



## Sandbank Nursery School and Playcare Project Off Site Visits Policy

### Aim:

Offsite visits are an integral part of the education offered at Sandbank Nursery. Educational visits into the local and wider communities provide a key vehicle for extending children's experience of life and the world around them. They inspire curiosity and a thirst for learning, as well as being an enjoyable element of Nursery life, when relationships are strengthened.

As part of our curriculum intent, we aim to ensure that children are offered the opportunity to visit a range of places - local (eg the market or the Church) and further afield (e.g. Birmingham Town Hall, Walsall Art Gallery). Visit locations are often arrived at by observation of children's interests.

For some visits we welcome parents/ carers accompanying their children. On other occasions we aim to develop children's independence and sense of adventure by giving them opportunities to venture further afield apart from their parents.

A further strand of offsite education is the Forest Schools work undertaken on a regular basis. (See Forest Schools Policy)

In order to ensure that all children benefit from these experiences care is taken in organising the visits, following the following procedures:

### **Low risk visits**

Low risk visits are those which are within walking distance, of short duration

(Anticipated 1 hr or less), and with no major risks identified.)

- These visits may take place at short notice, arising from children's interest / comments
- A senior staff member should be informed of the intention to take children off the premises, and the reason behind this
- The staff member leading the visit should have a minimum of a Level 3 qualification
- The permission given by parents on the child's entry to Nursery is sufficient for a local visit .However it is good practice to inform parents of a visit whenever possible.
- A dynamic risk assessment will be carried out to decide safe ratios. Only in the event of an emergency will there be only one adult off site with a group of children.
- The staff member leading the visit should take responsibility for informing office staff if members of the family group are being left in Nursery. Playcare staff will leave this information in the register basket. This is to ensure that, in the case if a fire alarm, staff can be clear as to who should be on the premises.
- Staff should assess whether it is necessary to carry a first aid kit.
- The Sandbank mobile phone or walkie talkie will enable staff to summon help.

### **High risk visits**

At Sandbank high risk visits are classed as those which require transport, which take longer than the hour stipulated for a low risk visit, or those which have an element of high risk activity e.g. those which take place near water

For these visits

- The attached risk assessment should be completed in full by the staff member leading the group, with knowledge of the venue.

- This staff member should ensure that they have a mobile phone which is fully charged so that Nursery can be contacted in an emergency.
- The staff member leading the visit should have as a minimum a Level 3 qualification and should have experienced a number of off site visits while working at Sandbank.
- Where the visit is accompanied by parents supervising their own children, staff should be aware that parents are not official helpers and therefore cannot be responsible for other children. They can - if happy to do so - hold the hands of other children , but should never at any point be left alone with children ( for example, in the toilets)
- Written permissions from parents will be required, although a verbal permission can be accepted in an exceptional case of a parent whom it is necessary to phone.
- A minimum ratio of 1 adult to 8 children (1:4 in Playcare) should be maintained, half of the adults used should be Sandbank staff. The number of adults may be increased, dependant on the risk assessment.
- First aid / sick bags / spare clothing will be carried as appropriate.
- On any visit requiring public transport there should be 2 staff / students
- When travelling by minibus or coach adults should be distributed at different parts of the minibus. Minibuses and coaches should travel in convoy where possible.
- The member of staff in charge should report to the senior staff member upon return to Nursery.
- Consider if it is appropriate to attach a label to each child giving the name of the Nursery and contact details. NOT THE CHILD'S NAME.

### **Additionally**

- For a lengthy offsite visit it is important to ensure that all adults have access to toilet facilities/ refreshments.
- When arranging a visit care must be taken to plan for poor weather.

Reviewed: March 2021

Next review date: March 2022

Passed by: \_\_\_\_\_ Date: \_\_\_\_\_