DUCKS
KINDERGARTEN & INFANTS' SCHOOL

DUCKS EDUCATIONAL VISITS POLICY

Introduction

As part of our curriculum the children at DUCKS undertake a range of educational visits (EV) including short walks, for which we gain parental permission at the start of each academic year. Educational visits are planned to complement and enhance learning opportunities for the children.

All visits will be discussed in an age-appropriate manner with the children and will relate to the children's development and learning or specifically to a theme being covered in the curriculum.

It is a regulatory requirement that schools have an Educational Visits Co-ordinator (or 'EVC'). The Head of DUCKS is the EVC for DUCKS. The Director of Educational Operations is the EVC for the Junior and Senior Schools. The Deputy Master Pastoral & Co-Curricular has also completed EVC training.

Visits are carefully planned according to the following guidelines set out in this policy.

Risk assessments

Every visit shall have an educational visit leader (the "EVL") who will be the designated person responsible for risk assessment and coordinating the visit and they shall be responsible for:

- undertaking a risk assessment in respect of the visit; identifying any potential hazards on the journey or at the location prior to the trip
- ensuring that the staff to adult ratios are adequate for the visit
- undertaking a pre-visit checklist.
- visiting the venue prior to the trip to ensure that the chosen venue is appropriate for the age, stage and development of the children.

The EVL is responsible for completing the risk assessment and plan to include details of:

- the name of the EVL and all other adults who will be in attendance on the visit
- the name of the place where the visit will take place
- the estimated time of departure and arrival
- the number of children, age range of children, children's individual needs and the group size

- provision for children with special or medical needs
- the equipment needed for the trip i.e. coats, rucksacks, packed lunch, etc.
- staff contact numbers
- method of transportation and travel arrangements
- financial arrangements
- emergency procedures
- the name of the designated first aider and the first aid provision

Minimum staffing ratios

Appropriate staffing levels for visits will depend on how the safety and the individual needs of the children can be assured. These will generally exceed the regulatory requirements set out below:

- 1:2 for under twos
- 1:3 for two to threes
- 1: 8 for four and over

Before the visit

- Permission will be obtained on an annual basis (for local walking visits) and otherwise on each occasion prior to each visit beyond the immediate locality. All permissions will be checked before the visit by the EVL.
- Information will be sent to parents detailing the date and timings, the link to learning, location and equipment needed.
- Parent helpers will receive a letter about 'mobile phone use on the visit' as well as a check list of what is expected from adults supervising children on trips.
- Children will be prepared for the visit through classroom discussions, lessons or activities to show the children the purpose of the visit.

Day of visit

- A completed trip register and parent/staff contact numbers will be taken on all visits.
- All children, staff and helpers will be easily recognisable through wearing high-vis jackets.
- All children on a visit will wear wristbands which will display the DUCKS name and telephone number (and Infants' School children will wear school uniform).

- Regular headcounts will be carried out throughout the visit and timing of headcounts will be discussed in full with the person in charge of the visit.
- The EVL's mobile phone number will be shared as a means of emergency contact.
- A travel first aid box will always be taken on all visits along with any special medication or equipment required; a named person will be responsible for their use.
- At least one paediatric qualified first aider will always be a member of the group.
- In the event of an accident, staff will assess the situation and contact the Head of DUCKS at the earliest opportunity.
- If required, the group will return to DUCKS immediately and parents will be contacted.
- In the event of a serious accident, an ambulance will be called to the scene, as well as the parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to DUCKS.
- A written report of any incident should be prepared at the earliest opportunity by the EVL.
- Staff will be aware that their behaviour and conduct will be observed by the general public and that they are required to behave in an exemplary manner at all times.
- Staff will comply with the DUCKS Mobile Phone and Devices Policy whilst on the visit.

Use of vehicles for visits

The member of staff in charge of the visit will inform parents in advance of any visits involving the transportation of children off the DUCKS site.

The arrangements for transporting children will always be carefully planned and where necessary additional adults will be recruited to ensure the safety of the children. This is particularly important where children with SEND are concerned.

All coach bookings are made through the Foundation Coach Service of the Enterprise Department at Dulwich College. All private hire and Dulwich College vehicles used in transporting children are properly licensed, inspected and regularly maintained by Dulwich College. Vehicles are fully insured and protected by breakdown cover; they are equipped with a fire extinguisher and warning triangle.

