

## Educational Visits Policy

Establishment type	Community Academy 11-18
Name of establishment	Plume, Maldon's Community Academy
Employer	Plume, Academy Trust
Responsibility for offsite visits (possibly EVC, or deputy head)	Ruth Crang (Vice Principal)
Date Trained	Most recent up-date training: 27 <sup>th</sup> June 2017
Policy agreed	
Signed off by	
To be reviewed	June 2020
Other Policies Related	Safeguarding and Child Protection Volunteer Transport Finance Health and Safety DfE H&S advice on Legal duties & powers December 2012
Other Paperwork Attached (appendix)	Plume Academy Emergency Plan PC1 Form Trips, visit and events paperwork Stages 1-5 Risk Assessment Template Visit Leader: Critical Incident Action Plan OEAP National Guidance

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1. OEAP National Guidance
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## 1 Introduction

1.1 The Employer / Trustees have the responsibility of providing guidance for off-site school visits and it is essential that any staff member of Plume Academy reads this policy before contemplating or organising any educational trip or visit to be made by children from this Academy. Staff are required to:

- Read THE OEAP National Guidance – *Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom*. (These are essential role specific reading documents e.g. Trustee/Principal/EVC/Visit Leader etc.) The website link is [www.oeapng.info](http://www.oeapng.info)
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

### Appendix 1

[www.oeapng.info](http://www.oeapng.info)

## 2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and at Plume, Maldon's Community Academy, we seek to ensure that a broad and balanced curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Plume Academy, we offer a range of educational visits and other activities that add to what they learn at school.

## 3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in the Academy. There are also a number of people who visit the Academy to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all of our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA. For example:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away;
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;

- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
  - Design and technology – Greenpower;
  - ICT – its use in local shops/libraries/secondary schools etc.; and
  - RE – visits to centres of worship, visits by local clergy.
- **Gaining approval for a trip**

#### 4.1 Trustees

As part of their responsibility for the general conduct for the school, the Board of Trustees has adopted this policy for the effective and safe management of educational visits.

The Trustees must approve any visit involving an overnight stay or overseas. The Trustees delegate the Principal/EVC the responsibility to approve all other visits. The Trustees have adopted a charging and remissions policy:

#### 4.2 The Principal or EVC:

4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.3 should ensure that the aims of the visit are commensurate with the needs of the students, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

4.2.4 should ensure the suitability of all staff appointed to the visit.

4.2.5 should ensure that the visit leader fully understands her/his responsibilities.

4.2.6 should implement effective emergency contact arrangements.

4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 should have a system in place to record, audit and monitor school off-site visits.

4.3.1 Responsibilities of other staff

#### Appendix 2

### **Responsibilities of the Principal and /or the Designated Educational Visits Co-ordinator (EVC)**

The Principal (for residential visits) or the designated EVC (for day visits) must grant permission at least one calendar month before any visit takes place. An Educational Visits Coordinator (EVC) is appointed to oversee the policy and processes of planning and organising trips and visits.

In the event that an off-site visit is planned, any decision as to whether this should go ahead or not lies with the academy, based on appropriate risk assessments being undertaken. The Principal will recommend the decision to either proceed or cancel a planned off-site visit and will inform the Trustees accordingly. The academy adopts a policy of proportionate risk assessment based on actual likelihood rather than perceived threat.

4.3.2 In addition, the Principal/EVC should ensure that:

### **Responsibilities of the Trustees**

The Trustees are responsible for the health, safety and welfare of the staff and students, and in so far as is reasonably practicable, for ensuring the safety of anyone else on the premises or anyone who may be affected by their activities. This responsibility extends to participants in off-site visits. The Trustees may delegate this responsibility to the Principal.

The Trustees of the academy should:

- Ensure that the visit has a specific and stated educational objective.
- Ensure that the plans for the visit comply with the regulations and guidelines provided by Essex LEA and set out in the academy's Educational trips and visits policy and procedures for trips and visits.
- Assess proposals for visits in risk category 3 and 4.
- Approve any visit involving an overnight stay or overseas.

### **The visit complies with the regulations and guidelines provided by Essex LEA and the academy's own trips and visits policy document**

- The accreditation or verification of service providers has been checked.
- Consideration is given to financial management, choice of contractors and contractual relationships in order to obtain best value.
- Training needs have been assessed by a competent person and that the needs of the staff and students have been considered.
- All staff and students are aware of actions to be taken in the event of an incident.

