

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

University Academy Holbeach

Principal: Sheila Paige B.A. (Hons.)

Educational Visits Policy

Adopted by the governing body: May 2023

To be reviewed every year

Review date: May 2024

UAH Educational Visits Coordinator: Samantha Graper

Please read this policy in conjunction with the policies listed below:

- Health and Safety Policy
- Critical Incident Management Policy
- Charging and Remissions Policy
- Medical Treatment Policy

1 Introduction and Co-ordination

University Academy Holbeach believes that educational visits can complement the teaching and learning experience and provide students with valuable outside knowledge and understanding in order to enhance their educational and personal development.

Inclusion:

No student will be excluded from a visit on the grounds of their individual disability or statement, in compliance with the Equalities Act 2010. However, students and their families will be reminded that there is an expectation of the highest levels of behaviour whenever a student is out of school on a visit.

It is essential that the guidelines are read carefully by all concerned in approving, organising, leading or supporting educational visits and outdoor education activities. However, no guidelines can be expected to cover or predict every eventuality, and leaders must therefore be flexible in their approach and prepare to adapt or change their plans where necessary, according to the needs of their group or their situation. Effective and efficient leadership and management skills are vital to the success of off-site activities.

This document provides a guidance framework to follow if planning to organise such a visit, and the appendices contain the relevant forms. This document sets out information relevant to visits for all students at the school.

The following activities can be defined as an educational 'visit':

- Adventurous activities using licensed providers
- Adventurous activities not using a licensed provider such as DofE
- Residential activities during school time
- Residential activities in holiday or weekend periods
- Subject-relevant field studies
- Overseas residential visits
- Visits to the Continent
- Day or part-day visits using transport

- Day or part-day visits on foot
- Off site sporting activities during school time or out of school hours
- Duke of Edinburgh expeditions- please refer to the UAH Guidance and Policy Procedures for DofE Expeditions

Educational Visit Co-ordination

Each Academy will nominate a responsible member of the teaching staff to fulfil the role of Educational Visit Coordinator (EVC) – this individual will be responsible for collating all Educational Visit Risk Assessments and any other relevant documents for trips and visits. Staff should consult with the Educational Visits Coordinator for appropriate guidance and in any case of uncertainty.

No pupil should be taken off-site without an Evolve submission. This may be a Local Area Visit Form, defined below or the full Visit Form, which encompasses a full risk assessment being completed and passed as fit for purpose.

The nominated EVC should be granted sufficient time and resources to carry out their function successfully, and it is advisable to handle the administration centrally within the Academy, in case of staff absence.

VISIT CATEGORIES

When considering the planning of your Educational Visit, the risk factor should be at the forefront of your mind. Consider how much risk you are exposing the staff and students to and the likelihood that accident or injury could occur during the normal course of your activities.

Category	Example of visit / activity / risk	Approval Procedure / Requirements
Local Area Visit	<i>Low Risk:</i> A visit within 3 miles of the school. On foot or via minibus. Risks similar to that of everyday life.	EVC approval. The EVC must ensure that the Principal is made aware of all visits prior to them leaving the academy.
A	<i>Low Risk:</i> Visits and journeys with risks similar to that of everyday life, e.g. Historic sites, museums, local walks, theatre, fieldwork in the locality.	EVC approval. Principal approval.

B	<p><i>Medium Risk:</i></p> <p>Outdoor/Adventure Activities in more remote areas having an element of risk Activities in countryside environments. Any visit with a residential element within the UK, e.g. Activity Centre. Specialised activities require NGB qualification for leaders/instructors.</p>	<p>Principal approval EVC approval</p>
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C	<p><i>Higher Risk:</i></p> <p>All activities in, on, close to water. All visits abroad. All recognised hazardous activities. Activities with significant Health and Safety concerns. Activity leaders require recognised NGB qualifications.</p>	<p>Principal/EVC – approval This must be supported by the appropriate Evolve attachments / documentation to be submitted at least 2 months before intended date of visit.</p>
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2 PROCEDURES AND PLANNING

There can be no substitute for efficient and effective planning – communicating and making arrangements well in advance will ensure the success of your Educational Visit and will minimise potential disappointment due to lack of availability, etc.