All Dulwich College vehicles are fitted with seat belts. Where appropriate for the age of the child, child car seats or booster seats are to be used. Any hired minibuses or coaches are to be fitted with 3-point seat belts.

Only approved drivers of minibuses are to be used. The approved driver list is kept by the Procurement Department which also has specific rules for use of College minibuses and drivers.

When children are being transported, there is always to be at least one adult in the vehicle, excluding the driver. Whilst driving, the driver is not to be responsible for the supervision of the children.

When planning a trip or visit using vehicles, drivers and vehicle records are checked by Dulwich College. If a vehicle is used for visits the following procedures are to be followed:

- ensure seat belts, child seats and booster seats are used for Kindergarten children;
- ensure the maximum seating is not exceeded.

In the event of a child being lost, the DUCKS Missing Child Policy – Outings will be followed.

Visits emergency contact details

The EVL will have a list of all the Dulwich College emergency contact numbers including visit insurance details in the event they should experience issues whilst on a trip.

Contact details for all parents of children will also be available to the EVL.

Medical Information

In the event of a child requiring medical treatment whilst on a school trip, the situation will be assessed by the EVL and the medical treatment required will be given. This could be first aid using the trip or venue's first aid equipment and a qualified first aider or this could involve the need for further medical intervention such as calling an ambulance. In the event of a pupil requiring medical treatment and the EVL not being able to contact the parents, every effort should continue to be made by the EVL to contact the parents and the Head of DUCKS while proceeding to acquire the appropriate medical treatment for the child.

Notes re accompanying adults

- Parents helping with Kindergarten and Infants' School trips will usually accompany their own child on the trip.
- Parents who are teachers at Dulwich College attend DUCKS trips as parents and not in the capacity of teacher.
- It will be the expected practice that DUCKS Infants' School staff will accompany children to the lavatory.
- Kindergarten parents may provide intimate care for their own children.

Review of Outings

Members of DUCKs Senior Management Team lead and accompany educational visits throughout the academic year to monitor the effective implementation of this policy.

In addition, feedback is gathered from staff after outings, so that this can be used to inform the organisation and running of future outings.

Policy Owner:	Head of DUCKS
Last Reviewed:	November 2024
Date of Next Review:	Academic Year 2025-26

Letter given to trip helpers:

Checklist for Parents Accompanying Children on DUCKS Visits

Visit: **Date:**

Dear

Thank you very much for taking the time to support the children's learning by accompanying us on our visit. **We greatly appreciate and value your participation**.

Below we have listed some useful reminders of what is required on a school trip. Please read these carefully and if you have any questions, please do not hesitate to speak to your child's class teacher.

- On the day of the trip, you will be allocated a number of children for whom you will have direct responsibility for the entire visit, from the moment we leave the DUCKS premises, to when we return.
- We would ask that during the visit, you stay with any other additional groups you are assigned to.
- During the visit, any emergencies or queries must be directed to the EVL (this is the person who has signed this form).
- We would ask that you do not bring any food on the visit, including nuts, sweets or biscuits, as some children have food allergies.
- Lunch will be provided for you. Please let us know if you have any specific dietary requirements.
- We would ask you not to purchase any treats or gifts from gift shops for your group or child.
- Please do not use any photographic equipment other than a school camera.
- We ask that use of your mobile phone is restricted to emergency use only enabling you to be totally focussed on, and engaged with, the children during activities.
- Please visit our website www.dulwich.org.uk/ducks/policies to familiarise yourself with the DUCKS Educational Visits Policy and the DUCKS Missing Child Policy – Outings.

Once again, thank you very much for joining us on our trip and I am sure we will have a wonderful time.

Signed:

Checklist given to staff:

STAFF

Visits planning checklist

The following checklist may prove useful in the planning and administration of an educational visit but it must not be used in isolation and the relevant sections of the guidelines must be read in full.

Simple day visits not requiring transport or involving hazardous activities may not need to be processed in this way but the list may still prove useful as an 'aide memoire'.

'**Who**' is the most appropriate person to perform the task and this is not necessarily the EVL.

'**When**' indicates when the task needs to be completed.

'**Done**' shows that the task has been carried out – box should be dated.

