

# EDUCATIONAL VISITS POLICY

<b>Approving Body</b>	Trust
<b>Date of Last Review</b>	January 2026
<b>Statutory (Y/N)</b>	Y
<b>Responsible Officer</b>	BMAT CEO for and on behalf of the Trust

## **1. Introduction**

Busy Beacons Nursery organises trips for a wide variety of purposes. At Busy Beacons we feel it is important to provide opportunities for children to take part in outings so they can further develop their knowledge and to ensure every child has access to the same opportunities in life.

The purpose of this policy and accompanying information is to ensure that every trip organised by the nursery combines the safest possible environment for children, along with the greatest possible educational benefit, both in terms of the Early Years Foundation Stage Curriculum and in personal, social, and emotional development.

### **1.2 Aims**

- To provide a framework whereby children's trips will be planned, costed and implemented
- To set out a series of steps to be taken when planning a trip
- To ensure all trips are of maximum benefit to children's education in its widest sense.

### **1.3 Objectives**

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

### **1.4 Children's Experiences**

As each child moves through their nursery experience, visits will be arranged to compliment the breadth of the curriculum and to emphasise aspects of their learning experience.

### **1.5 Management**

Staff are responsible for preliminary planning of trips and any plans must be discussed with the nursery Manager at an early stage. The nursery manager has overall responsibility for the suitability and safety of trips and ultimate responsibility for the safety of pupils and staff.

### **1.6 Equal Opportunities**

All trips will, wherever possible, be accessible to all children in the nursery, enabling them to gain confidence, acquire skills and build positive experiences.

### **1.7 Special Educational Needs**

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

## **2. Implementation**

Nursery staff must follow the Educational Visits procedure which accompanies this policy.

### **Trips Procedure**

#### **2.1 Planning**

When planning a visit, it is important to check the diary to see if the proposed date is free. Reasonable adjustments need to be made to ensure the proposed trip is accessible to all children. All proposed visits must be discussed with the Manager before a booking is made. The practitioner responsible for taking the children on the trip must then complete the risk assessment form.

#### **2.2 Travel**

Travel to and from the destination must be planned in advance. Staff must take into account the time and accessibility to the planned destination, along with accessibility. The chosen transport must also take into account any disabled children/adults.

#### **2.3 Staffing**

The practitioner organising the visit must ensure that there is enough staff available for the date required and ensure their absence from nursery does not affect the ratio of the classroom. Parents are encouraged to support on trips but must be provided with sufficient time to make plans. Parents must not be left on their own with children but can support a group with a staff member. A list of all staff and parents attending along with their mobile phone numbers need to be given to the office.

Extra adults will be assigned to allow children with SEND to attend, where reasonable. Children with any SEND should be discussed with the SENCO to approve staffing.

#### **2.4 Risk Assessment**

To ensure accurate knowledge of the planned trip and its safety, the staff member in charge of the visit must undertake a visit to the venue, making the same journey planned for the children, two weeks prior to the trip. Any concerns must then be discussed with the Nursery Manager and provision made. A risk assessment must be carried out and any amendments made to the risk assessment as appropriate.

#### **2.5 Costing**

When calculating the cost, all children and adults must be accounted for. Where parents are expected to contribute towards the cost, all money must be collected prior to the trip and kept in the office. If a parent is experiencing financial difficulty, and this may result in the child not being able to attend the planned trip, the nursery will do all it can to support the parent.

#### **2.6 Letters to Parents**

The staff in charge will draft a letter to send to the parents to provide information about the trip (must include timings) and ask for permission. You may ask parents for a voluntary contribution if necessary. The letter should then be checked by the Manager before being sent to parents. This must be done at least two weeks before the trip.

## **2.7 BEFORE the Trip**

The staff member in charge of the trip will need to take:

- Check any medicine and expiry dates e.g. Asthma pumps for children;
- The First Aid kit (Ensure it is well equipped)
- Check all permission forms are collected.
- Ensure the nursery mobile phone is fully charged.

## **2.8 DAY of the Trip**

The staff member in charge will need to take:

- The nursery mobile
- First Aid kit
- An itinerary of the day for all adults involved
- A list of groups and mobile numbers of all adults (where possible)
- A list of children's contact details
- High visibility jackets for each child
- Spare clothes/Nappies/Wipes (if needed).

## **2.9 Before you leave the office need to have:**

- A completed risk assessment
- Route planner including route A and B
- A list of all adult's mobile numbers
- Copy of letter to parents

## **2.10 During Trip**

Please make sure you regularly count the children throughout the trip and journey, checking this tallies up with the register number. You must telephone the office once you arrive and when you leave to give an expected time of arrival.

## **2.11 Medical Needs**

Children with specific medical needs must be accompanied by a parent or their key person. If a member of staff is injured, the nursery must be contacted immediately to agree a course of action. If a child is injured, first aid must be administered and if necessary, emergency services should be contacted. The nursery must be informed of all injuries as soon as possible.

## **2.12 Transport**

When on a coach/minibus, children must be always seated with a fastened seat belt. Children are not to sit on the front seats near the driver. Adults must sit directly next to any fire exits. Adults must be evenly spaced throughout the coach to ensure the safety of all children. The lead adult must check if the driver is familiar with the route prior to departing. If there is any doubt about the safety of the children, the lead adult must speak to the Manager before departure.