



Great Easton C of E (VA) School Policy for Educational Visits and Off-Site Activities

<i>Responsibility - EVC</i>	<i>Claire Jackman & Holly Miles</i>
<i>Date Trained</i>	<i>CJ First trained 21.11.2012, updated 28.2.2017 HM trained 3.3.2017</i>
<i>Policy</i>	<i>March 2014 Updated February 2016 and again 3.3.17</i>
<i>Signed off by</i>	<i>Pupil and Personnel Committee delegated responsibility by the Full Governing Body.</i>
<i>To be reviewed</i>	<i>March 2018 (yearly)</i>
<i>Other Policies Related</i>	<i>Safeguarding & Child Protection, Health, Safety and Wellbeing, Induction and Volunteer policy, Behaviour policy</i>
<i>Other Paperwork Attached</i>	Appendix 1: Educational Visits - procedures Appendix 2: Guidance for procedures in the event of a critical incident on off-site visits.



This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Educational Visits Policy

Overview

- 1. Authorisation - Legal Responsibilities**
- 2. Types of Visits**
- 3. Risk Assessment**
- 4. Parental Consent**
- 5. Staffing - competence and training**
- 6. Supervision (*Role of supervising parents/carers and volunteers & Including Pupils on Educational Visits*)**
- 7. Insurance**
- 8. Emergency Planning**
- 9. Summary checks**

Sign-Off system - Flow Diagram

Overview: Great Easton School aims to provide opportunities for its pupils to make visits to other locations for a wide variety of purposes. At present these include attending services at Great Easton Church, carrying out local studies, making educational visits to places for study, participating in sports fixtures and developing swimming skills. The purpose of this policy and accompanying information is to ensure that every visit made from this school (including residential visits) combines the safest possible environment for pupils (and adults) and the greatest possible educational benefit, both in terms of the National Curriculum and in personal and social development.

1. Authorisation - Legal Responsibilities

- *The Headteacher and Assistant Headteacher are the Educational Visits Coordinators (EVCs) and must formally approve any educational visit or other off-site activity.*
- *The Governing Body accept OEAP (Outdoor Education Advisers' Panel <http://oeapng.info/>) as national guidance for Educational Visits*
- *The EVCs must: Ensure educational visits meet the employer's and school's requirements. Support the Head and Governors with approval and other decisions. Assess the competence of prospective leaders and staff. Ensure risk assessments meet requirements. Organise training and induction. Ensure parents/carers are informed and give consent. Organise emergency arrangements. Keep records of visits, accidents or incident reports. Review and monitor practice.*
- *The Visit Leader must: Be approved to carry out visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.*

2. Types of Visits

- *All visits to comply with this **Educational Visits Policy***
- *All local visits to be approved by the EVC*

- *Adventure activities, all residential trips, and trips abroad; require County authorisation by the Outdoor Education Advisory Panel (OEAP) at Essex at least two weeks in advance*
- *All approval of visits will be made using the website based system for organising and seeking approval for educational or recreational visits which can be found at the Essex EVOLVE Educational Visits website:
https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=essexvisits.org.uk*

3. Risk Management and Risk-benefit assessment

Risk management and risk benefit assessments must be carried out

- *A risk assessment must be undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.*
- *Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents.*
- *Use of a 'provider', for example accommodation or adventurous activities, we will contact them and obtain their risk assessments for these elements of our visit.*
- *One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.*
- *A 'dynamic' risk assessment can be carried out by the Visit Leader whilst on a trip. For example, if there is simple play equipment at the venue, if that equipment is deemed to be in the realms of the children's normal experiences then it may be deemed appropriate for the children to use it whilst being supervised.*
- *All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit.*

4. Parental Consent

Signed parental consent must be obtained.

- One parental consent may cover a programme of similar activities over a maximum of one year (for example sporting fixtures).
- At the start of each academic year all parents/carers are asked to sign a consent form to cover children on local trips which involve walking.
- Parents/carers will always be notified of outside visits beyond the immediate vicinity that require transport and will be asked to sign a permission slip.
- Failure to return a signed permission slip will mean the child does not take part in the visit.
- For residential trips, parents/carers will be fully informed by letter and their written permission will be requested.
- Exposure to the weather should always be a consideration and parents/carers/carers are expected to provide their children with suitable clothing, sunscreen and water (as required).

- Parents/carers should notify the school if travel sickness medication is necessary and provide it for their own child.
- Parents/carers are responsible to ensure their emergency contact details are always up to date and lists of emergency contact numbers should be taken on all trips.