### **Details of the proposed visit including risk assessments, which has been written by the team leader, will be submitted onto the LEA Trips and Visits website EVOLVE for checking by the academy's EVC**

- The LEA's EVC will then check that the visit complies with the regulations and guidelines provided by Essex LEA and will offer advice to the academy should any amendments be required. The final sign-off is completed on EVOLVE.

### **The group leader is competent to monitor the risks throughout the visit, has experience in supervising the age groups going on the visit and will organise the group effectively**

- The group leader, or another teacher, is suitably competent to instruct the activity and is familiar with the location or centre where the activity will take place.
- S/he is clear about their role if taking part in the visit as a group member or supervisor - they must follow the instructions of the group leader who has sole charge of the visit.
- S/he is aware of actions to be taken in the event of (a) an incident and (b) a terrorist related incident.
- Adequate child protection procedures are in place. The needs of any SEND students have also been risk assessed.
- Non-teaching supervisors on the visits are vetted and appropriate people supervise students.
- The ratio of supervisors to students is appropriate and complies with Essex and/or Trustees guidelines.

### **All necessary actions have been completed before the visits begin**

- The provision of adequate first aid is available.

- The mode of transport is suitable.
- Travel times out and back are known, including pick-up and drop-off points.
- There is adequate and relevant insurance cover.
- The address and telephone number of a named contact at the visit's venue is available.
- A contact is nominated and that details on this contact are passed to the group leader.
- The contact, group leader and all group supervisors have the names of all the participants traveling in the group, including contact details of the designated next of kin.

## Responsibilities of the Group Leader

Only one teacher should have overall responsibility for the supervision and conduct of the visit. The group leader should:

### Follow LEA and Plume regulations, guidelines and policies and:

- Undertake and complete a comprehensive risk assessment.
- Appoint a deputy leader.
- Clearly define each group supervisor's role and ensure all tasks have been assigned
- Regularly review undertaken visits or activities and advise the EVC where adjustment may be necessary in existing guidelines.
- Ensure that all participating teachers, supervisors and students are fully aware of what the proposed visit involves.
- Be suitably competent to instruct students in an activity and be familiar with the location or centre where the activity will take place. If using external instructors ensure that they are suitably qualified.
- Know what to do if a child protection issue arises.
- Ensure adequate first aid provision.
- Obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner.
- Ensure that the ratio of supervisors to students is appropriate for the needs of the group.
- Consider stopping the visit if the risk to health or safety of the students is unacceptable, and have in place procedures for such an eventuality.
- **Ensure that group supervisors** have details of the Academy's contact.
- Ensure that group supervisors and the Plume Academy contact have a copy of the emergency procedures and a copy of a contingency plan for any delays, including a late return home.
- Ensure that group supervisors have the details of students' special educational or medical needs and are familiar with any specific intervention that they may need to make.
- **Ensure that parents** have signed the consent forms and arrangements have been made to meet the medical needs of all participants.
- **Ensure arrangements are set up with Finance** for the collection of payments for visits.
- **If trips are outside of the normal school day**, ensure that the SLT contact has students' and staff emergency and contact details.
- Ensure that all supervisors observe the guidance set out for teachers and other adults involved in the visit.
- **On return to Plume**, ensure students are safely collected or arrangements are in place for them to get home safely.

## **Responsibility of participating teachers**

- Ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances.
- Follow the instructions of the group leader and help with control and discipline.
- Notify the group leader and consider stopping the visit or the activity if they think the risk to health and safety of those in their charge is unacceptable.

## **Responsibility of non-teaching adult supervisors**

Non-teaching adults should be clear about their role and responsibility during the visit and must:

- Ensure the health and safety of group members.
- Not be left in sole charge of students, except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the group leader and teacher supervisors.
- Help with control and discipline.
- Speak to the group leader or teacher supervisors if concerned about the health and safety of students at any time during the visit.

## **Responsibility of participating students**

**Students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.**

Wherever possible, the curricular aims of the visit for these students should be fulfilled in other ways.

