



EDUCATIONAL VISITS POLICY FOR EYFS PUPILS

September 2026

PART 1: General Information for Parents

1) INTRODUCTION

The Newcastle 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. All of our visits for this age group are local. We do not take Nursery and Early Years pupils on overnight or foreign visits.

2) OUR VISITS

2.1 Supervision

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. Staff always take a mobile phone with them. The pupils are always briefed in advance about the visit and of the standards of behaviour which we expect.

2.2 Staff Ratios and Responsibility

We operate a staffing ratio of 1:8 for all off-site visits involving pupils in our Nursery and Reception classes. There is always at least one Teacher, and a Teacher will always have been designated as Group Leader for the visit. Teaching Assistants will normally be present and will hold a level three statutory qualification, as defined by the Children's Workforce Development. Early Years staff are all qualified in either full or emergency Paediatric First Aid.

2.3 The Nursery

We do not take our Nursery children off-site until the end of the first month of the Autumn term, when the Nursery children, together with their Teacher and Teaching Assistants or Nursery Nurses walk to All Saints' church green for an autumn walk. They need time to settle into the routine of going to school, and there are plenty of opportunities for daily outdoor play in the Infant Department's well-equipped, secure outdoor play area.

During the Autumn term, the Nursery children, together with their Teacher and Teaching Assistants or Nursery Nurses walk to All Saints' church for the Junior School Harvest and Carol Services, which involve the entire Junior School community. All parents are invited to join us. The children's creative experiences are expanded by a

trip to Beamish and also to Brocksbushes for pumpkin picking at Halloween, a visit to the pantomime and a trip to Lildorei and to Fenwicks Window at Christmas.

If children are deemed ready, other trips related to the topics being taught in class are arranged for the pupils during the spring term. At the end of the Spring term, the Nursery children, together with their Teacher and Teaching Assistants or Nursery Nurses walk to All Saints' church for the Junior School Easter Service, which involves the entire Junior School community. All parents are invited to join us.

At the end of the Summer term, the Nursery children, together with their Teacher, Teaching Assistants or Nursery Nurses, visit places such as Wallington or the coast which are only a 30 minute drive away. We hire a small coach for the journey, fitted with front-facing seats and seat belts, from our regular coach company, who complies with our conditions for using hired transport (see below).

2.4 Reception

By the time that they move to Reception, children are ready for more excursions off-site and for a wider range of new experiences. We arrange for regular short walks in the neighbourhood for them to learn about the built environment and different places of work. During the year they will visit places such as:

- Beamish
- The Centre for Life
- Brocksbushes
- The Seaside

The children's creative experiences are expanded by a visit to the pantomime.

3) KEEPING YOU INFORMED

All parents of children in the EYFS are invited to a meeting at the start of the Autumn term for Nursery and the end of the Summer term for Reception, when the aims of the year's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor activities will be briefly explained. The School calendar lists the visits that are due to take place over the coming term. We will send you a letter well in advance, telling you about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day. All EYFS Department visits return your child to the school at their conclusion.

4) CONSENT

Parents are asked to sign blanket permission for all trips at the point of their child's admission and they will be notified in advance of any trip.

PART 2: Guidance for Staff Involved with School Visits

5) INTRODUCTION

We have a large number of trips, out of school activities and visits at The Newcastle School, which are an important part of our educational ethos, whilst ensuring that we also preserve the integrity of the curriculum. We expect that every member of our staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them, and to help with the arrangements. We always welcome suggestions from staff for new trips.

All new staff have a session on planning school visits as part of their induction training. This covers practical guidance on conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorated. All staff also receive updates on planning school visits as appropriate.

6) SAFETY: ADVANCE PLANNING

6.1 Risk Assessments

Safety is our top priority. Even the shortest of visits needs to be thoroughly planned, and requires its own risk assessment (see Appendix 2), which must be reviewed thoroughly before a repeat visit is made. (Also see the '**Risk Assessments for visits for EYFS Pupils**').

6.2 Head Counts

The Group Leader conducts, or arranges for another Teacher or Teaching Assistant or Nursery Nurse to conduct a head count of the children (recording the fact that we have done so on the Head Count Form which is included as Appendix 3):

- Before leaving school
- (If applicable) On sitting down in the coach
- On arrival at the destination
- On leaving the destination
- Sitting on coach
- On arrival back at the school

Where we walk, the pupils walk in pairs, with one adult at the front, one in the middle and one at the back. Pupils are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

6.3 Missing Child Policy

Our procedures are structured to ensure that this does not happen; but in the event that a child is missing - either from school, or on a visit, we follow the procedures set out in our **Missing Child policy**.

