Park School and Little Crickets Educational Visits in the EYFS Policy

Introduction

At Little Crickets at Park School, we offer children a wide range of educational visits (EV), including short walks, as part of our curriculum. Parental permission is obtained at the beginning of each academic year for these visits. Educational visits are planned to complement and enhance learning opportunities, and each visit will be discussed in an age-appropriate manner with the children. These visits will align with the children's development, learning objectives, or a specific theme being covered in the curriculum.

It is a regulatory requirement that schools have an Educational Visits Coordinator (EVC - Mr Whitbread). Each school or nursery has its own Educational Visits Coordinator who is named in this policy.

Educational visits are carefully planned following the guidelines set out in this policy.

Risk Assessments

Every visit shall have an Educational Visit Leader (EVL) who is the designated person responsible for conducting the risk assessment and coordinating the visit. The EVL is responsible for:

- Undertaking a risk assessment for the visit, identifying any potential hazards along the journey or at the destination.
- Ensuring that staff-to-child ratios are adequate for the visit.
- Completing a pre-visit checklist.
- Visiting the venue prior to the trip to confirm that it is appropriate for the age, stage, and development of the children.
- Sharing the risk assessment with all adults accompanying the trip
- Liaising with the Educational Visits co-ordinator, the school medical team (if necessary), the Designated Safeguarding Lead, and the Head when completing a trip request and risk assessment.

The EVL must complete a risk assessment and plan, which includes the following details:

- The name of the EVL and all other adults attending the visit.
- The name of the location of the visit.
- Estimated departure and arrival times.
- The number of children, their age range, individual needs, and the group size.
- Provisions for children with special or medical needs.
- Required equipment for the trip (e.g., coats, packed lunches).
- Staff contact numbers.
- Method of transportation and travel arrangements.

- Financial arrangements.
- Emergency procedures.
- Name of the designated first aider and the first aid provision.

Minimum Staffing Ratios

The ratios listed below represent minimum legal requirements within the setting. Educational visits will normally require enhanced staffing arrangements following completion of a risk assessment. The appropriate staffing levels for visits will depend on how safety and the individual needs of the children can be assured. It is likely that enhanced staff ratios may be required and that staffing ratios for offsite visits and trips generally exceed the following regulatory guidelines:

- 1:2 for children under 2 years old.
- 1:3 for children aged 2 to 3 years old.
- 1:8 for children aged 4 and over.

Before the Visit

- Permission will be obtained on an annual basis for local walking visits and, when applicable, for each visit beyond the immediate locality. All permissions will be checked before the visit by the EVL.
- Information will be provided to parents, detailing the date, timings, educational purpose, location, and required equipment for the visit.
- Parent helpers will receive a letter outlining expectations, including guidelines on mobile phone use during the visit.
- Children will be prepared for the visit through classroom discussions and activities to show them the purpose of the visit.

On the Day of the Visit

- A completed trip register and parent/staff contact numbers will be taken on all visits.
- All children, staff, and helpers will wear high-visibility jackets to ensure they are easily recognisable.
- Regular headcounts will be carried out throughout the visit, and the timing of headcounts will be discussed with the person in charge of the visit.
- The EVL's mobile phone number will be shared for emergency contact.
- A travel first aid box will always be carried, along with any special medication or equipment needed; a designated person will be responsible for their use.

- At least one paediatric qualified first aider will always be part of the group, although it is desirable that there is more than one and this should be organised in line with the risk assessment.
- In case of an accident, staff will assess the situation, take appropriate steps to deal with the situation at the location, and contact the Head of School/Nursery or a member of the SLT at the earliest opportunity.
- If necessary, the group will return to school/nursery, and parents will be contacted.
- In the event of a serious accident, first aid protocols will be instigated, and an ambulance will be called, and parents will be notified. A **staff** member will accompany the child to the hospital, while the rest of the group will return to school/nursery.
- A written report of any incident will be prepared by the EVL as soon as possible.
- Staff must conduct themselves in an exemplary manner at all times as they will be observed by the general public.
- Staff must adhere to the school/nursery's Safeguarding and Mobile Phone and Devices Policy during the visit.
- The EVL will consider environmental factors such as extreme heat, severe weather, air quality and other environmental hazards when planning visits. Visits may be modified or cancelled if risks cannot be adequately controlled.
- The EVL will ensure that a means of communication is available at all times throughout the visit and that contact details for the school/nursery remain accessible.