Staff intending to take students on an educational visit should follow the guidance provided within this document, and should review their documents even when making a repeat visit (as circumstances may have changed from year to year).

PLANNING AHEAD

No booking should be made for any visits unless they have been agreed and the date checked in the school diary.

Preliminary discussions must first be held with the Head of Department/ Learning Co-ordinator or member of SMT, as appropriate, dealing with;

- The aims and objectives;

- The target group. (Please note: some students may not be able to attend a visit as a result of poor behaviour, so check with the relevant teaching staff before finalising details); Consultation should also be made with the DSL regarding any pupils who may pose a flight risk.
- Dates – ***this must be confirmed in accordance with the school diary and the Principal/Vice Principal (who will consult the diary for suitability)***
- Staffing – ***discuss with the Vice Principal / EVC numbers required at this stage – confirm later.***
- The suggested staff must be discussed with the Principal/Vice Principal to ensure this is appropriate.
- Potential cover requirements
- Financial implications – please fill in the Financial Exposure Form in appendix 1 of this document and return to the Vice Principal
- Confirm insurance and travel cover
- Ensure that all staff and students have or are able to obtain passports, etc.

The timing of the visit is important; staff should always aim for as little disruption to lessons as possible and no more than one visit requiring cover should normally run on any one day. **External visits for Year 11 pupils are discouraged between January and June of the examination year.**

3 FEASIBILITY

The **feasibility** of all visits must be fully discussed with Vice Principal / EVC and all details explained. Permission for the visit to go ahead must be sought from the Vice Principal, who will discuss it with the Senior Management Team and seek approval for the visit to go ahead, if this is appropriate. Once permission for the visit has been given, the person responsible will enter the visit in the school diary and on the School Calendar.

A **Risk Assessment** must be carried out by the **party leader**, to consider the following:

- Identification of hazards;
- Who might be affected;
- How can risks be reduced to an acceptable level;

- Can these measures be implemented;
- What contingency plans can be put into place if all else fails;
- Number of students involved;
- Age, sex and ability;
- Previous experience of group on visits;
- Time of day and time of year;

- Travel arrangements;
- Hazards of environment being visited;
- Numbers, experience and quality of accompanying staff and volunteers;
- Nature of the activity;

The trip form must be submitted with the risk assessment. This must be completed on 'Evolve': www.lincolnshirevisits.org.uk

A walk through and video to aid completion can be found in the Educational Visits folder on the T Drive.

In the event of an accident or serious occurrence during a visit, please make reference to the UAH Trust Critical Incident policy – a copy of this document should be made available to all staff attending the visit and read prior to leaving on the trip.

4 VOLUNTARY HELP

Volunteer helpers may be used provided that the Vice Principal agrees with the choice of person. If the visit is residential, a police check may be required. The requirement is to satisfy you that the person is suitable.

The role of volunteers must be very carefully considered and their legal responsibilities clearly understood. To offer help voluntarily does not negate legal responsibilities. They must know what their role is and understand that they have a responsibility to ensure that they carry out that role. It is the responsibility of the group leader prior to the visit to brief the volunteer as to their roles and responsibilities. There may also be implications for obtaining appropriate DBS clearance, dependent on the nature of your visit.

Where the Academy has identified volunteers well in advance of a visit, opportunities should be found for those volunteers to meet the students and to get to know their names. Volunteers must understand that they have a responsibility to follow the instructions of the group leader.

