Centre.
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<u>Summer Term</u>	Boydell's Dairy Farm.
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Class 1

By the time the children move to Class 1, they are ready for longer excursions off-site and for a wider range of new experiences. During the year, they may visit:

<u>Autumn Term</u>	Ocean World (Stowmarket Soft play).
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<u>Spring Term</u>	Pantomime (Ely) or Bury St Edmunds.
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Summer Term

Zoo or Dinosaur Park or Ocean World's 'Inflatable Extravaganza!' followed by a sleepover in the classroom.

Class 2

In Class 2, the children visit places further afield and some excursions will be for a longer period of time, with the children being off-site all day. During the year, they may visit:

Autumn Term

Go Bananas Soft Play (Colchester).

Spring Term

Pantomime (local area including Cambridge).

Summer Term

Dinosaur Park (Norfolk) followed by a sleepover at School.

The weekly walks in the School grounds continue throughout both Classes 1 and 2.

Swimming

Children in Classes 1 and 2 attend weekly swimming lessons in Haverhill Sports Centre. Our School coaches provide the transport. The ratio will be 1:8 from School until arrival at the swimming pool. The coach parks outside the Sports Centre and the children are walked in pairs, with a teacher at the front and back of the line and an assistant in the middle. Additional Sports Centre staff will greet the children at the pool and will teach the sessions.

Children aged 2 yrs 6 mths at the Lodge attend weekly swimming sessions during the Summer Term and the ratio is 1:4.

KEEPING PARENTS INFORMED

Parents of children in the Early Years are invited to a 'Discussion Evening' where both curriculum and other matters are discussed with the teachers and Headmaster informally. The School Calendar lists the visits that are due to take place during the coming term. Parents/carers will be sent a letter well in advance, explaining the itinerary for the day, its cost and whether it involves an extension to the normal length of the School Day. All visits are optional. The School also utilises the Parentmail system for keeping parents informed of any changes to the Calendar and text messages may be sent in an emergency.

CAROL SERVICE

All children in Classes 1 and 2 attend the annual Carol Service at Long Melford Church on the final day of the Autumn Term. The children are brought to the Church by their parents/carers and are 'handed' over to their Class Teachers with whom they will sit for the duration of the service. At the end of the Carol Service, the children remain in the pews with a member of staff until their parents/carers collect them. The Lodge Nursery children may attend the service but will remain with their parents/carers throughout.

CONSENT

Written consent is required for each School trip. A consent form will be sent out in advance and must be returned to School at least two working days before the visit.

INFORMATION FOR STAFF

SAFETY

Risk Assessments

Safety is our priority. Even the shortest of visits must be thoroughly planned and requires its own risk assessment which must be read, reviewed, re-written as necessary and signed by all members of staff involved. This assessment must take account of the nature of the outing and consider whether it is appropriate to exceed the normal ratio requirements (as set out in the Early Years Foundation Stage Statutory Framework document).

Head Counts

The teacher in charge conducts regular head counts of the children:

- Before leaving School
- On sitting down in the coach
- On arrival at the destination
- At regular intervals throughout the day
- On leaving the destination
- On arrival back at School

A second member of staff will also check the numbers of children.

When we walk, the children walk in pairs, with one adult at the front, one in the middle (if numbers of children require this) and one at the back. Children are reminded about basic road safety and of the expected standards of behaviour. When travelling by coach, a member of staff will ensure that all pupils are sitting correctly and are wearing their seat belts. When travelling by minibus or car, pupils will also be required to use a booster seat if appropriate.

Missing Child Policy

Our procedures are structured to ensure that this does not happen but, in the event that a child is missing – either from School, or on a visit - we follow the procedures set out in our Missing Child Policy.

First Aid Kit

The teacher in charge takes a first-aid kit and a School mobile phone with him/her on every outing. We carry bottled water on all our visits.

Delay

The teacher in charge will ring the School if there is any delay, for example, because of heavy traffic. The School has copies of all permission slips and will email or text the parents to warn them of a delay.

Role of The Lodge Nursery Supervisor in charge of visit

Every visit, however local or short, must be planned in advance by the member of staff who is in charge of it. She/he will have had previous experience of accompanying The Lodge Nursery visits before organising one him/herself. Staff hold a valid Paediatric First Aid Certificate.

