

Thomas Coram Centre and Nursery School

Educational Visits Policy



Thomas Coram Centre
and Nursery School
49 Mecklenburgh Square
London WC1N 2NY



Reviewed and Approved: Summer 2021	Next review: Summer 2023
Reviewed bi-annually	

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils. The visits usually take place within the school day, but on occasions, take place after school.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

For all outings the following procedures must be followed;

- All parent/carers must sign a permissions form to show that they agree to their child going on an outing.
- Parent permission slips are not required for campus or 'short and small' visits i.e. to Waitrose.

Please note:

The general agreement in the application forms pack should be checked and adhered to.

Campus includes Coram courtyard, Coram staircase, (when a closed and *dedicated* space is being allocated), Collingham Gardens (when we have permission to close the gates/ *secure* the perimeter) etc.

- A risk assessment of the venue must be carried out before children are taken on any outing.
- A risk assessment form must be completed before taking the children out. Please follow the instructions of how to complete the form in the outings folder which is located in the office. As part of this procedure, it is important to ensure that all staff, parent, volunteers and children are clearly briefed about potential risks and the expectations we have of the adults taking part in the outing.
- A copy of the risk assessment should be left in the office before departure.

- Staff members must always stay in pairs to ensure that they are able to support each other in case of emergency.
- There must be a ratio of two children per adult or 1:1 depending on the age/individual circumstances.

Exceptions include:

Foundling Museum (when a *dedicated space* is being allocated),

Collingham Gardens (when we have permission to close the gates/ *secure* the perimeter) etc.

- All children must have a label with the name, address & telephone number of Thomas Coram Centre. The label must be displayed where the child is unable to remove it (i.e. on the back of their clothing, not their jacket or additional layers). There is one exception to this which is when we use Collingham Gardens and we have permission to close the gate and secure the park for our exclusive access.
- All children must wear our bright luminous vest with Thomas Coram and our telephone number boldly written at the back.
- Medication for children with long term health needs, and copies of their individual health plans, must be taken on the outing e.g. Inhalers, insulin, EPI-Pen.
- Any group of children going on an outing must be accompanied by a paediatric 1st aider.
- A first aid kit must be taken on all outings.
- Staff are responsible for informing the lead person of their specific health need requirements when going on an outing (i.e. inhaler, Epi-Pen, etc...).
- Staff are responsible for ensuring that their specific medication is placed in the first aid kit or at a location easily accessible to the staff they are with in case of emergency.
- In order to minimise confusion, we do not usually agree to allow parents to meet us at a venue when they are running late or to collect a child early from an educational visit.
- When away from the school, the same rules and policies still apply whilst with the children. (i.e. no hot drinks while with the children, no use of mobile phones for private calls, no alcohol, etc...)
- All parents, staff and children should return to the school premises before being discharged from the group. Allowing parents to leave part way through a visit or whilst returning from the visit may mean that attendance records are not completely accurate at all times. On returning to nursery school and at the end of the visit, no

parent or child should leave before being marked off the attendance register by the lead practitioner.



**Thomas Coram Centre and Nursery School
49 Mecklenburgh Square, WC1N 2NY
020 7520 0385**

Dear Parents and Carers,

We value your help on this outing, indeed we would not be able to take the children out so often without your help. We hope these guidelines will help you feel confident and clarify the support we need from you:

- Please always follow the road safety and outing rules the team leader has explained to you.
- Please do not use your phone- please put your phone on silent. If you do receive an emergency call, then please speak to the member of staff who is leading the visit so we can cover the children you are looking after.
- Please do not give other children in your care any food (we have a broad range of allergies and dietary requirements)
- Please make sure you only eat at group agreed times.
- Please ask a member of staff if a child in your care needs the toilet.
- Please ask a member of staff if you feel a child in your care is not listening to you, or doing as you have asked.
- Please be vigilant with the safety of the children in your care at all times.
- Please always stay with the group unless directed otherwise.
- Please ask the team leader for help or if anything is unclear.
- The team leader should have talked to you about the purpose of this visit and some of our learning intentions. Please ask the group leader if you need clarification.
- Please make sure you have the school phone number with you. If you get lost please call the school number: **020 7520 0385**
- Please do not smoke at any time on this visit

Thank you - and enjoy your time with us!