5 SUPERVISION

The level of supervision will always depend on the type of visit being made, the numbers and abilities of the students and other variables such as the weather, the time of day and the age of the students. Staffing ratios must be discussed with the EVC and will vary from trip to trip. As examples, the following ratios might apply:

Category A e.g. theatre and museum visits, non-hazardous activities – ratio 15:1

- Category B e.g. residential visits and more hazardous activities, activity centres – ratio 10:1
- Category C e.g. trip abroad – with a minimum of **2 adults of opposite sexes if a mixed party** – ratio: 8:1

There must be at least 2 members of staff, male and female preferably, if the group is mixed sex and on a minibus journey. It is exceptional for only 1 member of staff to supervise a visit/trip and this must be agreed with the Principal of Academy due to the implications of procedures in an emergency.

Consideration must also be given to pupils who receive support from staff on a 1:1 basis to ensure their safety during the visit.

The term 'adult' will normally refer to teachers and Teaching Assistants or other support staff currently employed by the school. Parents, governors and former members of the teaching staff, might accompany students on off-site visits as additional adults, in which case, it is the responsibility of the organiser to acquaint them fully with the terms of this policy, any duties of the supervision which they be asked to bear and risk assessments that have been carried out.

DBS clearance for accompanying adults depends on the type of contact they will have with students. All adults on visits abroad must be DBS checked.

NB: If any member of staff is accompanied by a member of their own family under the age of 16, that member of staff is not included in the supervising adult ratio.

The Party Leader is responsible for making sure that each participant has a clear understanding of what to do in the event of delay or an emergency.

6 EQUIPMENT AND CLOTHING

- The party leader is responsible for indicating to parents/guardians and students clothing and equipment, which is deemed necessary or appropriate for the visit (waterproofs, sensible footwear and clothing that is not too revealing), paying particular attention to current advice in respect of protection from over exposure to the sun.
- Sufficient notice should be provided to allow for necessary items to be obtained, but it should be stated that it is the parents'/guardians' responsibility to ensure that their son/daughter is properly equipped.

The party leader may refuse to allow a student whom he/she considers to be inadequately equipped to participate in any activity.

- In cases of financial difficulty the school will provide some items of equipment on loan if these are available. These must be requested and sought well in advance of any trip/visit.
- The party leader must ensure that equipment guidelines laid down for specific subjects or activities are adhered to.

7 INSURANCE

- The party leader is responsible for checking with the EVC that the school's insurance policy covers the specific requirements of the visit.
- If this is not the case, the party leader must speak to the Finance office to enquire about insurance.
- For visits organised by licensed providers the party leader must check the insurance details and ensure these are adequate.
- The party leader must be aware of the required procedures in the event of a claim and is responsible for taking the necessary action.

8 TRANSPORT

- Minibuses. Staff driving the minibus must follow the correct procedures. Where possible pupils should sit in the back. Seatbelts must be worn.
- Minibus training must have been undertaken and passed at the school. If training is required please see Gavin Chase.
- Hired transport – only reputable companies should be used. Seat belts should be provided and worn at all times. The students' conduct and behaviour are the responsibility of the accompanying staff. The highest standards are expected. Staff must carry out a regular litter check;
- Private use of cars - Extreme caution should be exercised over the use of private cars, both of parents and staff. Where such transport is to be used, drivers should be confident that vehicles and drivers are legal. The following details need to be current:

- Valid driving licence.
- Vehicle road fund licence and MOT certificate.
- Vehicle insurance valid for carrying passengers on a school off-site visit.
- Staff must not travel on their own with a pupil i.e. A lone member of staff should not be in a car on their own with a lone pupil. Where there is doubt advice must be sought from the SMT.
- Permission (written) must be sought from parents/guardians prior to any journey being made.
- ***Please note that if you have any points on your licence you must seek the Principal's approval to drive the minibus or any personal vehicle used to transport children.***

Volunteer drivers should sign the UAH Driver Declaration (located in Evolve) indicating that all of these requirements are in place.

Where teachers offer their services, they must ensure that they have appropriate insurance cover for transporting students during the course of their professional duties.