Parents/carers will always be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents/carers not to be in a position to claim after the event that they were misled or uninformed about any of the following:

- *Venue(s) and travel arrangements*
- *Dates and times of departure and return where visits exceed beyond the school day*
- *The nature of activities planned*
- *Kit list where appropriate*
- *Arrangements for supervision*
- *Code of conduct or standard of behaviour expected during the visit*
- *Financial contribution expected from parents/carers*
- *Insurance arrangements*
- *Contact system in case of emergency*
- *Any expectations placed on parents/carers, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.*

The school's behaviour policy is designed to give a clear code of conduct and standard of behaviour expected during a visit from children. Our Volunteer policy gives a clear code of conduct for adults.

5. Staffing - competence and training

- *There must be a qualified teacher in charge as visit leader. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.*
- *All staff should be assessed for competency and training provided for visit leaders.*
- *The staff-pupil ratio must be determined as part of the risk assessment.*
- *Considerations : SEND / behavioural / age / activity / location / transport / visits lasting longer than one day / visits of one day or less*
- *Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these.*
- *County policy must be followed with regard to DBS checks.*
- *If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.*
- *Staff should NEVER consume alcohol or recreational drugs during a school visit.*

6. Supervision

- *Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.*
- *The visit leader must determine when supervision must be 'direct' and when it may be 'remote':*
- *Direct supervision - pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group.*
- *Remote supervision - pupils are allowed to operate unaccompanied in groups. They must be given clear instruction as to where they may go, what they may do, and when they must return, and must have a means of making contact in case of an emergency.*
- *A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the pupils and any training they have received.*
- *During transportation (by coach, boat or car), the staff will ensure children are sitting sensibly and that seat belts are fastened.*
- *Throughout the visit, the children will be under constant supervision and regular head counts will be made as part of security arrangements. If the visit means children will be in 'dangerous' areas such as busy roads or busy public areas then staff will wear hi-viz vests as appropriate.*
- *The group leader is responsible overall for the group at all times.*
- *The visit leader will carry a mobile at all times and ensure adults on the trip know who to contact in an emergency by having a critical incident plan.*
- *When appropriate the visit leader will make a preliminary visit and carry out an initial risk assessment, which should be approved by the EVC before the visit. A copy of the assessment should be shared with all staff and helpers and the children should be involved in talking about keeping themselves safe and potential risks.*

Role of supervising parents/carers and volunteers:

Supervising parents/carers and volunteers must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. A written briefing should be given to each accompanying adult including contact information for the group leader and other members of staff as well as names of children and how they are grouped. Other information that may be useful such as a map and timings should be shared.

Including Pupils on Educational Visits:

Great Easton VA Primary School fully supports the availability of educational visits to all pupils and recognises that children with additional needs, including those with challenging behaviour, should not be unnecessarily excluded. Reasonable adjustments will be made to accommodate pupils with additional needs, such as one to one support. However, if the safety of pupils (or others) cannot be guaranteed because of his/her inclusion on the visit, then the pupils will not be included in the visit. Documented evidence, including the risk assessment, must be retained. Parents/carers will be expected to collect their child should an incident of unacceptable behaviour occur on a school visit.

7. Insurance

Essex County Council Insurance covers all pupils on Education and Off-site visits.

No forms of indemnity or 'insurance waivers' may be signed without reference to the ECC Legal Service.

8. Emergency Planning

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if requires, plus access to first aid equipment and a nominated person with first aid knowledge.
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.
- A list of pupils with parental contact and medical information, must be held by the visit leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.
- The visit leader should always carry a mobile phone.
- If a serious accident occurs, at least one adult should remain with the child or children concerned, whilst other adults continue to supervise the rest of the children. The 'critical incident' plan should be used as guidance. As soon as the situation is under control, a telephone call should be made to the school to inform the Headteacher of the situation. The school will then inform other relevant parties.
- Headteacher, Assistant and School Business Manager to attend 'Emergency Visits' training run by Essex County Council and all staff to be briefed on what to do in the event of an emergency.
- For particularly 'risky' trips (such as O2) ensure ALL children and adults have a wristband with school and Visit Leader contact details in case of emergency.
- Medical notes and next of kin emergency contact details to be kept for all staff and helpers (use EVOLVE site to record these).
- Incident record sheets to be kept on pin boards in school office in case of an emergency phone call.
- Bottled water to always be carried in case of emergencies or traffic jams.
- A school 'top up' card to be used in case of emergencies to provide food or drink for pupils.