Participating students, as a minimum requirement must:

- Not take unnecessary risks
- The instructions of the group leader and other supervisors including those at the venue of the visit
- Dress and behave appropriately and responsibly
- Be respectful and sensitive to local codes and customs, particularly when abroad
- Look out for anything that might hurt or threaten them or anyone in the group and tell the group leader or supervisor about it.
- In the event of an incident, follow the Government guidance to 'Run, Hide, Tell'. Get to a place of safety and follow the directions of Emergency Services
- Have relevant contact details programmed into their phones before the start of the visit

If a student's behaviour fails to meet the expected requirements on a visit, disciplinary procedures may be instigated in line with the Academy's Discipline Policy

## **Responsibility of Parents and Carers**

Parents and carers should be able to make an informed decision about whether their child should go on the visit. The group leader should ensure that parents/carers are given sufficient information in writing and are invited to any briefing sessions. Where appropriate, the group leader should tell the parents/carers how they can help prepare their child for the visit. Special arrangements may be necessary for parents/carers for whom English is a second language.

In addition, parents/carers have a responsibility to:

- support the visit's code of conduct

- agree the arrangements for sending students home early and agree who will meet the costs
- provide the group leader with emergency contact number(s)
- sign the consent form
- where appropriate, provide additional information about their child's emotional, psychological and physical health which might be relevant to the visit

If the trip is outside the normal school day, ensure the students' safe journey home as per instructions given

#### 4.4.1 Application for permission to organise a School Trip, Visit or Event

##### Paperwork and guidance

##### Appendix 3



##### *Running a Trip, Visit or Event – Please read before starting any paperwork*

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- **Please allow enough time to plan your trip. All dates should already be in the current academy calendar, if not, they will require authorisation from RCR/SLT.**
- **Once calendared or approved in principle, please allow a minimum of 4 – 6 weeks to plan a trip. Trips to London, overseas, residential and higher risk need to be submitted to ECC as early as possible but no later than 6 weeks before the trip date.**
- **Student Attendance Requirement**
  1. Students will not be permitted to attend a trip or visit (unless curriculum/assessment based) when they have significant attendance concerns. The academy attendance target for 2015-2016 is **95.5%**.
  2. All trips/visits letters to parents/carers must state that *'the academy reserves the right to withdraw a student from the trip/visit where there are significant and on-going attendance concerns'*. The trip/visit organiser must liaise with the Attendance Team (Kim Freeman) to discuss the current attendance data for student before they are formally invited.
  3. A list of students who will be invited to attend a trip/visit must be submitted to the Attendance Team (Kim Freeman) at the start of the academic year for trips which include the same students (i.e. Aim Higher) or as soon as this trip is organised.
  4. For initiatives such Aim Higher, consistently good attendance should be part of the criteria for being selected to participate in the scheme. Where attendance is an issue, we recommend that the trip/visit organiser review attendance at the end of each term in association with the Attendance Team. The aim should be to provide students with an incentive to achieve their attendance target within a specific time frame. If achieved students will be permitted to attend the trip or alternatively if they do not engage with the intervention and attendance remains low, they will be removed from the scheme.
  5. An updated/final list of students must be submitted to the Attendance Team at least four weeks before the trip/visit. This will ensure sufficient time to put attendance intervention in place where required.
  6. Any students added to the list during the four weeks before the trip must have 95.5% attendance.

- **Provision for SEND students**

Ensure that you are aware of any SEND students who will require additional support before promoting the visit i.e. specialist transport for wheel-chair users, is the venue suitable for students with additional needs

Arrange a parental meeting (take minutes) to ascertain students' individual needs and care plan

Please note that SEND students are the responsibility of the trip leader and not the TA

**Please submit events that are Risk Category 1 or 2 to SLT four weeks prior or for events that that are Risk Category 3 or 4 eight weeks prior. Events that are Risk Category 3 or 4 must be submitted to ECC 6 weeks before the visit commences**

## Application for permission to organise a school trip, visit or event

### Stage A: Proposal of trip

<b>Stage A</b>	As a principle, all proposed trips, visits or events must be identified during the summer term of the academic year preceding the proposed trip/visit/event and agreed by SLT for inclusion in the published school calendar
Trip/visit/event	.....
Date(s) and Time(s)	.....
Trip organiser	.....
Purpose of visit with specific reference to educational objectives:	.....
Student details: Year group: _____ Number of students:	
Any further information:	.....
<input type="checkbox"/>	For consideration for the 2017 – 2018 academic year due to exceptional circumstances
SLT approved: .....	Date: .....

