



# ST EDMUND'S SCHOOL CANTERBURY

**THIS POLICY IS PREPARED IN CONJUNCTION WITH THE SCHOOL SAFEGUARDING  
POLICY AND KEEPING CHILDREN SAFE IN EDUCATION 2025**

**THESE CAN BE FOUND ON THE SCHOOL WEBSITE HERE:**

**<https://www.stedmunds.org.uk/about-us/policies-inspection-reports/>**

## **Pre-Prep Educational Visits Policy (Including EYFS)**

(In this policy, the term 'Pre-Prep' includes Nursery, Reception, Year 1 and Year 2 and 'Nursery' includes Ladybird and Butterfly classes.)

### **INTRODUCTION**

St Edmund's Pre-Prep 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 knowledge and understanding.

### **PART ONE: INFORMATION FOR PARENTS**

#### **Staff Ratios and Responsibility**

We operate a staffing ratio of approx. 1:2 for Butterfly class, 1:4 for Ladybirds and Reception and 1:6 for Key Stage 1 (depending upon the destination, activities and needs of the children). All trips are led by an experienced member of staff who will have been designated in charge of the visit, accompanied by other staff and sometimes volunteers. One of them is qualified in paediatric first aid. Generous staffing levels, close supervision and appropriate protective clothing are essential for even the shortest

of excursions. The children are always briefed in advance about the visit, including discussing any risks and the standards of behaviour which we expect.

## **Venues**

The type of trip is carefully thought out by staff to fit with the children's age, interests and ability to participate fully and safely in the activities.

## **Keeping parents informed**

A letter telling parents about the trip, its cost and whether it involves an extension to the normal length of the school day or different clothing is sent prior to the trip.

## **Consent**

Parent's written consent is required every time that we take children off-site. Please note that we are unable to take children without a completed and signed consent form, which includes details of where parents may be contacted in an emergency.

# **PART TWO: INFORMATION FOR STAFF**

## **Role of the Staff member in Charge**

- To have primary responsibility for the safe conduct of the visit.
- To complete trip forms and write a risk assessment for the trip and show the Head of Pre-Prep
- To have sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions.
- To be responsible for completing regular head counts.
- To prepare and differentiate the activities on the trip for any children with medical or special educational needs.
- To carry with them the children's consent forms and any relevant medical information.
- To ensure they take a first aid kit and any medicines the children may need.
- They must act in accordance with school policy in the case of an emergency.
- They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:
  1. Checking that all pupils wear their seat belts
  2. Enforcing expected standards of behaviour
  3. Recording any accidents or near misses

## **Risk Assessments**

Safety is our top priority. Even the shortest of visits need to be thoroughly planned, and require its own risk assessment, which must be checked by the Head of Pre-Prep and reviewed on return to school.

The following matters should be borne in mind:

- Children have been briefed about the purpose of the visit, any hazards they may encounter and the expectations of behaviour

- All children are told where they should go if they accidentally become separated from the rest of the group.
- Member of staff in charge of the trip to carry a mobile phone with appropriate numbers for emergencies.
- Staffing ratio of approx. 1:2 for Butterfly class, 1:4 for Ladybird and Reception or 1:6 for KS1 (depending on the destination, activity and needs of the children)
- Member of staff in charge has made a reconnaissance visit and planned the route.
- Children are divided into groups each allocated to one member of staff if appropriate.
- All members of staff and any volunteers have been briefed about the outing and the risk assessment beforehand.
- All members of staff know what to do in an emergency.
- Any volunteers have been briefed thoroughly on their respective roles and are not left alone with children.
- Head counts are taken at least on leaving the classroom, on sitting in the coach/minibus, regularly throughout the visit, on leaving the activity and on returning to the coach/minibus.
- When walking, the children are closely supervised by the adults. Children are reminded about basic road safety and of the expected standards of behaviour.
- When travelling by coach/minibus, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.
- Children wear school wrist bands.
- Ensure children with medical needs have appropriate equipment and medicines.
- Documentation, class lists and clear travel arrangements including routes and timings are left with the Head of Pre-Prep or the school office.
- Consent forms for all children are collected prior to visit and taken by trip leader on the trip.

### **Missing Child Policy**

St Edmund's staff will do everything they can to minimise the chance of losing a child by completing risk assessments and providing appropriate supervision. All staff have read and understand the Missing Child Policy. However, in the event that a child is lost, we will ensure a search is made for the child as soon as possible, parents and authorities are notified, and a high level of care is maintained to other Pre-Prep children while procedures are followed. (See Missing Child Policy.)

### **Accidents**

The member of staff in charge takes a first aid kit, consent forms and a mobile phone with them on every outing. At least one member of the staff will hold a current Paediatric First Aid Certificate, and they will deal with minor accidents if they happen. If a pupil becomes ill or has a more serious accident, the member of staff in charge will phone their parent's emergency contact number at once and arrange for them to be collected or if necessary, call an ambulance. If contact cannot be made with parents, the member of staff in charge will make arrangements for them to be taken to the local hospital. A member of staff will remain with the child at the hospital until a parent or carer arrives.

### **Delay**

The member of staff in charge will ring the school if there is any delay, for example, because of heavy traffic. The School Office will email parents giving details of any delay.

### **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.

St Edmund's School has public liability and group travel insurance. They cover any visit made by the school. Cover under the travel policy includes cancellation or delay, medical expenses, replacement of personal possessions and money, with excesses and limitations.

### **Use of private cars**

It is school policy not to transport pupils in private cars belonging to staff unless in an emergency or as a last resort when parent's permission will be sought.

### **Use of school minibuses**

The school minibuses are used to transport children on trips. All the seats have seatbelts with adjustable straps to account for different heights, no children are allowed to sit in the front and the drivers have passed a St Edmund's assessment test.

### **Use of hired transport**

When hiring a coach we only book vehicles with front-facing seats that are fitted with seat belts.

### **Emergency procedures**

In the event of a serious accident resulting in the death or serious injury of one or more of the pupils or staff, the teacher in charge would: -

- Summon the emergency services and arrange for medical attention for the injured.
- Ensure one member of staff accompany the injured to hospital and remain with them until their parents arrived.
- Ensure that the rest of the group were safe.
- Inform the Head of the Pre-Prep of what had happened and if appropriate continue to update this information. (Head of Pre-Prep will inform the Head and school office.)
- Ensure the parents of injured children were informed and given necessary details.
- Arrange for uninjured children to get back to school or be picked up by their parents.

A full record should be kept of the incident, the injuries and of the actions taken in accordance with Health and Safety Policy.

At St Edmund's Pre-Prep, 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 communicate with those whose children are not affected by phone, email or by school website.

Where possible, communication with the media should be left to the Head of St Edmund School. The member of staff in charge should refer the media to them.

### **On return**

The teacher in charge is asked to provide the Head of Pre-Prep with a report of the visit, any accidents or near misses, on their return. Personal observations and lessons learned are always valuable. The teacher in charge should return all school property, together with a report of any lost or damaged property.

**Reviewed Sept 2025**

**Review Date: September 2026**

**EOC**