9. Summary Checks

- *Seek approval in principle from EVC / Line manager.*
- *Plan and prepare for visit.*
- *Complete submission form.*
- *Assess risks.*
- *Define roles and responsibilities of other staff and pupils.*

- *Ensure effective supervision of pupils and what they do.*

Related policy areas for the establishment

- Child protection
- Inclusion
- Emergency planning
- Accident
- Health and safety
- Staff development (training, qualification)
- Volunteer
- Finance and insurance
- Work Experience
- Extended Schools

Documents required:

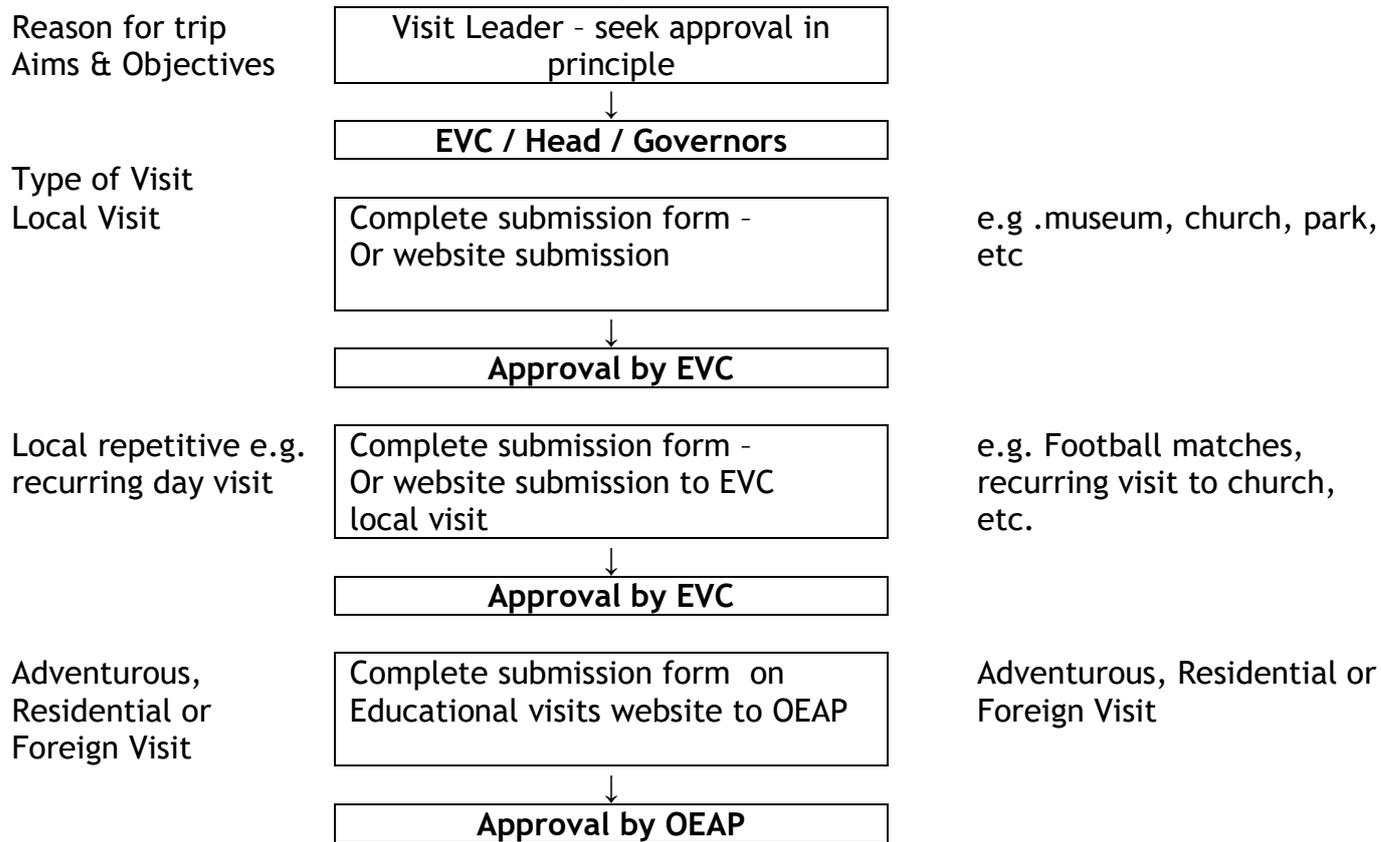
- *Parental Consent forms*
- *Incident / Accident Report forms*
- *Educational visits register - Pupils / Staff lists*
- *Critical Incident Plan*
- *School Disaster Plan*
- *Emergency Contacts at Essex County Council (download emergency contact list from website)*
- *Generic Operating procedures used by establishment*

Sign-Off system :

Before the Trip

Visit Leader	Aims and Objectives - Where?		
	Approval to proceed	→	EVC / Head (delegated responsibility by Governors)
	LA notification or approval - category of visit	→	OEAP or EVC - for local visits
Complete submission form / EVC website	Parental prior warning Programme including a 'Plan B'	→	Consent forms etc.
	Provider information		
	Kit List -		
	Behaviour expectations		
	Finance - money strategy		
	Parental consent forms - Medical / Special Needs / Allergies / Diets		
	Emergency contacts packs - School / LA		
	Preliminary visit required?	→	Check out Provider
	Transport	→	Check out provider
	Risk Assessment	→	COP & Guidance
	Inclusion Policy	→	SEN Policy

Flow Chart



Visit Leader Training Record : Staff competence (Further details held in school office for all staff and volunteers).