Return this form to Lisa Cross, CPD Office and copy to RCL if any FSM6 or CLA are attending

## Stage B: Expenditure Form

Name of visit:		
Date of visit:	Member of staff responsible:	
No of students travelling:	Initials of staff:	
DETAILS OF EXPENDITURE	EXPENDITURE	INCOME
Coach hire : Company used .....	£	
Mini bus            Mile @ 40 pence per mile (£50.00 per day or £25.00 per journey)	£	
Other transport (please specify) E.g. train etc.	£	
Entry fee/tickets:  @ £            per person	£	
Accommodation  @ £            per person	£	
Reprographics	£	
Staffing costs @ £100 per day/per teacher	£	
Contingency: (see *** below)	£	
Plus ParentPay contribution 1.5% of total:	£	
Sub-total	£	
PPG Funding Received (agreed by RCL and RSC):		£
Charge to students:  @ £            each		£
Because any losses incurred will be debited from your Faculty's account, HoF signature is required.	.....	
FINAL TOTAL	£	£
Sarah Lane signature:		Date
Now give a copy of this sheet to LCR		

**Stage C: Only for Risk 3 and Risk 4 trips as required by ECC**

Proposed visit to	
Group Leader	
Number of students to be involved : Year group/groups No. of female students No of male students	
Places to be visited or please attach detailed itinerary with times	
Please include any details of activities which will take place in 'downtime' i.e. evenings etc	
Type of accommodation to be used	
Name, address and phone number of tour company	

SLT approved: ..... Date: .....

**Stage C Final Arrangements before running your trip**

**Please return to LCR, CPD Office**

Proposed visit to	
Places to be visited (or attach itinerary)	
Staff familiar with venues/pre-visit to be completed	
Staff (proposed) accompanying the trip <i>Accompanying adults who are not Plume staff must have an enhanced CRB check – confirmation needed</i>	<b>Staffing to be confirmed by RCR/LAN/PGI</b>
Staff Briefing Meeting – a chance to decide on groups, detail expectations i.e. no alcohol etc.	Who: Where: When:
Parental Briefing Meeting This is compulsory for trips that are risk 3 or 4	Date:
Date and time of departure	
Date and time of return	
If this trip is taking place outside of the normal day or will return to school after 4.30pm, a list of all student <b>and</b> staff emergency details must be left for your SLT contact	Emergency Contacts given to LCR Yes <input type="checkbox"/> Not Required <input type="checkbox"/>
First Aid Box booked from Medical	Yes <input type="checkbox"/>
Telephone booked from Finance	Yes <input type="checkbox"/> Tel No: .....
If students are paying please open a trip account with Sarah Lane, Finance	SLa to sign: _____
Transport booked by Sarah Lane, Finance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name/contact details of coach company	.....
Use school mini-bus	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of students to be involved : Year group/groups	
Cost per student	£
Details of any hazardous activity and associated planning, organisation and staffing	
Vehicle registration number if you are using your own car	

SLT approved: ..... Date: .....

## Stage D: Evaluation

Name of Visit:	
Date of Visit:	Member of staff responsible:
No. of students travelling:	Initials of staff:
What went well?	
Even better if?	
Additional Comments?	

Please also include anything specific to this trip i.e. very busy car park at MountFitchet or Calais Terminal



<p><b>Significant HAZARDS</b> <i>Likely places/ways that people could be seriously harmed</i></p>	<p><b>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice</b> <i>Discuss with all staff that organise or help lead this type of visit. Consider the suggested measures below – if control measures do not result in a low residual risk consider adding extra measures in each section as needed.</i></p>	<p><b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed</p>
<p>All eventualities</p>	<p>Group leaders will be familiar with and will follow LA Offsite Visits Policy and Guidelines (OEAP National Guidance) All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities All leaders will meet prior to departure to discuss and share risk assessments and implement management plans All leaders will be made aware of their roles and responsibilities prior to departure Leaders will brief young people regarding hazards and involve them in the risk assessment and management process</p>	
<p>All Incidents, Accidents or Emergencies</p>	<p>The establishment has an emergency plan for dealing with an incident on an offsite visit, and knows how to contact sources of help Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group At least one leader will carry a mobile phone (with ready charged battery and call credits if “pay as you go” ) N.B. Mobile phones may not work in some areas due to weak signal Leaders and Establishment Contact will have immediate access to a copy of Emergency Procedures, (Critical Incident cards) including all emergency contact numbers, a list of young people and contact details of parents, group leader, school and, if appropriate head / establishment contact's after-hours number Leaders will have an appropriate level of first aid training as determined by the nature of the visit and accessibility of the venue for paramedics A complete first aid kit (and travel sickness equipment) will be checked and taken with group The first aid kit will be easily accessed by all leaders Any personal medication to be kept secure and accessible only to leaders</p>	

