



Hart Hill Nursery School

# Educational Visits Policy

Updated Spring Term 2024

Ratified by SLT on 17-01-2023

Signed 

To be updated Spring Term 2027



## Hart Hill Nursery School Educational Visits Policy

---

### **Rationale**

Hart Hill Nursery School has a strong commitment to the enrichment of experiences and the value of learning outside the classroom. Well-planned and executed educational visits linked to the children's learning provide children with valuable experiences that enhance and consolidate their learning in school. They offer opportunities to develop children's language, widen their first-hand experiences and gain an understanding of their local environment.

### **The Nature of Educational Visits**

Educational visits are planned to enhance children's learning throughout the year. Visits are planned on a short term basis to give spontaneous experiences linked to children's interests. The visit timetable is as follows.

Nursery Classes- One experience linked to children's learning is planned each half term. These trips may take place within keygroups.

Robin and Hedgehog Classes- At least one experience linked to the children's learning is planned in the second half of each term. These trips may take place within keygroups

Squirrel Class (SEND provision) - One experience is planned each term. Children are taken in small groups throughout the year ensuring all children go on at least one trip within the academic year

Children due to leave the Nursery School to transition to Primary/ Infant school will attend a larger scale visit in the summer term.

These trips may include but not limited to:

- Local area walks
- Visits to local communities e.g. St Anne's Church
- Trips to establishments in the immediate area e.g. playgrounds, local shops
- Day visits to places of historical, cultural, religious or other interest to support specific curriculum areas.
- Trips to the zoo in small groups



### **Planning and Risk Assessment**

All staff are expected to follow Local Authority guidelines in order to ensure that groups of children can, with parental permission, be taken away from the school site to undertake activities safely. Parents are given the opportunity to give permission for their children to participate within local walks during our admissions procedure. Any trip that requires transport e.g. taxi or bus must have additional parental permission. All trips must be planned and approved using the EVOLVE online system.

The school has a nominated Educational Visits Coordinator (EVC) who has the responsibility to support the staff, ensure the policies are followed, and check that forms have been correctly completed, before submitting them for final approval by the head teacher. Approval for planned trips should be granted at least one week before visit day. Spontaneous trips need to be approved at least 24 hours before the visit.

### **Evolve**

The EVC is available to provide support and training for staff when using the Evolve system. The following key points should be noted:

All teaching staff have a personal log in and Evolve account which is transferable within the authority.

Staff must refer to LA guidance when completing Evolve forms. Staffing should be confirmed prior to forms being completed wherever possible. This should be in consultation with SLT.

All staff and parent helpers involved with each trip should be familiar with the relevant 'Event Specific Risk Assessment' (ESRA) prior to attending the visit.

### **Roles and Responsibilities**

The Governing Body is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;



## Hart Hill Nursery School Educational Visits Policy

---

The function of the EVC is to:

- ensure educational visits meet the school's requirements
- assess the competence of prospective leaders and staff
- ensure that risk assessments meet requirements and have clear feedback systems in place to ensure errors are corrected
- attend relevant training
- process trip arrangements using the EVOLVE system
- review systems and monitor practice

The Headteacher is responsible for:

- ensuring approval for visits is given or a justification for why it may not be given
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive
- ensuring that each visit has an appropriately competent Group Leader
- ensuring that all teachers are aware of the LA guidance
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff.

The Group Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare.

The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do, including appointing a designated first aider
- ensure that informed parental consent has been provided for each participant
- ensure access to first aid support and materials
- report any incidents or near misses
- ensure adequate supervision of all parties, working to appropriate ratios depending on the nature of the visit, age and specific needs of the children
  - Where the Evolve creator is not the same person as the trip leader, it is the responsibility of the Evolve creator to inform the trip leader of all necessary information and procedures. For small group activities, the accompanying adults may not be teaching staff who have the capacity to access full Evolve accounts.



## Hart Hill Nursery School Educational Visits Policy

---

### **Emergency Procedures**

It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all Educational Visits. Refer to Lost and Uncollected Children Policy. Staff are reminded to refresh their knowledge of lost and uncollected children policy prior to taking children on Educational Visit. Staff are required to ensure that they have mobile phone numbers of all supporting adults.