



## Procedure & Guidelines for EYFS Visits

Reviewed by:	Jenna Comer – Head of EYFS	September 2024
Approved by:	Trish Watt -Headmistress	September 2024
Governor Approval:	Professor Mark Bailey	September 2024
Next Review Date:	September 2025	

### General Information

Eaton Square School is fortunate to be situated in the heart of central London where there are many opportunities for students to visit museums and to go on theatre trips where learning comes alive. Children in the EYFS are encouraged to go on at least one school visit a term. The visits are an important contribution to the children’s learning and the Early Years foundation Stage Curriculum. Day trips are to be within the M25 wherever possible.

EYFS teachers are responsible for booking the visit, liaising with the Deputy Head, and Head of EYFS for approval and for any necessary timetable changes. All visits and trips must be arranged a term in advance so that transport can be arranged. Nursery teachers must complete a booking form (See School Trip Details Form) and give a copy to the Head of EYFS and a copy to the Deputy Head. The Deputy Head will arrange the booking of transport. Please check Section H: Health and Safety. Safety on School Outings for Health and Safety issues and risk assessment procedures. A pre-visit should preferably take place and adequate risk assessment checks must be carried out, including obtaining a copy of the venue’s own risk assessment.

The EYFS teachers are responsible for sending out a letter to parents detailing the location, date and time, any relevant arrangements and the dress code. Nursery and Reception uniform and Hi-vis jackets are to be worn on school trips. The EYFS teachers are responsible for providing details of the trip and photos for both the parents to see and for the school Year Book.

Parent helpers are invited to attend a school trip. The EYFS teachers should clearly outline the roles and responsibilities that parents have on the school trip. Parents must not be left unsupervised with groups of children.

The EYFS teachers will arrange labels with the school address that each child is to wear. Registers are to be kept in school and a list of children going on the trip is to be taken on the trip.

The Staff may take a school camera with them to take photographs of the children for use in school only.

### Personal Liability & Insurance

The law places the Group Leader “in loco parentis”. Eaton Square School has Employers’ Liability Insurance and public liability insurance, as well as a group travel policy that covers most visits inside the UK and overseas. The cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays. Any member of staff organising an adventurous or hazardous activity should check, via the Bursar, whether or not the activity is covered by the school’s policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy



of the school's travel insurance with him/her on all residential visits.

Eaton Square School's policy does not allow staff to transport pupils in their private cars and does not allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school).

**Staff/Pupil Ratios**

The DCSF recommended staff to pupil ratios for visits (not inclusive of regular offsite activities) is:

<b>Class</b>	<b>Ratio</b>
Greenhouse Nursery (2-3s)	1:2
Beehive and Treehouse Nurseries (3-4)	1:6
Reception	1:6