First Name	Surname	Experience	Training	Date	Update Due	Approved by EVC
Claire	Jackman	EVC	EVC Leader training, additional Visit Leader Briefing Emergency Visit Training CP DP Paediatric First Aid	19.3.20 28.4.15 9.2.16 12.2.20 25/26.2.20	19.3.23 April 20	Yes
Sam	Govey	Led numerous group visits- including residential	VLB Paediatric First Aid	annual	April 20	Yes
Holly	Miles	EVC	VLB 24.2.14 EVC CP DDP Paediatric First Aid	3.3.17 6/7.2.17	April 20	Yes
Stacey	Lawrence	Led numerous group visits, assisted and led residential.	VLB Paediatric First Aid CP EYFS	annual	April 20	Yes
Sophie	Delaney	Led numerous group visits	VLB Paediatric First Aid	annual	April 20	Yes
Rob	Curtis	Led numerous school visits, including residential	VLB Paediatric First Aid	annual	April 20	Yes
Laura	Wilson	Led several visits.		annual	April 20	Yes

Training Notes : Qualification for Visit Leaders

Educational Visits Co-Ordinator - Designated	EVC - D
Educational Visits Co-Ordinator - Administrator	EVC - A
Educational Visits Co-Ordinator - Potential (trained)	EVC - P
Visit Leader Certificate	VL - C
Visit Leader Briefing	VL - B
First Aid at Work	FA AW
First Aid (Emergency)	FA E
First Aid (description)	First Aid (description)
Child Protection	CP
Basic Expedition Leader	BEL

Appendix 1

EDUCATIONAL VISITS - PROCEDURES

1. Planning and Preparation

i) Aims and Objectives of the Visit

The Educational aims and objectives of the visit or trip should be clearly identified

at an early stage. These should be relevant to the needs of participants and the curriculum, taking account of age, ability, previous experience and resources available.

Some objectives entail working in an environment which presents potential hazards. Such environments should only be visited if pupils are of sufficient maturity and experience to understand the nature of the hazard involved. In general, they should not be exposed to potential hazards if the same objectives can be achieved at a safer location.

ii) The Party Leader

A suitably experienced teacher/youth worker will be appointed, empowered to act on the Headteacher's behalf as Party Leader for the duration of the visit.

Where the staff team comprises of more than two members of staff, a deputy leader should also be appointed. The deputy leader must be kept properly briefed so that he or she can assume responsibility if required.

iii) Staffing (inc night time cover)

All visits need to be adequately staffed. Regard must be paid to the nature of the visit, and the age and particular needs of the young people.

When determining staffing levels for residential visits it is important to remember that staff will need periods of rest, whereas young people may need 24 hour supervision.

In circumstances where supervision is being provided by a third party, ie an activity provider, a clear agreement should be sought over who has responsibility at certain times. This agreement should be in writing and all leaders and helpers should be informed.

Young people with poor conduct records may respond positively to the different experience of a visit. This should not, however, be relied upon. This may need to be reflected in the overall staffing level.

Subject to there being the minimum number of staff required by the current Code of Practice, adults other than teachers and school staff will frequently be included in the staff team to enhance the level of supervision. These adults must be acceptable to the Headteacher and the Party Leader. There can be possible conflicts of interest where parents

of participating pupils are included in the staff team, though generally parents are welcome as supervisors.

The recommended ratios of staff to pupils are set out in the Essex County Council Educational Visits Coordinator Resource Pack, and vary according to the duration and type of visit, and the age of the pupils involved.

Staffing ratios for sports activities are dealt with in the Code of Practice for Safety Precautions in Physical Education.

iv) Preliminary visit to location

A preliminary visit by the party leader will assist in the planning process and contribute to the safe conduct and educational value of the visit. A preliminary visit is strongly recommended (and may be essential) particularly when:

- all or most of the staff team are unfamiliar with the area;
- primary school aged children are to be involved;
- people with special needs are to be included;
- the environment presents particular potential hazards.

A preliminary visit should seek to:

- check for potential hazards;
- check timings (local services, lengths of walks, tides etc)
- establish local contacts;
- check accommodation, especially for fire risk and evacuation, security measures and control of access to pupils' sleeping areas, but also for domestic arrangements or any variations associated with medical conditions;
- agree in advance, between party leaders and centre staff, the division of supervisory responsibility;
- obtain information on local services (police, doctor, dentist, hospital);
- inform the site specific risk assessment.

