

Educational Visits Policy

To be reviewed Bi-Annually.

Policy Agreed May 2018. To be reviewed May 2020.



There are many benefits to taking young children from the school/centre out on educational visits outside of the nursery environment. The wide range of experiences can contribute to the overall development of the child as well as support the early childhood experiences at the school/centre.

The safety of the children whilst participating in such visits is paramount and in order to ensure this the school/centre complies with the following procedures:

1. Parent/carer consent will be obtained for all occasions when children leave the nursery premises (even for walks around the local streets around the school/centre).
2. Venues and visits will be appropriate for the number, age and stage of development of the children and therefore a risk assessment will be undertaken.
3. The ratio of adults to children will be as follows:
 - a. Children 2-3 years 1-1
 - b. Children 3-5 years 1-2
(1.3 ratio for qualified Level 3 and above staff for children 3-5 years)
4. Parents/carers will be encouraged to participate in any educational visits if possible and if suitable.
5. A register of staff/adult helpers and children leaving the nursery/school/centre will be carried by the lead member of staff and a copy held by the school/centre office staff team.
6. A mobile phone (to ensure contact can be maintained), accompanied by a plan of the educational visit, plus a portable first aid kit will be carried by the lead member of staff.
7. A paediatric first aider will participate in each educational visit. Where possible a full 3 or 4 day first aider will accompany full day visits off the premises.
8. Safety equipment will be utilised by staff as appropriate e.g. reins, harnesses, car seats etc.
9. Lead staff on the visit will wear high visibility jackets provided by the Governing Body.
10. Any vehicles used on educational visits will have appropriate insurance, MOT, seatbelts and the drivers hold appropriate driving license.

11. Staff will be identified by wearing identity badges. Children will be provided with a nursery badge with the school/centre name on only, not the child's name.
12. Staff will undertake regular head counts and be extra vigilant throughout any educational visits.
13. Parents/carers will be provided with relevant information relating to the educational visit and their child's participation upon return.

Policy review

This policy was reviewed by a group of five Governors on behalf of the Curriculum, Children and Family Committee on Thursday 10th May 2018 and ratified at the main Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 17th May 2018.