

EYFS Educational Visits Policy

Introduction

At Forfar Education, we offer children a wide range of educational visits (EV), including short walks, as part of our curriculum. Parental permission is obtained at the beginning of each academic year for local visits and separately where required for visits beyond the immediate locality. Educational visits are planned to complement and enhance learning opportunities and are discussed with children in an age-appropriate manner. This policy reflects the EYFS statutory framework effective from September 2026, including expectations relating to supervision, safeguarding, safer eating, allergies, emergency medication, paediatric first aid and the safe use of mobile phones, cameras and electronic devices.

It is a regulatory requirement that schools have an Educational Visits Coordinator (EVC). Each school or nursery has its own Educational Visits Coordinator who is named in this policy. Educational visits are carefully planned following the guidelines set out in this policy.

Risk Assessments

Every visit shall have an Educational Visit Leader (EVL) who is the designated person responsible for conducting the risk assessment and coordinating the visit. The EVL is responsible for:

- Undertaking a risk assessment for the visit, identifying any potential hazards along the journey or at the destination.
- Ensuring that staff-to-child ratios are adequate and responsive to risk, age, stage, SEND, medical needs and the environment.
- Completing a pre-visit checklist.
- Visiting the venue prior to the trip where necessary to confirm that it is appropriate for the age, stage and development of the children.
- Sharing the risk assessment with all adults accompanying the trip.
- Liaising with the Educational Visits Co-ordinator, school medical team if necessary, Designated Safeguarding Lead and Head when completing a trip request and risk assessment.
- Ensuring arrangements are in place for safer eating, allergies, choking prevention, emergency medication, toileting, intimate care, transport, mobile phone/device use and safeguarding.

The EVL must complete a risk assessment and plan, which includes the following details:

- The name of the EVL and all other adults attending the visit.
- The location of the visit.
- Estimated departure and arrival times.
- The number of children, their age range, individual needs and the group size.
- Provisions for children with SEND, medical needs, allergies, intolerances, dietary requirements or Individual Health Care Plans.
- Required equipment for the trip, including coats, packed lunches, emergency medication and first aid provision.
- Staff contact numbers and emergency contact details.
- Method of transportation and travel arrangements.
- Emergency procedures, including what will happen if a child becomes unwell, has an allergic reaction or choking incident, or requires urgent medical treatment.
- Name of the designated first aider and the first aid provision.
- Safer eating arrangements, including seating, supervision, food sharing controls, choking risks and dietary checks.

Minimum Staffing Ratios

The appropriate staffing levels for visits will depend on how safety and the individual needs of the children can be assured. It is likely that enhanced staff ratios may be required and that staffing ratios for offsite visits and trips generally exceed the following regulatory guidelines:

Children under 2 years: 1 adult to 3 children

2-year-olds: 1 adult to 4 children

3- to 4-year-olds in settings with qualified teacher/EYTS/EYPS: 1 adult to 13 children (teacher-led)

3- to 4-year-olds in other settings: 1 adult to 8 children

Good Practice for Trips

The EYFS requires that ratios are the starting point, but leaders must adapt staffing for offsite trips based on a risk assessment. As a result, it will often be necessary to enhance ratios as follows:

1:2 for under 2-year-olds

1:3 for 2 – 3-year-olds

1:4 for 3 – 4-year-olds

Where ratios are at the minimum required, offsite visits must always have at least two members of staff present, regardless of group size, to ensure safety if one adult is called away in an emergency. At least one accompanying member of staff must hold a valid full paediatric first aid certificate.

Where children will eat during the visit, paediatric first aid cover must be available during the eating period and factored into the risk assessment.



Emergency contact details, medical information, allergy and dietary information, Individual Health Care Plans, emergency medication details and safeguarding contacts must be carried at all times and kept secure.

Before the Visit

- Permission will be obtained on an annual basis for local walking visits and, when applicable, for each visit beyond the immediate locality. All permissions will be checked before the visit by the EVL. Parents will be asked to provide or confirm current medical, allergy, dietary and emergency contact information before visits where food, transport or additional risk is involved.
- Information will be provided to parents, detailing the date, timings, educational connection, location, and required equipment for the visit.
- Parent helpers will receive a letter outlining expectations, including safeguarding, supervision, food, allergy and mobile phone/camera use during the visit. Parent helpers must not bring or provide food, sweets or treats for children unless specifically agreed by the EVL and checked against allergy and dietary requirements.
- Children will be prepared for the visit through classroom discussions and activities to show them the purpose of the visit.

On the Day of the Visit

- A completed trip register, parent/staff contact numbers, emergency contacts, medical information, allergy and dietary information, Individual Health Care Plans and relevant risk assessments will be taken on all visits.
- All children, staff, and helpers will wear high-visibility jackets to ensure they are easily recognisable.
- Regular headcounts will be carried out throughout the visit, including before leaving the setting, on arrival, before and after transport, before and after toileting, before and after meals or snacks, when leaving the destination and on return. The timing and responsibility for headcounts will be discussed with the person in charge of the visit.
- The EVL's mobile phone number will be shared for emergency contact.