Thomas Coram Risk Assessment Form for Outings

Date:

Time of departure:

Estimated time of return to TCC:

Purpose of outing- state any potential risks or hazards	
Venue - Address, phone number contact name.	
ROUTE-Route walking + methods of transport. Include: Route to/from bus stop (+ bus number) Route to/from tube station (+tube lines) to destination. N.B. Please attach itinerary for the day with main times & events.	
Ticket arrangements	
Names of staff	
Number of adults (complete details in Part B)	
Number children (complete details in Part B)	
First Aid pack (please check to ensure you have all relevant materials)	Yes No
Parental permission forms for each child	Yes No
Any other information e.g. medical concerns of children/staff, e.g. inhalers, EPI pen	
Form completed by	

Risk Assessment - Part B

Parent/ Carer/Staff	Responsible for (Child 1)	Responsible for (Child 2)	Parent/ Carer/Staff Contact details	TCC vests issued
Have you read the outings policy?				Yes / No
Have you discussed potential risks of this trip with staff/parents/carers?				Yes / No
Have you discussed potential risks with children and how to keep safe?				Yes / No
Do all children have a label with the name, address & telephone number of the school? Yes / No				
Have you displayed the label where the child is unable to remove?				Yes / No
Are all children wearing TCC vests?				Yes / No
Who are the paediatric 1 st aiders for this trip? _____				
Who is the lead staff member on this trip? _____				

PLEASE REMEMBER TO RETURN ALL TCC VESTS TO THE SCHOOL

Thomas Coram Lost Child Procedure

Lost child in the school's care

Preventative measures

- Follow the arrangements for deployment of staff as outlined in the school routine, daily bulletin and room / rotas to ensure that there is sufficient supervision of children while in the school
- Ensure that the reception area is covered at busy times and that the exit door is always closed after access or egress from the building.
- Ensure that children only leave the school accompanied by an appropriate adult, if in doubt check record and ask for identification.
- Follow the outings policy and ensure that each member of staff, parent or volunteer is only responsible for a maximum of 2 children. In cases where the risk assessment indicates that 1:1 supervision is required ensure that this is abided by staff throughout the visit.

In the unlikely event that a child is lost either:-

- while on the school premises
- while away from the school and in the care of school staff

The following procedure is to be followed :

While on the school premises

- As soon as a child is found to be missing from their room. Member of staff A to stay with other children while member of staff B checks gardens, shared areas such as the studio, parents room, both wings etc calling the child by their name.
- If child is not found within a few minutes (2 minutes) staff B to contact reception and alert reception staff and SLT.
- Reception and class staff to check attendance register to confirm that child has not been taken by parent/carer.
- SLT to alert other campus users and check shared space such as the courtyard. Staff to check all areas including garden, other wings, sheds etc.
- If the child is not accounted for SLT to ring parents while reception staff ring the police.

- SLT to alert Camden
- Inform Chair of governors
- SLT to inform Camden H+S 'Reportline' on 0845 300 9923 and Ofsted
- If a child is lost even for a few minutes, the parents must be informed.

While away from the school

- As soon as a child is found to be missing from their group. Member of staff A to stay with other children/parents while lead member of staff questions the person who the child is allocated to, to establish details and then check surrounding area.
- If child is not found within a few minutes - (2 minutes) lead member of staff to contact nursery and alert SLT. Lead member of staff on the outing must contact the police giving a detailed description of the child and their last location.
- If the child is not accounted for, SLT to ring parents. If a child is lost even for a few minutes, the parents must be informed.
- SLT to alert Camden.
- SLT to inform Chair of governors.
- SLT to Inform Camden H+S. 'Report line' on 0845 300 9923 and Ofsted