	Who	**When**	**Done**
INITIAL PLANNING			
Have the aims and objectives been set?			
Will the visit's, aims and objectives be linked to part of a structured programme of classroom learning, prior to and following the visit?			
Has the date been initially identified and added to the school calendar?			
Has the composition of the group been identified? Year group / classes			
What is the cost? Venue? Transport? Other?			
THE VENUE			
Has a venue been chosen and its ability to meet the aims and			

objectives?			
Has an EVL been agreed?			
THE PRELIMINARY VISIT			
Has a preliminary visit been undertaken?			
RISK ASSESSMENT			
Has a risk assessment been completed?			
Have all outcomes of the risk assessment been shared with all appropriate members of the party?			
STAFFING	**Who**	**When**	**Done**
Have staff been identified and booked? Ensure ratios are adhered to			
Are the members of staff capable of meeting any special needs that might be in the party?			
Do staff need any special training or qualifications? E.g. minibus driver			
Is there an appropriately trained paediatric first aider available to the party at all times? If splitting into groups who will not be together 'on site' ensure there is a trained paediatric first aider in each group.			
Have all staff and parents understood and agreed their roles and responsibilities with the EVL?			
Have roles and responsibilities on the trip been established? EVL to have quick debrief with all staff on the trip before going home			

Have all s disclosed any medical needs?			
TRIP PLANNING PROPOSAL			
Complete a Trip Planning Proposal			
Meet with Head of DUCKS to discuss the Planning Proposal and Risk Assessment			
TRIP APPROVED AND AGREED			
Has a DUCKSPost been sent to parents outlining the trip, including: Venue – with learning objective Date Timings Clothing/attire Equipment Option to volunteer			
Has the venue been confirmed?			
Has the coach been booked with Dulwich College, including confirming collection and drop off point?			
Have the parent volunteers been agreed?			
Has the packed lunch been ordered?			
PREPARING CHILDREN	**Who**	**When**	**Done**
Have the children been involved in the preparation and planning of the visit?			
Do the children know what standard of behaviour is expected of them?			

Do the children know any rules and regulations they must adhere to?			
Do the children know who their leaders are?			
Do the children have wrist bands with DUCKS Telephone no.??			
Do they know what to do if lost or separated?			
Do they know what to do if approached by a stranger?			
PREPARING PARENTS AND CARERS			
Are parents and carers fully aware of what all aspects of the visit entail, including cost, timings, venue and activities?			
Have parents and carers given informed consent for all activities to take place?			
Have parents and carers disclosed medical details and given medical consent?			
Have parents and carers given consent to use the various methods of transport involved?			
Have parents and carers volunteers attended a pre-visit briefing and question-and-answer session?			
Has dietary information been gained?			
Are parents and carers aware of the clothing/attire?			
Does the EVL have emergency contact details for all parents and carers for the duration of the visit?			
HEALTH AND GENERAL WELFARE	**Who**	**When**	**Done**
Create group list			
Has first aid been considered as part of the risk assessment?			

Has appropriate first aid equipment been packed for the visit? E.g. Ensure fully packed incl. Disposable ice packs			
Are designated supervisors aware of and suitably trained to administer young people's medication?			
Have all young people's medication been collected and clearly labelled?			
Are dosages and timing for medicines clearly understood?			
Do you have the contact details of local doctors and hospitals?			
Do all party members have the appropriate clothing for either cold or very hot conditions? E.g. sunhat			
EQUIPMENT	**Who**	**When**	**Done**
Has kit been issued to the young people?			
What equipment should the Kindergarten/school take – including party and EVL's equipment? E.g. suncream			
What equipment will the contractor provide?			
TRANSPORT			
What are the transport needs?			
Establish cost			
Has transport been finally agreed and booked?			
Have the relevant public transport services been made aware where and when your party will be travelling with them?			

Is there back-up transport in the event of an emergency or a breakdown?			
FINANCE	**Who**	**When**	**Done**
Costing (Produce)			
Receipts Arrange petty cash if necessary E.g. volunteer coffees			
COMMUNICATIONS	**Who**	**When**	**Done**
Plan schedule of communications			
Emergency communications (plan and tell parents)			
Correct staff mobile phone numbers shared			
GENERAL			
On-site phone numbers			
Approval – received from the Head of DUCKS			
Post course evaluation			
Tips for future visits			