



## St Michael's Prep School Educational visits for EYFS children

Date of Last Review	04-2017	Review Period	As required
Date of Next Review	01 - 2019	Owner	ZL/RJ
Type of Policy	Equal opportunities	Governor's Approval Date	

### Information for Parents

#### Introduction

St Michael's Prep school places great value on educational visits for all of 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 which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils.

#### Our visits

In Nursery and Kindergarten children are taken for nature walks in the school grounds and for 'den building' in the woods. Children are taken in small groups when it is deemed that they are ready to experience a new environment and when staff feel confident that they understand the safety message that accompanies such excursions.

From Reception as well as excursions around the school, children are taken 'off site' for visits that relate to the themes they are studying. These will vary each year and usually occur in the Michaelmas and Trinity terms.

Notice for these visits is given via the school calendar.

Reception children will also go on shorter excursions within the local area, these will be for approximately 1 hour duration. Notice for these shorter visits will be at least 2 weeks.

#### Travel

Coaches fitted with seat belts are used for the Reception trips. For shorter journeys the school minibuses fitted with seatbelts are used. These are driven by Pre Prep staff that have completed KCC minibus training. There are always at least 2 members of staff on each minibus.

#### Supervision

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of visits. For all walks within the school grounds, the children are supervised by at least 2 members of the Early Years staff or more if these are Nursery children to comply with ratios at all times.



Staff always take a mobile phone with them and inform the office of the exact route they plan to follow and the length of time they plan to be away.

The children are always briefed in advance about the visit and of the standards of behaviour which we expect.

Car park and road safety forms an important part of the PHSE programme for all children and is reinforced on these trips.

A risk assessment is conducted prior to taking groups of children on nature walks or into the woods for 'den building'.

### **Staff Ratios and Responsibility**

We operate a staffing ratio of between 1:4 and 1:8 for all off-site visits involving children in the Pre-Prep. There are always at least two teachers, one of whom will have been designated in charge of the visit. The all Pre-Prep staff are trained in first aid and a pediatric first aider will also be in attendance. Should a risk assessment identify the need for higher staffing ratios to be applied, for example trips that are to outdoor areas, or where there are children who need additional support due to disabilities or behaviour needs then additional members of Pre-Prep staff who know the children e.g. Head of Pre prep, PE, Music teachers, accompany the Early Years team.

### **Consent**

Providing parental consent has been given by parents on entry to the school, permission will not be sought for each trip. Please note that we are unable to take your son or daughter without a completed and signed consent form, which includes details of where you may be contacted in an emergency.

Policies that inform this Document:

Educational Visits policy

Risk assessment Policy for Educational visits PP

Supervision Policy PP

Administration of medication on school trips