6.4 First Aid Kit etc

The Group Leader takes a first aid kit, list of emergency contact numbers and a mobile phone with him/her on every outing. We carry bottled water on all of our longer visits.

6.5 Delay

The Group Leader will ring the school if there is any delay, for example, because of heavy traffic. The School Office has copies of all permission slips with contact details and will phone the parents to warn them of a delay.

6.6 Safeguarding

Any safeguarding concern arising during a visit must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with the School's Child Protection and Safeguarding Policy.

6.7 Volunteers

Parent helpers and volunteers will remain under the direction of school staff and will not be left in sole charge of pupils. Appropriate safeguarding checks will be undertaken in accordance with the School's Recruitment, Selection and Disclosure Policy.

7) ROLE OF THE GROUP LEADER OF A NURSERY VISIT

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. S/he will have had previous experience of accompanying Nursery or Infant visits before organising one him/herself. S/he will also have training organised by a Co-Head of the Junior School on the completion of risk assessments and planning and running of trips. All Early Years staff hold a valid full or emergency Paediatric First Aid Certificate.

8) CO-HEADS OF THE JUNIOR SCHOOL

Either of the two Co-Heads of the Junior School can approve trips, however all trips must be approved by one of these individuals. The authoriser is responsible for checking that the paperwork is correct, giving guidance on carrying out risk assessments and budgeting for visits.

9) PERSONAL LIABILITY AND INSURANCE

Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. Staff who take part in visits and activities outside School may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that The Newcastle School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care, complied with legal requirements and followed the School's guidelines.

The Newcastle School has £25,000,000 of Employers' Liability Insurance and £25,000,000 of public liability insurance, as well as a group travel policy that covers any visit made by the Nursery Department. Cover includes cancellation or delay, medical expenses, replacement of personal possessions and money.

10) USE OF PRIVATE CARS

The Newcastle School's policy is to encourage staff not to transport pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the School). Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer.

Parents will be informed if pupils will be travelling in the car of a member of staff. Nursery and Reception pupils can only be transported in private cars that are fitted with special child seats

11) USE OF HIRED TRANSPORT

We hire small coaches for Nursery and Reception visits. The School has a long-standing relationship with several local companies. Small coaches are sometimes hired from known local firms. The only vehicles booked have front facing seats fitted with seat belts. Where a school minibus is used, the driver has the appropriate qualifications.

12) PREPARATORY ARRANGEMENTS

Visits made by the Nursery and Reception are all local; but nevertheless, their outline is usually planned at least a month in advance, when dates need to be agreed with a Co- Head of the Junior School. Parents will be told about the visits planned for the ensuing year at the parents meeting. At that stage, it will probably not be necessary to finalise the dates of all of the short, local visits planned for the spring and summer terms; but a general indication should be given.

Actions for the Group Leader

Any visit should be organised a month in advance that:

- Involves additional cost for parents
- Needs to be booked in advance
- Needs transport to be arranged.

At that stage:

- The Trips and Visits paperwork should be completed online using Involve and submitted for approval.
- A Co- Head of the Junior School should be consulted about individual pupils' special and medical needs. Advice should be obtained on any arrangements that may be required for a pupil's individual special and medical needs.
- The Risk Assessment should be finalised and approved by a Co-Head of the Junior School, if possible by the same person who approved the trip (Appendix 2).

Two Weeks in Advance

- Theatre tickets should be checked and stored in the school safe
- Meeting with other members of staff participating in the visit to discuss risk assessment, the respective roles of the Group Leader, other staff and volunteers and emergency procedures
- Prepare packs for the accompanying staff containing:
 - The itinerary (*including address, phone numbers, etc., of all location to be visited*)
 - Name of the Group Leader and all other staff
 - Mobile numbers of all participating staff are available on the School network
 - A list of pupils, together with copies of their parental contact forms and includes details of each pupils' medical conditions
 - Emergency contact numbers for the two Co-Heads of the Junior School and the Head
 - A copy of the risk assessment.
 - Location of local hospital

The Day of Departure/ Day Prior to Departure

- Remind the pupils of the aim of the visit and of the expected standards of behaviour
- Give information packs to recipients
- Collect first aid pack. Check contents
- Collect bottled water if appropriate
- Ensure the pupils wear a high vis waistcoat over their school coat.