Parents must always be informed that it is intended to use private transport for their children. If an objection is raised, suitable alternative transport should be provided where it is reasonably practicable to do so. In extreme cases, a student may have to be found a suitable alternative activity in the Academy if a parent does not wish their child to travel in a private vehicle.

9 CHARGING

Please refer to the Academy Charging Policy

10 VISITS ORGANISED BY A THIRD PARTY

Staff must be sure that a package deal is appropriate to the needs of the Academy and that there is sufficient insurance cover. If necessary, additional cover should be bought. Parents should always be informed of the amount of cover available through the agent. If the journey is abroad, the company must be able to refund costs of repatriation in the event of insolvency and to provide for the return of advance payments. Staff must ensure that they use reputable companies that have the necessary cover such as ABTA and ATOL.

11 FIRST LETTER TO PARENTS/GUARDIANS

Parents should always be made aware when their children are leaving the school premises. In certain circumstances, parents may wish to exercise their right to refuse to allow their child to take part in a visit. Under such circumstances, the Academy must make alternative arrangements to ensure that the National Curriculum work that was being developed during the visit is made available in another form (such as notes/data from the visit) to the student in the Academy. The refusal of the parent to allow the child to take part does not offer the opportunity for a day off, and alternative arrangements should be made to ensure continuity of the individual educational experience.

The first letter outlines the proposals as well as the information on dates, times, transport, the following may be included:

- If private transport is being used
- Voluntary contributions
- Information on meetings
- Pupil information and medical details form (found on Evolve)

Submit a draft typed letter to the Vice Principal for approval and if agreed, then the letter is printed on headed notepaper.

12 IN LOCO PARENTIS

Every member of staff who accompanies a visit must act 'in loco parentis' at all times. Permission to act 'in loco parentis' must always be sought, for any visit. The student details form should be used for this and each student taking part must return a signed and completed copy prior to the visit. Pupils on all visits need to be supervised with great care. Be aware that for overnight visits this means that staff are responsible 24 hours a day.

If children are to be on their own without direct staff supervision for any length of time, parents should be notified in advance. In any emergency the teacher should act as if they were the parent. If possible consult with other staff and/or emergency service staff before taking action. The contact and medical details for each pupil on the visit should be taken by the trip leader.

13 COLLECTION OF MONEY

When collecting money for a visit keep a record of payments and receipts. Please note that payments can be made using the online payment system 'Parentpay' and use of this facility must be encouraged as it ensures further security. Each visit should have its own dedicated account within the Academy

account and all financial transactions should go through this – never use your own account. Under no circumstances is it permissible to take money off the premises, open a separate account outside the Academy or pay any money into a personal account. All of these are considered “gross misconduct” and are dismissible offences.

- a) For collection of large sums paid in instalments, pupils should be issued with a payment card which is filled in by staff (N.B. **not** the parents/guardians) each time a child brings a payment with them.
- b) Keep a record of how much is paid in by each pupil, with dates.
- c) Fill in each payment on a ‘Trip/Activity Collection Sheet’. Photocopy this form before taking it and the cash/cheques to Finance, keep the copy for your records, and then take the money to the Finance Officer **in person**. **Never** leave money lying around unattended anywhere.

14 Process / forms:

- a) ‘Application for approval of an off-site visit’ – to be submitted electronically using Evolve. These submissions are checked by the EVC and signed off by the Principal.
Application must be received for approval prior to the event by at least:
 - 14 days for a Category A visit
 - 2 months for a category B & C visit
- b) For any visit each student must complete a ‘Student Details and Medical Information’ sheet. A copy of these should then be made, with the originals being taken on the visit by the group leader. There must always be a ‘contact person. This might be the Principal or Vice Principal (or both) who will keep the copied pack of forms. The contact person should also have details of the staff accompanying the visit. The student details forms contain all the information required if it is necessary to contact parents in the event of an emergency.
- c) Phone numbers **MUST** be accurate - check these carefully.
- e) Driver Declaration form (If appropriate);

- f) Prior to any visit overseas the group leader must speak to Marion Clare (Finance Office) to discuss medical insurance and collect a copy of the advice notes provided by our insurance company, and a card giving details of emergency telephone numbers etc. It is the responsibility of the group leader to be familiar with these procedures and return the card to the EVC.

