



EDUCATIONAL VISITS AND OFF SITE ACTIVITIES (EVOSA) POLICY

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| This policy will be reviewed annually or in response to changes in legislation | | |
| Last Review | September 2023 | Kindergarten Head |
| Approved | September 2023 | Kindergarten Head |

This policy is a statement of the aims, principles and strategies for behaviour management at Thomas's Kindergarten. It is addressed to and must be adhered to by all members of staff.

This policy should be read in conjunction with the Thomas's Kindergarten First Aid Policy, Medication and Medical Care Policy, Lost Child Policy, Safeguarding and Child Protection Policy.

Introduction

The Kindergarten acknowledges that children can derive immense educational benefit by taking part in off-site visits. The knowledge and experience gained beyond the Kindergarten can consolidate and extend the curriculum within it. This policy seeks to establish a framework from which children in our care can benefit in a safe, healthy and secure environment when they are participating in off-site visits.

The Kindergarten recognises that every child should have full access to each visit that is appropriate to their age regardless of their abilities, therefore, developing further 'the whole child'. It is also recognised that different types of off-site visits have different types of risks associated with them.

Definition

An off-site visit is defined as children going 'beyond the school gates' to pursue an activity organised through the Kindergarten. Activities may take place during or after the Kindergarten day and will be educational, curricular or recreationally based. All off-site visits must have an educational purpose and predetermined clear educational objectives. All participants in activities will be identified as group members associated with Thomas's Kindergarten.

Roles and Responsibilities

The Head

The Head must:

- appoint members of staff to be responsible at all times

- ensure that staff members have experience in supervising the specific age of the children on the visit and are able to organise the group effectively
- ensure that staff members are given sufficient time to plan and organise a visit properly
- be satisfied that the visit has been planned effectively and that any risks identified by a risk assessment are considered and minimised
- ensure that all staff members accompanying the visit are appropriately selected and have the expertise, experience and qualifications relevant to the activities
- ensure that staff members are familiar with the venue and are suitably competent to instruct and supervise the activity
- be clear about their own role if they are going on the visit. In these circumstances they must follow instructions of the team members who are in sole charge of the visit
- ensure that where appropriate they have been issued with a copy of all risk assessments in advance of the visit, information with the emergency contact details of the Kindergarten, accompanying adults and all children
- ensure that the ratio of adults to children is appropriate and suitable, in-line with EYFS statutory guidance. For activities identified as being higher risk, the supervision ratio will be increased as appropriate
- ensure that safeguarding procedures are in place
- ensure that suitable arrangements have been made for the medical and special needs of all children
- ensure that first aid provision is available and adequate
- ensure that the mode of transport is appropriate and that outward/inward journey times are clear
- ensure that there is appropriate insurance cover (via Finance)
- ensure that they have details of the venue including address, telephone number and contact name
- ensure that a Kindergarten emergency contact has been nominated and that the members of staff have these details easily available
- ensure that there are contingency plans in place for delays or alternative arrangements should the original visit have to be cancelled e.g. bad weather

The Head can delegate tasks to the Group Leader who undertakes much of the planning and organisation.

The Group Leader

The Group Leader is the teacher whom the Head has appointed to take overall responsibility for the supervision and conduct of the visit and for the health and safety of the group.

The Group Leader must:

- obtain the Head's prior agreement before any visits take place
- prepare detailed and comprehensive risk assessments
- follow all Thomas's Kindergarten regulations, guidelines and policies
- have the ability to control and lead children of the relevant age group
- be suitably competent to instruct children in the activity and be familiar with the venue
- undertake and complete the planning preparation, including risk assessments and brief all group members and parents
- define accompanying supervisors' roles and ensure tasks are assigned
- be aware of safeguarding issues

- ensure that there is adequate provision for first aid provision
- ensure that any drivers using their own transport have adequate insurance cover
- ensure that any volunteers accompanying the trip are clear about their roles and what is expected of them

Teachers

Accompanying teachers must:

- do their best to ensure the health and safety of everyone in the group
- act as any reasonable parent would in the circumstances
- take reasonable steps to avoid exposing children to dangers that are foreseeable and beyond those with which the children can reasonably be expected to cope

consider stopping the visit or the activity and notify the group teacher if she thinks there is unacceptable risk to the health and safety of the children in their charge

Volunteers

The Group leader is responsible for ensuring non-teacher adults are clear about their roles and their responsibilities.