Whether or not a visit is made all means of researching the area should be explored.

v) Risk Assessment

A risk assessment must be undertaken for every visit however short its duration or distance from the school. The school has copies of forms to be used for different categories of visits. General Operating Procedures may cover repeat activities such as sporting fixtures, as outlined on EVC training in February 2017.

vi) Approval

Any proposed visit must be notified to the Educational Visits Coordinator. However, where visits include:

- an overnight stay;
- adventurous activities (as defined in the Code of Practice);
- foreign travel;

- other activities that are perceived to be of increased risk,

they must be put to the County Educational Visits Coordinator before final approval is sought within the school.

vii) Costing and Finance

The financial implications of the visit require detailed consideration at an early stage. Component costs could include:

travel, access and entry charges, refreshments en route, excursions, accommodations, food, site fees, insurance, equipment, specialist resources, additional spending money for pupils.

The nature of the visit will determine what proportion, if any, of the cost of the visit may be charged to participants according to the school's Charging and Remissions Policy.

Even the simplest of ventures requires the keeping of precise records of income and expenditure.

viii) Special Needs

Pupils with special needs require additional consideration when taking part in visits and trips; their inclusion may have staffing and programme implications. Some or all of the following considerations may apply:

- environmental factors may increase the "risk" level above that applying to other members in the group;
- a higher level of staffing will normally be needed and it may be necessary to include specialist staff to facilitate supervision, communication and encouragement;
- whilst travelling, there should be more frequent stops, extra supervision and particular vigilance over travel sickness;
- medication and dietary requirements should be known and monitored;
- buildings and terrain should be checked for suitability for those with physical disabilities;
- ensure that activities offered are appropriate to the pupil; mental and physical disabilities may require additional or alternative activities.

ix) Programme

A detailed programme should be established with adequate and effective supervision.

x) Free time

"Free time" is potentially hazardous and should be limited or structured according to the age or maturity of the pupils and to the location of the visit. "Free time" should also be risk assessed.

Pupils are never allowed to go off alone.

xi) Medical Arrangements

Special medical requirements of individuals should be known and catered for.

First aid knowledge in the group should be appropriate to the nature of the visit. The identity of First Aiders and the location of professional medical help should be known to all staff and group members.

xii) Safety Issues

A thorough understanding of matters affecting safety is essential for all accompanying staff. General issues for consideration are:

- areas, times and activities of potential risk;
- standards of behaviour and conduct;
- organisation (communication, meeting times, group movement skills);
- supervision arrangements;
- duty rotas;
- emergency procedures and first aid arrangements;
- implications of weather change.

xiii) Clothing and Equipment

Clothing, footwear and equipment appropriate to the visit should be considered at the early planning stages. A detailed kit list should be sent to parents/guardians well before departure.

Unsuitable clothing can markedly detract from the educational value of the visit and may prove hazardous in exposed situations.

xiv) Briefing Staff

At least one formal briefing meeting must be arranged for the whole staff team, including additional adults, prior to the visit. At this meeting the party leader should ensure that everyone is:

- familiar with, and supports the visit's objectives;
- aware of and recognises the nature of the responsibilities that they will be asked to assume;
- advised as to their position with regard to personal liability.

Where it is possible to programme staff "free time", this programme is best agreed at this stage. It is important for staff to accept that at other times they are "on call", even if not actually supervising pupils.

xv) Briefing Parents and Guardians

Parents/guardians must be fully informed, in writing of the nature of the visit before their consent, and/or financial commitment is requested.

Included in this information should be details of:

- all activities to be undertaken;
- the staffing ratio and people who will be supervising (e.g. 2 teachers, 1 teacher + 1 parent) and their level of competence for the activity (if appropriate);
- the insurance arrangements for the visit, the limitations of the LA third party cover should be explained, copies of policy documents for other cover should be available.

The detail provided must be sufficient so that a reasonable parent/guardian could not claim afterwards to have been misled as to the nature of the visit or the arrangements for supervision or insurance.

For residential visits in particular, it is advisable for the Headteacher to call a meeting of parents prior to the visits. This may be an appropriate time to inform parents, in the presence of the pupils, of the standard of conduct which will be expected during the visit.

xvi) Parental Information and Consent

Activities which come within the school's regular programme, e.g. visits to places in the immediate locality, after school clubs or sports activities, do not require specific parental consent. It is good practice to have general written consent to any regular activity and for registers of attendance to be kept.