NOTE the emergency contact must be informed if any student is unable to take part in the visit. This can be done through leaving a message at reception (during Academy hours only) or by contacting them on one of the contact numbers shown on the 'Evolve base contact number that was recorded'. This MUST be done before leaving Academy.

Prior to each individual visit a letter should be sent to parents/guardians explaining the purpose of the visit and the activities involved, this should include a permission slip that must be completed and returned. This form must request contact details and medical information.

NOTE: once all paperwork has been checked, and the visit authorised by the Principal you will receive an email confirming approval for the visit to go ahead. This will have been signed by the Principal and EVC. A visit must NOT go ahead without having received confirmation of approval for the visit to go ahead.

15 THE FOLLOWING SHOULD BE INFORMED:

- **Reception** – they need to know date(s), times and also need a list of participants (this should be correct on departing from the Academy).
- **Staff** – a list of names and staff taking part in the visit should be emailed to all staff prior to the visit.
- **Site Manager** – date(s) and times of departure and return. The school gates may need to be opened or closed for the party. The mobile number of the duty Site Manager/Assistant should be taken so that he can be informed if the party is held up and the gates will then be opened / closed at the revised time.
- **Kitchen** – date(s) and numbers involved

16 FINAL LETTER TO PARENTS (IF REQUIRED)

This should outline any final travel details, itinerary, special requirements etc. NB If the visit is abroad or residential, a parents' meeting **MUST** be held before departure – this is most important because of staff legal responsibility. If staff feel it is necessary or advantageous that a parents evening should be held when carrying out their risk assessment etc. then this should be arranged. On other visits such a meeting is optional – see the EVC if in doubt. A meeting must be held with all students just before the visit to give final details and to make clear exactly what our expectations are in terms of their behaviour and what the consequences of any misdemeanours will be. We pride ourselves on the fact that we consistently receive praise about our student's behaviour from hoteliers, coach drivers and the public in general.

17 FINAL CHECKS

Confirm staff cover details with member of staff responsible for staff cover. Staff accompanying a visit **MUST** set appropriate work for all classes; this should also be accessible should there be any problems with the internet. This work should be securely attached to the teacher's desk in the room(s) where the lesson(s) happen. A copy should also be given to the Head of Department. The work should be plentiful, clear and enable the staff covering the lesson to get on with their own work. If possible staff should try to arrange cover within the subject area. ***They must also arrange for their duties to be covered.***

Make a final check with any travel company or the place of visit to ensure all necessary arrangements are in place eg:

- Dietary needs
- Medical needs for any disability
- Equipment hire

Make sure you have a copy of all the necessary paperwork to take on the visit.

18 DISCIPLINE

All visits will be conducted according to the UAH Behaviour Policy. Clear instructions should be given to students at all times. Matters of what to do if lost, meeting times and places, expectations of standards of behaviour and dress and sanctions, warnings of any hazards that can be foreseen must all be made clear to the children.

19 FIRST AID / MEDICATION

In all cases it would be appropriate to ensure that a first-aid box is readily available during the course of an off-site visit and a first-aider should always accompany the visit. A list of First Aiders can be found in the UAH Medical Policy.

Any medical requirements should have been given by parents/guardians on the student details form. Medicines should be kept securely by a member of staff and a record kept of when these are taken / administered. It will not be appropriate in all cases for medicines etc. to be kept by the teacher; in cases where a child needs to carry an inhaler etc. this should be kept by them personally. In addition, where a child needs to carry an 'epi-pen' (if they suffer from a severe allergy etc.) this should also be carried by the pupil. In such cases a spare should also be given to the group leader along with instructions and permission to administer the drug in case of emergency. **Please note that any serious medical conditions should be considered as part of the risk assessment.**

20 FIRE

The party leader of any residential visit is responsible for ensuring that action in the event of fire is clearly indicated and discussed throughout the premises and must bring procedures to the attention of pupil's. The party leader must also check that escape routes from sleeping accommodation are clearly indicated and operative and understood by pupils, and that a fire drill practice is held during the first twenty-four hours of the stay.