- Volunteers must not be left in sole charge of children except where they are DBS cleared and it has been previously agreed as part of a risk assessment
- They must follow the instructions of the Group Leader and other members of staff and assist with control and discipline

Children

Children in particular have a part to play in avoiding risk to health and safety, they must:

- not take unnecessary risks
- follow instructions of the Group leader, instructors and people within the venues
- be aware of anything that may cause themselves or others harm, speak to their teachers if they are concerned

Parents

Parents have the responsibility of ensuring that their child is following the Kindergarten Code of Behaviour, preparing their child for participation and accepting that a child who is a risk to the health and safety of either him/herself or others may be sent home early.

- Parents must inform the Kindergarten about any medical needs/allergies/special dietary needs etc of their child
- The Kindergarten must inform the parents about all aspects of the visit to enable them to make an informed choice as to whether or not they want their child to participate.

Procedures

Preliminary Visits

The Head shall ensure that a preliminary visit by a member of staff, preferably the Group Leader, is made when the venue/site is not known to accompanying staff. In all other cases, a preliminary visit is strongly recommended but, where this is not possible, a member of staff must obtain information of the venue to be visited with particular regard for potential hazards.

Risk Assessments

A member of staff will prepare a comprehensive risk assessment for all aspects of any offsite visits organised by the Kindergarten (i.e. transport to and from venue, leisure activities, etc). Activities undertaken under the supervision of professional instructors when visiting organised centres will be the responsibility of the centre although the Kindergarten staff will satisfy themselves that an appropriate risk assessment has been undertaken and is followed. Risk assessments must be reviewed upon return; this is especially important where the venue is to be re-used or if any accident/incident occurred.

Competence

All activities must be supervised by people of suitable competence. However, paper qualifications will need to be supplemented by the verification of other qualities i.e. maturity, general supervision skills, ability to supervise various groups, relevant experience etc.

Competence as a leader will result from:

- experience/knowledge of the environment/venue to be visited
- experience of the activities to be undertaken
- leading similar educational visits
- knowledge of the children involved
- appropriate training
- leadership skills and other personal qualities

The Head needs to be satisfied that members of staff and other accompanying teachers are sufficiently competent to carry out their responsibilities that are suitable for the role.

First Aid

Staff must ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. A first aid box/bag suitable for off-site activities will be taken on all off-site visits. At least two members of staff should be competent paediatric first aiders.

Medication

The key teacher is responsible for ensuring they take emergency or prescribed medication on the trip. The key teacher must ensure they are aware of any children's allergies and carry any relevant medication the child may need.

Registers and Head Counts

A register is taken prior to the group departing from the Kindergarten, and headcounts are checked throughout the trip including before and after taking transport, entering and departing buildings. These will be detailed in the specific trip itineraries.

A register is taken once the group has returned to the Kindergarten and prior to dismissal.

Refer to the Attendance Policy for further details including in the event of a child going missing.

Recording Accidents

Accidents are by definition 'unplanned events' and therefore not every eventuality can be accounted for in the risk assessment. Should an accident occur it must be, if applicable, recorded in the accident book at the venue. Upon return to the Kindergarten the accident should also be recorded in the Kindergarten accident book. If the accident resulted in a major injury i.e. fracture, concussion, hospital treatment, it is advisable to obtain witness statements.

Refer to the First Aid Policy.

Mobile Phones

It is up to the members of staff to ensure that there are enough fully charged mobile phones within the group. Refer to the Staff ICT Acceptable Use Policy for appropriate use of mobiles.

Emergency Contact Information

Emergency contact information for parents is stored online. Emergency contact details are always carried in a hard copy by the Group Leader when online access is not possible.

If a serious incident occurs, or there are serious delays in travel times, any illness amongst the party, this information can be relayed to the parents of every child on the visit.

Transport

The Transport Department shall ensure that a record is kept of all vehicles, in which children in the care of Thomas's Kindergarten, are transported. Lists of insurance details and of named drivers must also be kept. If parents / carers are driving to join a visit with their child/ren, they must have adequate insurance cover. They may not transport any other children.

After the Visit

A report on the visit should be made to the Head by the Group Leader in an evaluation meeting. Any appropriate letters of thanks should be sent and all accounts checked, finalised and closed. Alterations/amendments to the risk assessments can be made at this stage if the trip is to be repeated at a later date.