Written agreement is required for day visits involving, for example, adventurous activities, a full day away, special lunch arrangements, special clothing requirements, travel and possible costs, journeys abroad or residential stays in Britain, Full and detailed written information should be sent to parents/guardians as far in advance of the journey as is practicable, and should include the following information as appropriate:

- dates and times of departure and return
- destination
- passport arrangements
- activities planned
- name of travel company and method of travel
- cost and what it does and does not cover
- methods of payment and cancellation arrangements/penalties
- details of insurance cover
- advice on pocket money and allocation/ care on journey and during the trip
- accompanying staff
- emergency contact arrangement
- items prohibited on the journey or during the trip

xvii) Behaviour management

The standards of behaviour expected and required on a school trip must be clearly established and conveyed to pupils.

Parents/guardians and pupils must understand that if behaviour is not of the standard expected, either before or during a visit, the pupil may be unable to participate in the visit/ may be sent home from the visit.

xviii) Briefing Pupils

Pupils should be made aware of the purpose of the visit and of the demands that will be made upon them, the code of behaviour which is expected of them during the visit, and of the importance for their own and other's safety of carefully following instructions.

xix) Communication and Information

It is essential that a nominal roll with full addresses, copies of all travel, insurance, parental/guardian consent forms and telephone numbers of all party members (including supervisory adults) be left at the school with a named member of staff to act as an emergency contact.

A "telephone tree" may be created to allow for prompt and efficient communication with all parents/guardians of participating pupils.

In the unlikely event of a major emergency the leader should initiate the Emergency Procedures, detailed below. Leaders may find it helpful to carry a copy of these procedures at all times. The carrying of a mobile phone would be useful.

xx) Emergency Procedures

Emergency plans must include advice based on the following:

Control and Supervision of the Group

- Immediately inform all group staff of the problem; share it; clarify actions to be taken.
- Account for all group members and ensure their well being.
- Establish the names of people of people involved in the accident and, if injured, the nature and extent of their injuries.
- Ensure that the injured are accompanied to hospital wherever possible by an adult known to them.
- Clarify with the group what has happened and your consequent course of action.

Information and Communication

Restrict access to telephones until your emergency contact at school has been alerted, with precise details. Due to the large number of young people who now have mobile phones it will be necessary to decide if they may be taken on the visit or not. Do not release names of injured participants.

Leaders should avoid any direct dealings with the media. If the incident is serious the emergency contact should alert the Headteacher (or designated deputy) who may then contact the LEA as appropriate. If out of normal working hours, County Hall press office can be alerted on 07774 279420 or 07796 937574.

Contact with relatives should be as early as possible and consistent in content. It is vital to ensure parental/guardian contact before the news spreads through the media. This

would normally be done through the Headteacher, deputy or other designated person at the school.

Close liaison is required between all parties, police and the media.

2. The Visit

i) Responsibility of Supervisors

Teachers or other adults supervising children on visits have a duty of care to them. The actions of the responsible adult should correspond to those expected of a careful and prudent parent.

In addition the following should be taken into account:

- children in a group will frequently behave less responsibly than the same young person would with his or her parents;
- that in respect of what is "careful and prudent" many parents have greater expectation of staff than they would have of themselves.

ii) Delegating Responsibility

The party leader may wish/need to delegate responsibility for the supervision of some or all of the pupils at various times to other members of the staff team.

The member of staff must be:

- competent to take charge of this particular group of pupils, doing this activity, in this location;
- properly briefed as to his or her responsibility;
- aware of the next meeting time and place, and understands the procedure to adopt in the event of an accident or emergency.

iii) Supervision - General

The party leader should ensure that at all times during the visit:

- each member of staff know exactly for which pupil, if any, he or she is responsible;
- each child knows which member of staff is in charge of his or her group.

When no such instruction has been given, it should be assumed that the party leader is responsible for the whole group. It is not satisfactory to assume an undefined, shared responsibility for a group between several members of staff.

Children must be given clear instructions that they are to stay in their group or within a defined area of the member of staff in charge.

iv) Assembly, Departure and the Journey

Meet in good time and allow for packing of the vehicle. Don't forget the all-important head count! A check list of important items/issues is useful.

Guidelines/rules should be established, relevant to the nature of the journey, about eating, drinking, litter, other people and general behaviour.

Be prepared for travel sickness! Parents of children who suffer from travel sickness should be reminded in advance to administer travel sickness medication as appropriate, and supply the party leader with the child's medication for the return journey.

Arrange appropriate refreshment stops and ensure adequate supervision.

v) *On Arrival*

Depending on the type of visit this may require considerable patience, adaptability and organisation.

Where problems are perceived with arrangements, an objective discussion and co-operative approach with the management will normally be the most effective. Talk through issues, rather than complain.

vi) *Fire*

Rules with regard to smoking, matches etc, should be established.

Rules relating to the locking of rooms overnight will need consideration. It may generally be wiser to insist that rooms remain unlocked.