21 RESPONSIBILITY DURING THE VISIT

Throughout the visit the party leader has the final responsibility. Certain key points should be noted:

- No alcohol
- No smoking
- No chewing gum
- Establish clearly the appropriate curfew times at night
- No child is to be on his/her own at e.g. motorway services stops, ferry crossings. Pupils should be advised to remain in groups of three minimum.
- Carry a school first aid box

- Establish a 'numbering-off' register or similar – and keep checking
- Clarify the responsibilities of each member of staff on the visit
- Make sure each child knows the schedule for the day and important timings
- When the group is walking from A to B, make sure one teacher brings up the rear of the group
- Equipment/clothes should be appropriate to the activities.

22 When returning out of school hours, staff should ensure that students are collected by their parents/guardians. One member of staff must remain until all students have been collected.

23 All paperwork associated with the visit should be kept for at least 1 year, with the exception of the 'student details' forms – see below.

24 If there have not been any accidents or areas of concern throughout the visit the Pupil information and Medical Details' forms should be disposed of appropriately by shredding. In the event of any accident or concern, copies of the 'student details' forms and permission slips should be kept. These should be placed on the students file along with details of the concern/accident and action taken.

25 A brief online evaluation should be completed on Evolve.

26 On return:

- Settle bills and keep receipts (give to Finance Officer). Remember you are responsible for the money and therefore a full account must be given which accounts for all money spent;
- Make any claims for petty cash to Finance Officer with the appropriate form (from Finance) and be sure to include receipts;
- Write up any letters of thanks, insurance claims, and return any borrowed equipment or kit;
- Arrange reports from students, if necessary, with follow-up work;

27 SPECIFICS REGARDING FOREIGN TRAVEL

Meticulous planning is of paramount importance and no element should be taken for granted. Parents/guardians should be kept informed as comprehensively and early as possible. Information should be conveyed by letter and a meeting held where parents can attend to ask any questions that they feel are necessary.

The information sent in a letter should include the following details in addition to those relevant to all visits:

- The cost of the trip with a breakdown of what is included e.g. travel, accommodation, insurance etc.;
- Any extras such as spending money should be made clear;
- A timetable indicating when final payment is due;
- Arrangements for distribution of spending money should be explained (If any);

28 INSURANCE

This should include details of all travel insurance taken out and any documentation that is required from parents. In addition, an E Hic card should be obtained for travel in the rest of Europe. This is a reciprocal health agreement valid in countries, which are members of the European Union. Whilst it does not cover the whole cost of treatment it allows treatment to take place immediately. A percentage of the cost is then paid retrospectively.

29 PASSPORT

It is essential that all pupils have a valid passport which must be acquired in good time before the trip departure. It is the responsibility of parents/guardians to do this.

30 CUSTOMS

Students must be informed of regulations about bringing goods through Customs, in particular that those aged under 17 years of age are not allowed to bring alcohol or tobacco.

31 VALUABLES

Whilst most group insurances cover luggage, there is normally an insurance excess for each claim. Therefore, it is not financially viable to claim for personal stereos or cameras that are broken or lost. It is preferable to tell the pupils that they take these items at their own risk.

32 LUGGAGE

It is advisable to explain what is acceptable in this area. Problems may arise if instructions are not specific. Items that can be taken and the maximum weight allowance need to be clarified.

33 FOOD

The organiser's provision should be explained. If the students need a packed meal or money to buy a meal en route, this should be specified. Consideration needs to be given to any dietary needs e.g. vegan.