13) DURING THE VISIT

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out (and recording) head counts of the children on leaving and returning to school, on getting on and off each form of transport, entering or leaving a theatre, museum, centre, etc
- Checking that all pupils wear their seat belts
- Enforcing expected standards of behaviour
- Keeping account of all expenditure
- Recording any accidents or near misses

14) ILLNESS OR MINOR ACCIDENTS

If a Pupil has a minor accident or becomes ill, the Group Leader, or another member of staff will phone his parent's emergency contact number at once and arrange for him to be collected. If contact cannot be made, the Group Leader, or another member of staff, will take him to the local hospital or, if the illness is more minor,

back to School. A member of staff will remain with the pupil at the hospital or School until a parent or carer arrives.

15) EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital and would remain with the pupil(s) until their parents arrived. Ensuring that the rest of the group were safe and looked after, and informing one of the Co-Heads of the Junior School/ Head of what had happened would be the next task for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with a Co-Head of the Junior School/ Head are maintained. He/she would also need to arrange (perhaps using one of the other members of staff, or the School Office) for the parents of the uninjured children to be contacted on their emergency contact numbers and asked to collect their children from either the venue or the School, depending upon the circumstances. The Bursar would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken.

At The Newcastle School, depending on the nature of the incident, we may implement our own model communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Head or a member of the Senior Leadership Team. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge.

16) ON RETURN

Each Group Leader is asked to provide the Co-Heads of the Junior School with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property, together with a report of any lost or damaged property.

TRIPS AND VISITS COSTING FORM

Group Leader: _____

Brief Details of Trip: _____

Date of Trip: _____

Forms/ Year Groups/Pupils involved: _____

School Budget to be charged: _____

Estimated number to attend Pupils: _____

 Staff: _____

Please attach copies of all relevant paperwork/quotations

Heading	Details	Cost £	Cost per pupil £	Cost per staff £
Transport costs				
Admission Fees				
Accommodation				
Food				
Activities				
Spending Money				
Sub- total				
Total Costs				
Overall Total Cost of Pupils and Staff				
Amount to come from School budget				
Amount to be charged to Pupils				

Signature of Applicant _____ Date _____

Authorising Signature _____ Date _____
(Member of SLT)



TRIPS AND VISITS RISK ASSESSMENT (insert title)

Appendix 2

ACTIVITY / EXERCISE ASSESSED:	LOCATIONS COVERED:
DATE OF ACTIVITY/ EXERCISE	RATIO (STAFF: PUPILS):
ASSESSMENT UNDERTAKEN BY:	ASSESSMENT DATE:
ASSESSMENT CHECKED BY:	REVIEW DATE

HAZARD OR ACTIVITY	PERSON(S) AT RISK	WHAT MIGHT HAPPEN	RISK CONTROL MEASURES IN PLACE	LEVEL OF RISK			FURTHER ACTION REQUIRED	RESIDUAL RISK		
				L	C	DR		L	C	DR
			•				•			
			•				•			
			•				•			

Refer to the **Risk Management Policy** for definitions and the actions that must be taken based on the Degree of Risk.

TRIPS AND VISITS - EYFS HEADCOUNT FORM

Brief Details of Trip/Visit	
Group Leader	
Number of Pupils on Trip	

	Number of pupils counted	Signature of member of staff checking	Name of member of staff
Before leaving School			
Sitting on Coach			
On arrival at destination			
On leaving destination			
Sitting on coach			
On arrival at school			

POLICY CONTROL - EDUCATIONAL VISITS FOR EYFS PUPILS

Status & Review

Statutory policy or document	No
Publish on school website	Yes
Review frequency	Annually
Approval date	September 2026
Review date	September 2027

Version Control

<u>Author</u>	<u>Creation / Revision Date</u>	<u>Version</u>	<u>Status</u>
Assistant Head, Early Year (SW)	November 2025	1.0	Final approved version for publication. Risk assessment template updated. Where necessary, 'boys' replaced with 'pupils'; 'son' replaced with 'child'. Introduction of version control
Head (GH)	September 2026	2.0	Changed school name to The Newcastle School. Changed Headmaster to Head; change Head of Juniors to Co-Heads of the Junior School. Trip documentation completed on Involve (was Evolve). Trip approval updated to reflect that there are two Co-Heads. Communication with media changed from Head of Juniors to member of the Senior Leadership Team. 'Model policy for conducting risk assessments for Early Years' outings' changed to 'Risk Assessments for visits for EYFS Pupils. Safeguarding and Volunteers sections added (para 6.6 and 6.7)