Personal Liability and Insurance

Staff in charge of pupils have a common law duty to act as a reasonable parent would do in the same circumstances. Staff who take part in visits and activities outside School may feel concerned about the possibility of being held liable if an accident should occur. However, they can be assured that Barnardiston Hall Prep School, as their employer, will support them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the School's guidelines.

Barnardiston Hall School has £10 million Employers' Liability Insurance and £25 Million Public Liability insurance.

Use of Private Cars

Where a member of staff transports pupils in his/her car, insurance cover is automatically provided through the School's "Occasional Business Use" motor policy. EYFS children can only be transported in private cars that are fitted with special child seats. The School can provide a limited number of booster seats for use in cars.

School Staff who drive pupils

Prior to being given permission to drive pupils in either a School vehicle or their own car, staff must have had their licence checked by Mrs Kerry Seeley (Transport Manager) – see separate Licence Check Policy for details.

School Minibuses / Buses

No one is allowed to drive the School minibuses or coaches unless he/she holds the necessary licenses and has permission to do so from The Headmaster. Information on qualified drivers is held by the Transport Manager in the Bursar's Office.

The Day of Departure / Day Prior to Departure

- Remind the children of the aim of the visit and of the expected standards of behaviour.
- Take Risk Assessment and check that there is a copy in the School Office. Ensure that all staff attending have read and signed the Risk Assessment.
- Collect First-Aid kits. Check contents.
- Collect School mobile phone.
- Collect bottled water/snacks/lunches.
- Issue "If I Am Lost" stickers to children with the School contact phone and mobile numbers, if deemed necessary.

During The Visit

Primary responsibility for the safe conduct of the visit rests with the staff member in charge. He/she has responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. He/she may delegate part or all of responsibility for the following to one or more of the accompanying staff:

- Carrying out (and recording) head counts of the children leaving School, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc...
- Checking that all pupils wear their seat belts and, in the case of travel by minibus or car that, where appropriate, pupils are sitting in booster seats.
- Enforcing expected standards of behaviour.
- Keeping account of all expenditure.
- Recording any accidents or near misses.

Illness or Accidents

If a pupil has a minor accident or becomes ill during a visit, where appropriate this will be dealt with by the paediatric-trained Pre-Prep Staff. In the case of an accident or illness that cannot be dealt with in this way, the staff will phone the School who will then contact the pupil's parents / guardians at once and arrange for the child to be collected from the venue. If contact cannot be made, the staff member in charge, or another member of staff, will take the child to the local hospital or to the on-site Medical Centre (where available) and the member of staff will wait with the child until the parent / carer arrives.

Emergency Procedures

In the event of a serious accident resulting in the death or injury of one or more of the pupils or staff, the staff member in charge will do the following:

- 1 Summon the emergency services and arrange for medical attention for the injured.
- 2 One of the accompanying members of staff will stay with the injured pupil(s) in hospital and will remain with the child/children until their parents arrive.
- 3 A member of staff will ensure that the rest of the group are safe and looked after. They will also inform the Headmaster of what has happened.
- 4 Staff will need to give as full, calm and factual account as the circumstances permit. Where the full facts have not emerged, he or she should say so, and ensure the follow-up communications with the Headmaster of the School are maintained.
- 5 A member of staff will arrange for the parents of the uninjured children to be contacted on their emergency numbers and to be advised of the situation as fully as possible.
- 6 If appropriate, the Bursar will notify the School's insurance company as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.
- 7 The School Nurse will notify the appropriate authorities as outlined in our Policy 'First Aid and the Administration of Medicines'.

At Barnardiston Hall, depending on the nature of the incident, we may inform both the families of the injured and the families of those who are unhurt. We recognise that, in an era of instant communications, it may not be possible for us to be the first to break the news. However, we recognise that we have an important duty to keep our parents informed and we

may use mass communication methods (SMS, email or messages on the web) for communicating with those whose children are not affected.

Communication with the media should be left to the Headmaster and all staff should refer the media to him. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge.

On Return

On return, a member of staff will be asked to provide the Headmaster with a report on the visit. Reports of accidents and near misses should also be reported at this time and these will be used to amend future risk assessments. Personal observations and lessons learned are always valuable. The staff member in charge should return all School property.

Expenditure

The Teacher in Charge is responsible for producing a schedule of all expenditure on the trip.

Reviewed 1 May 2019