34 CLOTHING LIST

This is helpful as a guide and it is advisable that guidance is given.

35 ITINERARY

Departure and arrival times need to be specified, together with as much additional information as possible.

36 EMERGENCY ARRANGEMENTS

Details of the school contact in the event of an emergency, as indicated in this policy.

37 PARENTAL CONSENT FORM

This should be completed for each student with one copy retained by the organiser and another by the EVC. The form includes emergency contact details as well as medical information. It is essential to ascertain whether any student is taking any regular medication or has a chronic condition.

39 ADDITIONAL CONSIDERATIONS IN RESPECT OF FOREIGN VISITS

The organiser of a visit to unfamiliar area should:-

- Find out where the nearest hospital emergency department is; the nearest doctor and dentist. Know the telephone number of the emergency services.
- Staff should give the students instruction on crossing roads and staff should supervise whenever possible. Bear in mind that pedestrians **DO NOT** have right of way on foreign pedestrian

crossings. Crossing at traffic lights is preferable, but it is an offence to cross the road unless you have a green light. Traffic also approaches from the opposite direction to what we are used to.

- Staff should give instruction about foreign culture/beliefs to avoid embarrassment and potential difficulties.
- Staff and students should be advised that electrical appliances e.g. hairdryers, razors may require an adaptor because of the different sockets abroad.

40 EMERGENCY PROCEDURES - FROM 'SAFETY IN OUTDOOR EDUCATION'

In spite of good planning and organisation there may be accidents and emergencies, which require an on-the-spot response by the leaders. Very few fatal accidents have occurred on educational visits, journeys and expeditions, but leaders should be prepared for this or other emergencies. The following outline guidance is provided for leaders.

41 CONTROL AND SUPERVISION OF THE GROUP

If there are injuries, immediately establish the names of the injured people and the extent of their injuries.

Ensure that the injured are accompanied to hospital (***preferably by an adult known to the student/s***). Ensure that the rest of the group are adequately supervised and have understood what has happened and the implications for the rest of the programme.

42 CONTROL OF INFORMATION AND COMMUNICATION

- In the event of an accident or emergency, you should follow the guidance of the Critical Incident Policy. **You must take hard copies of this with you.**
- The Principal should act as the ongoing point of contact with the media. This will involve close liaison.
- If comment at the scene of the accident or emergency is requested by the media, enquiries should be addressed to the Principal or other designated person. The names of participants injured should **NOT** be released.
- Caution is required in the preparation of any statement as legal proceedings may follow an accident (e.g. against a coach company, travel operator, hotel etc.) This must be dealt with at the school.

- You should prepare a written report for the responsible authority of the accident or emergency at the earliest opportunity and while events are readily recalled. Note the names, addresses and telephone numbers of any independent witnesses.
- Complete the Accident and Incident Report Form (found on Evolve and in the 'Educational Visits Folder' on the T Drive
- The Health and Safety at Work Act has implications regarding the reporting of accidents (see p.4). You should be familiar with the current regulations.

43 WELFARE OF MEMBERS OF THE GROUP AND THEIR FAMILIES

In the event of an accident, young people will need help in coping with shock or trauma. This will also apply to leaders, families and other members of the party. A decision should be made by the party leader in conjunction with the Principal whether the group should return early in the event of shock/trauma.

44 CHECKLIST FOR FIRE PRECAUTIONS AND EVACUATION PROCEDURES

All premises with fire certificates should have fire routine notices. Read them to members of your group and make sure they are understood.

Obtain advice from the management on the means of escape available from the premises, including standing camps, and investigate **ALL** means of escape to ensure that they are adequate and unobstructed and, if there are locked doors, that can be readily opened from the outside.

Always familiarise yourself and those in your charge with the alternative escape routes by physically checking them. A fire drill should be conducted as soon as possible after arrival. Identify the assembly points and ensure the whole party is familiar with its location.