Missing child procedure

In the unlikely event that a child becomes separated from the group:

- The EVL must be informed immediately.
- The group should be gathered in a safe location and supervised appropriately.
- A rapid search of the immediate area should be undertaken.
- The venue management and police should be contacted if the child is not located immediately.
- The Headteacher/Nursery Manager should be informed without delay.
- Parents/carers should be informed in accordance with the Missing Child Policy.
- A full written record of the incident will be completed.

Use of Vehicles for Visits

The member of staff in charge of the visit will inform parents in advance about any visits that involve transporting children off-site.

Transportation arrangements will be carefully planned, and additional adults will be recruited if necessary to ensure children's safety, particularly for children with SEND.

All transportation arrangements will be made through approved providers if the school/nursery vehicles are not being used. School/nursery vehicles used for transporting children will be licensed, inspected, and regularly maintained. They are fully insured and protected by breakdown cover. Vehicles will also be equipped with seat belts, and where appropriate, child car seats or booster seats will be used. Only approved drivers of minibuses will be used.

When children are transported, there must always be at least one adult in the vehicle, excluding the driver. The driver is not responsible for supervising the children.

Emergency Contact Details
The EVL will have access to all emergency contact numbers, including visit insurance details, in case of any issues during the trip. Contact details for all parents will also be available to the EVL.

Medical Information
In the event a child requires medical treatment during a school trip, the EVL will assess the situation and provide appropriate care, such as first aid or further medical intervention. Any medication required during the visit, including emergency medication such as inhalers, EpiPens or seizure medication, must accompany the child and be administered in accordance with the child's Individual Healthcare Plan. If the EVL cannot contact the parents, they will continue efforts to reach them while ensuring the child receives necessary treatment.

SEND

Reasonable adjustments will be made to ensure that all children, including those with SEND, medical needs or disabilities, can participate fully and safely in educational visits wherever possible.

Notes Regarding Accompanying Adults

- Parent helpers are present to support the visit and may be asked to supervise a small group of children. Ultimate responsibility for all children remains with school or nursery staff.
- Parents who are staff members at the school/nursery will accompany the trip in a parental capacity, not as staff members.
- Staff (not parents) will accompany children to the toilet when necessary.
- Parents of younger children may assist with intimate care for their **own child** but not for others.
- Volunteers accompanying visits will be appropriately briefed regarding safeguarding, confidentiality and conduct. All volunteers will require a DBS.

Review of Visits
Following educational visits, the EVL will evaluate the success of the visit, including educational outcomes, safeguarding arrangements, risk assessments and operational procedures. Any lessons learned will inform future planning.

The Senior Management Team of the school/nursery will lead and accompany educational visits throughout the academic year to ensure the effective implementation of this policy.

Additionally, feedback from staff after outings will be collected to inform future trip organisation and procedures.

Policy Owner: LM/RM
Last Reviewed: August 2026
Date of Next Review: August 2027

Letter to Trip Helpers

Checklist for Parents Accompanying Children on School/Nursery Visits
Visit: [Date]

Dear [Parent's Name],

Thank you for supporting our children's learning by accompanying us on this visit. Your participation is greatly appreciated.

Please review the following reminders about what is required for a school trip:

- On the day of the trip, you will be responsible for a group of children from the moment we leave the premises until we return.
- Stay with any other groups assigned to you.
- Direct any emergencies or queries to the EVL.
- Do not bring food containing nuts or sweets, as some children have allergies.
- Lunch will be provided, but please inform us of any dietary restrictions.
- Do not purchase gifts or treats from gift shops for your group or child.
- Only school-issued cameras may be used for photographs.
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- Visit our website [www.forfareducation.org.uk/policies] to review our Educational Visits and Missing Child policies.

Thank you again for your invaluable support, and we look forward to a wonderful trip.

Signed: [EVL's Name]