

## **Rationale**

Every year many visits are made from The Centre for a wide variety of purposes. The range of activities is similarly wide. The purpose of this policy and accompanying information is to ensure that every trip made from this Centre combines the safest possible environment for children and the greatest possible educational benefit, both in terms of the National Curriculum and in personal and social development.

## **Aims**

- To provide a framework whereby trips of all kinds may be planned, costs are undertaken.
- To set out a series of steps to be followed when planning a trip.
- To ensure that all trips are of the maximum benefit to children's education in its widest sense.

## **Objectives**

- To develop the child's knowledge, skills and understanding of the wider world outside the Centre and home.
- To emphasise links between various areas of the curriculum, and to put into practice skills learnt in the Classroom.
- To develop the child's confidence in encountering unfamiliar situations.
- To develop the child's ability to work with a group, to follow instructions and to complete tasks in co-operation with others.
- To ensure that children learn the importance of considering the feelings and needs of others.
- To nurture self-reliance, autonomy and leadership

## **Children's Experiences**

As each child moves through the Centre visits will be arranged to complement the breadth of the curriculum and to emphasise aspects of the programme of learning which lend themselves to such an approach. Within the constraints of the various codes of practice, children will be encouraged to become increasingly self-reliant leading towards independence.

## **Management**

Teaching Staff are responsible for preliminary planning of trips and any plans must be discussed with the Centre Deputy Manager at an early stage, with a risk management plan to cover the following.

- Proposed number of children
- Proposed ratio of supervising adults
- Location and Transportation
- Exit and Evacuation
- Personal Care
- Eating and Drinking
- Emergency Procedures
- Learning Goals
- Cost per child
- Cost Per Adult

The Centre Manager, as the trained Educational Visits Co-ordinator, has overall responsibility for the suitability and safety of trips, and the Management team has ultimate responsibility for the safety of pupils and staff.



### Special Educational Needs

Educational visits should fulfil the needs of all children. Children with IEPs may need additional supervision or support whilst on a visit and this will be provided if possible.

#### DISABILITIES

- increasing the extent to which disabled pupils can participate in the Centre curriculum, including the extent to which disabled pupils can take advantage of education and associated services, particularly in respect to

Educational visits.

#### Guidelines for planning an Educational Visit

1. Identify the educational aims and objectives of the visit at an early stage. When travelling to a distant location the question should always be asked, whether the same objectives might be achieved more simply and cheaply closer to home.
2. Staffing Regard must be paid to the experience of the staff, the nature of the visit and the age and needs of the children. The minimum Staffing levels stipulated are;  
1 adult to 3 children over 3 years  
1 adult to 1 child under 3 years

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#### Example letter to Parents

Date ....

Dear Parents;

We are planning an outing for the group ....., on day..... date..... month. We are going to location ..... Explain briefly the reason the location has been chosen, why this is a learning outcome and how the children will benefit.

We will be leaving at time..... returning at ....., so please make sure your child has is here by .....

We will be travelling by ....., and snacks are provided by the centre Chef.  
Your child should bring with them;

We will be taking photographs for the children to remember this experience .

The cost of the outing is can you please bring the money to ..... no later than.

By signing the below slip you are consenting to staff taking your child off the premises of birth and beyond, at a cost of ... and taking photograph of your child.

Regards

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Signed..... Print ..... Date .....