Check on fire alarm call positions. Ensure that each member of the group knows where the nearest call point is located in relation to his/her room, and arrange for the alarm system to be tested so that the members of the group can recognise the alarm. If you room is too far from other members of the group or from an escape staircase or escape route, insist on being moved or changes made.

45 OUTLINE OF PROCEDURE IN THE EVENT OF FIRE

- In the event of an outbreak of fire on the premises, you should give priority to the evacuation of persons in your group and on checking that all are accounted for.

- Do not use the lift.
- On operation of the fire alarm systems all members of the group should proceed in a calm and orderly manner to the prearranged assembly point.
- If it is safe to do so, you should check that those in your group have heard the alarm and are evacuating the premises.
- Check that all persons are accounted for by carrying out the full roll call as soon as possible at the assembly point.
- If any members of the group are found to be missing on roll call, report them immediately and without fail to the fire officer in charge at the scene.
- On no account should you or any member of your group re-enter the premises to locate or attempt to rescue missing persons after carrying out the procedure above.
- Special precautions against fire are necessary at standing camps, particularly during periods of dry hot weather. Procedures need to be established about conduct in the event of fire.

46 Checklist for Organising a Visit

- ✓ This sheet provides an overview of the requirements for organising a visit, but should be used alongside the main policy and only be referred to as a guide for basic information and quick reference;
- ✓ Discuss initial ideas with Subject Leader / Pastoral Leader;
- ✓ Check the dates with the person responsible for the calendar;
- ✓ Check with Vice Principal/EVC/ the number of staff required, confirm later;
- ✓ Arrange transport/activities;
- ✓ Inform parents of visit;
- ✓ Gain permission for child to take part in visit and gather emergency contact details, use 'Student Information and Medical Details' form; This is in Evolve and in the Educational Visits Folder on the T Drive.

- ✓ Collect monies;
- ✓ Complete a risk assessment for the planned activities;
- ✓ Use trip submission procedure on Evolve. This must be submitted with the risk assessment, parent letter and itinerary within the correct time frame;
- ✓ This should be approved and signed by the Principal. The group leader should then copy the form keeping the original and giving a copy to EVC;
- ✓ Await confirmation of approval
- ✓ Once all of these have been received and checked, a copy should be made of each form. The copies should then be given to the emergency contact for the visit. A copy of the staff details should also be included with the pack;
- ✓ Inform relevant staff that the visit will be taking place. (Don't forget to inform canteen staff and site staff if the visit is departing/returning out of school time);
- ✓ Details of visit to be included in staff emails;
- ✓ Brief both children and staff prior to the visit;
- ✓ Provide copies of all relevant information for each staff member and outline their position and responsibilities;
- ✓ Inform contact person of any changes to the group before leaving school;
- ✓ Leave list of students out of school on the visit with reception;
- ✓ Brief children once on coach and check seatbelts;
- ✓ Collect and keep any medication;
- ✓ Application for approval of an off-site visit completed and submitted within the timeframe.
- ✓ A copy of the letters sent to parents, including the parental consent form;
- ✓ A copy of the staff out of lessons form;

- ✓ A copy of the risk assessment;
- ✓ Print and take copies of the following policies: Medical Treatment, Critical Incident, Educational Visits

47 PRELIMINARY VISITS

- On the preliminary visit, organisers should note:-
- Routes.
- Journey time.
- Facilities en route – e.g. toilets, restaurants, picnic areas.
- Car/bus access and parking.
- Permission and authorisation required.
- Help offered in organising activities – guides, maps, information material, worksheets.
- Dormitory size and layout.
- Meal times and other timings.
- Facilities available e.g. washing, drying, recreational medical facilities.

48 POTENTIAL DANGERS AND DIFFICULTIES.

- Fire precautions and what to do in case of fire.
- Facilities for disabled persons if relevant, and any likely problems for them.
- Instructions and codes, which must be observed.
- Equipment needed by students and staff.
- Terrorism threat and sensitivity of site visit given current GOV information