On arrival, the party leader must ensure that fire precautions and evacuation procedures are clearly explained to all.

vii) *Group Control*

Group control should be maintained at all times, it is better to be over-directive initially. Control is facilitated by:

- clear, unambiguous instructions with regard to where, how and when;
- a regular roll-call or head-count;
- some means of group identification (eg uniform);
- a clear understanding of the standards of behaviour expected;
- keeping activity groups manageable in size, appropriate to the conditions.

viii) *Participation in "Ancillary" Activities*

Frequently activities which are not central to the visit take place, eg, swimming/paddling. Whilst adding appreciably to the enjoyment and atmosphere of the visit, such activities may carry a substantial degree of risk. Leaders are advised to plan, risk assess and organise accordingly.

ix) *Homesickness, Accidents and Illness*

Homesickness requires a sensitive response. If the condition is not self-curing within a reasonable time the child may have to be returned home after fully discussing the matter with the parents/guardians.

Accidents and illness may require the application of first aid but medical assistance should be sought in appropriate cases. In cases of hospitalisation sufferers should be accompanied by an adult they know and arrangements made for frequent visits. Party leaders should ensure any appropriate documentation is dealt with promptly. Accidents involving injury or damage to an individual require that the party leader make a detailed written record of the circumstances of the incident, listing all the relevant factors. This should be done immediately following the incident.

In the event of major accidents the **Emergency Procedures** detailed in **Part 1 xix)** should be applied.

3. *The Return and Post Visit Issues*

i) The Return Journey

Brief the group about the return journey and involve them fully in any preparations.

Administer travel sickness medication where applicable.

ii) Reviewing the Visit

The importance of an appropriate review cannot be over emphasised, its main purpose being to identify the strengths and weaknesses of arrangements so as to improve the practice of future visits.

Reviews of achievements of objectives and safety, as a minimum, should be made for every activity session.

The Educational Visits Coordinator must compile accident and incident reports and use these to inform future risk assessments.

References and Guidance (available in the school office)

DfES Health and Safety of Pupils on Educational Visits 1998
www.teachernet.gov.uk/visits

ECC Educational Visits Coordinator Resource Pack

Health and Safety Executive Risk Assessment Guidance

Appendix 2

Educational Visits Guidance Critical Incident plan

Guidance for procedures in the event of a critical incident on Off-Site visits

Great Easton C of E VA Primary School



Last updated by Essex County Council: September 2014

Contents

1. School / establishment critical incident procedures
2. Action to be taken by the leader / instructor (or by other staff) in the event of a critical incident
3. Procedures for lead manager or staff receiving notice of a critical incident
4. Procedures for the school / establishment Critical Incident Management Team (CIMT)
5. Template for Critical Incident Management Team - emergency telephone numbers

1. School / establishment critical incident procedures

The head of establishment e.g. Headteacher, must have an agreed site emergency plan which can be put into operation in the event of a critical incident.

A critical incident is defined as “when a member of an Essex County Council group has suffered a life-threatening injury, fatality or is in peril, including being lost”.

Procedures to be followed in the event of a critical incident

The following suggestions are intended as a guide to enable leaders to follow a course of action covering the main basic priorities. Obviously no such list will ever be finite and other actions may be necessary depending on the situation. However, it is important that the relevant information is quickly and easily available, especially when groups are off-site and whatever the time of day or night.

- 1 The leaders in charge of any venture **must** have lists of names, telephone numbers and addresses. Consideration should be given to carrying a mobile phone.
- 2 Similar lists to those above, along with relevant consent forms, must be readily available at the “home” establishment and emergency contact; these **must** include last minute amendments. (Example: when using an Essex County Council Outdoor Centre, a copy must be left with the manager.
- 3 Out of office hours, a contact person should be nominated to act as the communication link with the party. There should preferably be two persons if the overnight stay is for more than one night; those nominated should have a copy of lists including:
 - The names of all off-site participants, including adults, and details of their emergency contacts.
 - The distribution, (i.e. names of leader / young people) if in separate groups, vehicles or boats.
 - The planned itinerary, including base address and telephone number in case of emergency.
 - The names, telephone numbers and fax of the travel and coach companies.
 - Details of the establishment emergency contacts or nominated officer, in the event of an emergency - Lead Manager (LM) / Critical Incident Management Team (CIMT).