(0191) 5100726 | 19 & 20 Thornhill Park, Sunderland SR2 7LA
Email: info@argylehouseschool.co.uk | www.argylehouseschool.co.uk

argylehouse argyle1884



- A travel first aid box will always be carried, along with any special medication, emergency medication, allergy medication, inhalers, adrenaline auto-injectors or equipment needed. A designated member of staff will be responsible for checking medication is present, accessible and in date before departure.
- At least one paediatric qualified first aider will always be part of the group, although it is desirable that there is more than one and this should be organised in line with the risk assessment. If children are eating during the visit, a member of staff with a valid full paediatric first aid certificate must be present with the group during the eating period.

When children eat during a visit, staff must check that food and drink are suitable for each child's dietary requirements and prepared in a way that reduces choking risk. Children must be seated safely, supervised within sight and hearing, and prevented from sharing or swapping food. Any choking incident requiring intervention must be recorded and parents/carers informed.

- In case of an accident, staff will assess the situation, take appropriate steps to deal with the situation at the location, and contact the Head of School/Nursery or a member of the SLT at the earliest opportunity.
- If necessary, the group will return to school/nursery, and parents will be contacted.
- In the event of a serious accident, first aid protocols will be instigated, and an ambulance will be called, and parents will be notified. A **staff** member will accompany the child to the hospital, while the rest of the group will return to school/nursery.
- A written report of any incident will be prepared by the EVL as soon as possible.
- Staff must conduct themselves in an exemplary manner at all times as they will be observed by the general public.
- Staff must adhere to the school/nursery's Safeguarding and Mobile Phone and Devices Policy during the visit. Personal mobile phones must not be used to photograph children. Any use of devices must be agreed in advance, necessary for the safe management of the visit, and in line with policy.

Use of Vehicles for Visits

The member of staff in charge of the visit will inform parents in advance about any visits that involve transporting children off-site.

Transportation arrangements will be carefully planned, and additional adults will be recruited if necessary to ensure children's safety, particularly for children with SEND, medical needs, allergies



or those requiring additional supervision.

All transportation arrangements will be made through approved providers if the school/nursery vehicles are not being used. School/nursery vehicles used for transporting children will be licensed, inspected, and regularly maintained. They are fully insured and protected by breakdown cover. Vehicles will also be equipped with seat belts, and where appropriate, child car seats or booster seats will be used. Only approved drivers of minibuses will be used.

When children are transported, there must always be at least one adult in the vehicle, excluding the driver. The driver is not responsible for supervising the children.

Emergency Contact Details

The EVL will have access to all emergency contact numbers, including visit insurance details, in case of any issues during the trip. Contact details for all parents will also be available to the EVL.

Medical Information

If a child requires medical treatment during a school trip, the EVL will assess the situation and provide appropriate care, such as first aid or further medical intervention. If the child has an Individual Health Care Plan, allergy action plan or emergency medication, this must be followed. If the EVL cannot contact the parents, staff will continue efforts to reach them while ensuring the child receives necessary treatment.

Notes Regarding Accompanying Adults

- Parents accompanying younger children will generally be asked to care for their own child during the trip.
- Parents who are staff members at the school/nursery will accompany the trip in a parental capacity, not as staff members.
- Staff (not parents) will accompany children to the toilet when necessary.
- Parents of younger children may assist with intimate care for their **own child** but not for others.

Review of Visits

The Senior Management Team of the school/nursery will lead and accompany educational visits throughout the academic year to ensure the effective implementation of this policy.

Additionally, feedback from staff after outings will be collected to inform future trip organisation and procedures. Reviews should consider supervision, ratios, headcounts, safeguarding, safer eating, allergies, medication, transport, mobile/device use and any incidents or near misses.



Policy Owner: Nursery manager
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(0191) 5100726 | 19 & 20 Thornhill Park, Sunderland SR2 7LA
Email: info@argylehouseschool.co.uk | www.argylehouseschool.co.uk

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MEMBERS OF INDEPENDENT SCHOOLS ASSOCIATION / REGD IN ENGLAND NO. 06357016 / REGD. ADDRESS 4, THE VALE, CHELSEA SW3 6AH



Letter to Trip Helpers

Checklist for Parents Accompanying Children on School/Nursery Visits

Visit: [Date]

Dear [Parent's Name],

Thank you for supporting our children's learning by accompanying us on this visit. Your participation is greatly appreciated.

Please review the following reminders about what is required for a school trip:

- On the day of the trip, you will be responsible for a group of children from the moment we leave the premises until we return.
- Stay with any other groups assigned to you.
- Direct any emergencies or queries to the EVL.
- Do not bring, share or provide food, sweets, treats or drinks for children. This includes items containing nuts or any other potential allergens.
- Lunch or snacks will be provided or arranged by the setting where applicable. Please inform the EVL of your own dietary restrictions, but do not offer food to any child.
- Do not purchase gifts or treats from gift shops for your group or child.
- Only school-issued cameras or devices may be used for photographs where authorised by the EVL. Personal mobile phones or devices must not be used to photograph children.
- Mobile phone use should be restricted to emergencies only and should not distract from supervising the children. Any urgent call or message should be taken only after informing a member of staff.

Children must remain within sight and hearing of staff at all times. Please immediately alert the EVL if a child appears unwell, is choking, has eaten or been offered unsuitable food, or is separated from the group.

- Visit our website [www.forfareducation.org.uk/policies] to review our Educational Visits and Missing Child policies.

Thank you again for your invaluable support, and we look forward to a wonderful trip.

Signed: [EVL's Name]