

BATHGATE EARLY YEARS CENTRE

POLICY FOR EDUCATIONAL EXCURSIONS (February 2015)

All excursions should be relevant to the Pre Birth to Three Guidance / Building the Ambition and/or 3 - 18 Curriculum and the local area should be considered as much as sites further afield. An advance visit is essential as part of the planning process and Risk Assessment , (R.A) and helps to ensure that the greatest benefit can be gained by

- confirming suitable arrangements for eating and toilet facilities
- collecting relevant literature such as leaflets etc.
- identifying any hazards for R.A., bearing in mind any special needs children who may be included in group

Prior to any outing being planned staff should now follow the W.L.C. Excursions Policy ,(October 2014) and complete the relevant documents which are attached to this nursery policy.

All paperwork must be stored in the Excursions folder for each centre.

EEO to be completed initially and returned to HT for approval with mandatory checklist and initial Risk Assessment.

When approval is given by HT and recorded by HT on the for "Request for Final Approval" the form EEO will be returned to the outing co-ordinator who should then issue letters with information to all parents and EE2 forms.

EE2 forms must be completed by parents/carers and returned to the nursery before any child can attend the trip.

If the EE2 form is not signed in line with W.L.C. policy the child cannot attend.

On the day of the outing the co-ordinator should complete the Risk Assessment and take a copy of emergency contact numbers on the outing. The co-ordinator should also take a copy of the Emergency procedures card on the outing.

On return the co-ordinator must complete the mandatory checklist and arrange a debrief with staff/ children/ parents if necessary.

An adult with up to date first aid training must be included in the party.

Only coach companies which meet the criteria of West Lothian's seatbelt policy should be used. The Administrative Assistant who will make arrangements for booking any transport etc.

Appropriate arrangements should be made for any child with additional support needs.

Parents may be invited to help as well as students but should hold a current PVG disclosure check.

ON THE DAY

1. all adults helping on the trip should be introduced to the children and reminded of what is going to be happening
2. if a cheque is required please ensure that it is collected from the office
3. check that all children have been toileted and are appropriately dressed
4. collect snack, First Aid Kit, spare clothes and any medication required
5. pupil numbers should be checked throughout the visit and before departure

IF A PROBLEM ARISES

If the adult in charge is concerned about the transport this should be shared with the driver and if necessary he/she should be asked to stop the vehicle.

The adult in charge should then follow guidance on the Emergency Card and contact the Early Years Centre and follow emergency procedures.