2. Action to be taken by the leader / instructor (or by other staff) in the event of a critical incident

1. Assess the situation.
2. Protect the party from further injury or danger.
3. Administer First Aid.
4. Call the emergency services (999), as appropriate.
5. State the nature of the emergency.
6. Give your name and address / location and telephone followed by:
 - The nature of the incident.
 - The number of individuals involved.
 - The condition of those involved and where they are located.
7. Ensure an adult accompanies any casualties to hospital
8. Phone home emergency contact person - **Lead Manager (and Critical Incident Management Team Management or nominated officer)**
9. It is probable that both staff and participants will be in a state of shock, therefore:
 - *Remove the remainder of the party to secure accommodation and place under the care of a member of staff able to protect them from the attention of the press / media.*
 - If necessary request the police to assist.
 - Calm and comfort participants and arrange for their evacuation.
10. Do not make any statements to press/media or allow anyone else to make statements other than expressions of sympathy.
11. Refer all media enquiries to the ECC Press Office - Tel: 01245 434707

3. Procedures for lead manager or staff receiving notice of a critical incident

1. **Calm and reassure the caller and then take down the following details:**
 - Name and telephone number of the person making the call.
 - Name of the group.
 - Nature, date and time of the incident.
 - Details of injuries, hospital - has a staff member gone with the injured to the hospital? Who?
 - Are all party members accounted for?
 - Names and telephone numbers of those involved.
 - Action taken so far.
 - Instruct that a written log of all actions and conversations is kept.
 - Ask that anyone involved with the party give a short written account of the incident.
 - Telephone numbers for future communication (is there a fax, available for use?) For serious accidents where the media are involved try to identify alternative telephone numbers at 'home' and 'off-site' base, as other lines will quickly become jammed. It is not for the party leader or other members or Service Unit staff taking the message to discuss matters with the media.

Under no circumstances should the name of any casualty be divulged to the media / press.

2. Reassure the caller that swift action will follow.
3. Immediately notify a member of the Critical Incident Management Team.
4. Keep a record of all communication, including times, dates and messages given and received.

4. Procedures for the school / establishment Critical Incident Management Team (CIMT)

1. The CIMT should be provided with the following information:
 - Name and telephone number of the person making the call
 - Name of the group
 - Nature, date and time of the incident
 - Details of injuries, hospital - has a staff member gone with the injured to the hospital? Who?
 - Are all party members accounted for?
 - Names and telephone numbers of those involved
 - Action taken so far.
 - Ensure that a written log of all actions and conversations should be kept.
 - Ask that anyone involved with the party give a short written account of the incident
 - Telephone numbers for future communication (is there a fax. available for use?).For serious accidents where the media are involved try to identify alternative telephone numbers at 'home' and 'off-site' base, as other lines will quickly become jammed. It is not for the party leader or other party members of Service Unit staff taking the message to discuss matters with the media.

Under no circumstances should the names of any casualty be divulged to the media / press.

2. The CIMT should speak directly with the group leaders to determine the precise details of the incident and to determine the appropriate course of action to be taken by the group and by CIMT (including informing the ECC Press Office via the SCF Communications Team). This could include sending an officer to the incident site.
3. Contact with parents/guardians/relatives should be agreed with the party leader.
4. The CIMT member will decide who else to inform e.g. Employer Cabinet member / Governor.
5. Ensure Health and Safety Executive and Essex County Council Health and Safety have been informed where appropriate.
6. Decisions relating to the organisation of services to bring the group home may well be made by the CIMT.
7. The CIMT member will collate and prepare a detailed report, arranging a visit to the site if necessary.

Key contact numbers

Schools Communications Team	01245 434745	Office hours (9am - 5pm)
	Critical incident contact	07717 867525

5. Template for Critical Incident Management Team - emergency telephone numbers

Please develop a management contact tree based on the following:

- Confirm with the manager and be clear that you both understand roles and responsibilities regarding emergencies
- This is in addition to any local contact tree i.e. below management level that you have in place
- Please respect the confidentiality of this information.

During term time there needs to be two emergency contacts for every visit. Out of term time there will need to be two emergency contacts for every visit PLUS a specific nominated senior officer.

All of the above must have emergency packs. Guidance for this can be found at www.essex.gov.uk/educationalvisits (see Resources - Emergency Planning).

School / establishment contacts - Lead Manager / Critical Incident Management Team

Name	Position	Home Tel.	Mobile Tel.	Work Tel.
Claire Jackman	Headteacher	01245 231272	07890 035809	01371 870219
Holly Miles	Assistant Head	n/a	07968 056428	01371 870219
Jeremy Toynbee	Chair of Governors		07742535487	
Robert Pickford	Governor	01371 870351	07854 782191	n/a
Sharon Scott	Business Manager		07912 174253	01371 870219
Linda Thake	Attendance Officer		07864 804080	01371 870219

Please note this information is intended for guidance purposes only. This information needs to be used in conjunction with training, proven advice and any specific advice which may be relevant, such as educational / off-site visits, commissioning and procurement, child protection, insurance and transport. ECC schools must take specific advice on adventurous activity management through www.essex.gov.uk/educationalvisits. The SCS toolkit should be considered alongside all other legal requirements and schools need to make sure of their own legal position when contracting / commissioning goods or services. It may be appropriate for the school to take their own legal advice.