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| Review Date: July 2021 | Next Review: September 2022 |

EYFS School Outings Policy

“Strength of Mind, Strength of Values, Strength of Purpose”

Our Mission Statement

With Christ at the centre of our learning, we:

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Rationale and Introduction

Nursery follows the whole school policy on the procedures and organisation of school trips. We always assess the risks or hazards associated with any school trip and identify steps to remove, reduce or manage any potential risks. Children will not be taken on any school trip deemed unsafe. Adult to child ratios are always looked at carefully in order to ensure maximum safety.

We aim to provide at least 1 school trip for Cygnets each year and 2 for Swans. Additionally, every term there will be experiences or opportunities that help to further children’s learning. These may include: visitors, workshops or festival celebrations.

Organisation

A risk assessment is completed before every trip outside of the school premises. The assessment carefully considers the adult to staff ratio, ensuring there is a minimum of 1:3 adults available to accompany the children. We are unable to accommodate children not attending the Nursery.

Prior to the trip, each adult staff/parent/carer shall be given a list of names of children allocated to them. The Head of EYFS will also keep copies of these with her throughout the trip.

The Head of EYFS will give a Safety Brief to all accompanying adults outlining key points from the risk assessment taken, any safety precautions being taken and reminders of safeguarding regulations. All adults accompanying children will have undergone DBS checks.

Immediately prior to the trip, it is the responsibility of the Head of EYFS to ensure that a register is taken. The Head of EYFS will keep a list of all children who are going on the trip along with emergency contact numbers.

The following items shall be taken on all trips:

- Mobile phone/emergency contact numbers
- Medication for children who have specific health needs e.g. Inhalers, Epipens
- Comprehensive first aid box
- Boxes of tissues
- Baby wipes
- Several changes of clothing

The Head of EYFS will ensure that the seating arrangements comply with recent legislation. Children shall not be allowed to sit on the front seats of the coach, nor next to an emergency exit. All children must be encouraged to remain seated throughout the journey, and strapped in. All vehicles used in an educational visit, and the drivers of those vehicles, will be adequately insured.

The trip leader will be responsible for counting the children on and off the bus to and from the destination.

Two qualified Paediatric First Aiders are always present on all Nursery outings.

Links to other policies:

School Trips and Visits Policy

Review

This policy is reviewed annually by the Head of EYFS.