All Incidents, accidents or emergencies	<b>Leaders will have prepared a contingency plan in the event of an incident or other cause for a change to the original plan</b>	
Exposure to adverse effects of weather ☑☑cold injury, heat injury, over exposure to sun etc.	Staff will consider possible weather conditions, plan appropriate programme, and ensure that young people are aware of clothing and equipment required Specialist personal protective clothing and equipment will be made available to group members if appropriate Staff will plan and make provision for young people who may not bring suitable kit, including arranging a check before departure and/or bringing spares Staff will obtain daily weather forecast and adjust plans accordingly	
Young people lost or separated from group, inadequate supervision	Ensure supervising staff are competent and understand their roles and are aware of any risk assessments Staffing ratios will be in line with LA guidance Leaders to use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders) Staff will discuss itinerary and arrangements with young people Young people will be briefed as what to do if separated from group e.g. meeting points Leaders to conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups Group members to have picture taken with digital camera so there is an up-to-date photograph to give to emergency services if required. (Images to be deleted after the trip.)	
Special needs of specific young people – medical	Obtain information from parents/carers and/or GP/Consultant as appropriate Individual risk assessments to be carried out if required Additional supervision to be arranged if required	
Misbehaviour	Staffing supervision levels conform to LA guidance and will be sufficient to maintain good behaviour Code of Conduct/Behaviour agreed with young people beforehand, with clear understanding of likely consequences if this is breached. Individual risk assessments to be carried out if required Advice to be taken from SENCO where appropriate Additional supervision to be arranged if required	

Animals, insects, poisonous plants etc.	Avoid known high risk situations Take necessary avoidance action if encountered Ensure those with known allergies carry medication	
Inappropriate provision, activity or actions by provider or provider's staff	Only bona fide, reputable providers will be used Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management and quality-control systems in place	
Confrontation with a member of public	Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets, restaurants etc. Seats will be booked, wherever possible, in a single block to enable easier supervision	
Whilst on activity: Inappropriate behaviour → ☒ injury to self, other party members, or passers-by	Staffing supervision is within LA recommended ratios, sufficient to meet pastoral needs and maintain good behaviour Overall party divided into smaller groups for more effective supervision by staff Young people appropriately briefed to include the following: - Purpose and duration of activity Expected standards of behaviour and pertinent safety rules – follow instructions / directions from provider's staff where applicable Emergency procedures - what to do if there is an incident or they become lost or separated from group	
All eventualities	Group leaders will be familiar with and will follow LA Offsite Visits Policy and Guidelines (OEAP National Guidance) All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities All leaders will meet prior to departure to discuss and share risk assessments and implement management plans All leaders will be made aware of their roles and responsibilities prior to departure Leaders will brief young people regarding hazards and involve them in the risk assessment and management process	
All Incidents, Accidents or Emergencies  All Incidents, Accidents or Emergencies CONT	The establishment has an emergency plan for dealing with an incident on an offsite visit, and knows how to contact sources of help Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group	

	<p>At least one leader will carry a mobile phone (with ready charged battery and call credits if “pay as you go” ) N.B. Mobile phones may not work in some areas due to weak signal</p> <p>Leaders and Establishment Contact will have immediate access to a copy of Emergency Procedures, (Critical Incident cards) including all emergency contact numbers, a list of young people and contact details of parents, group leader, school and, if appropriate head / establishment contact’s after-hours number</p> <p>Leaders will have an appropriate level of first aid training as determined by the nature of the visit and accessibility of the venue for paramedics</p> <p>A complete first aid kit (and travel sickness equipment) will be checked and taken with group</p> <p>The first aid kit will be easily accessed by all leaders</p> <p>Any personal medication to be kept secure and accessible only to leaders</p> <p>Leaders will have prepared a contingency plan in the event of an incident or other cause for a change to the original plan</p>	
<p>Additional hazards? Please edit and add other Hazards and control measures</p>		

An electronic submission process EVOLVE is used to log, audit and approve the following:

Overseas	yes/no and formal approval by	EVC	Head	LA
Residential	yes/no and formal approval by	EVC	Head	LA
Adventurous	yes/no and formal approval by	EVC	Head	LA
Local visits – Not on Evolve	yes/no	EVC	(appendix 4)	

## Appendix 4

### Extended Learning Locality

#### Boundaries

The boundaries of the Maldon Town locality include the following frequently used venues:

e.g.

- *The Prom Park*
- *Maldon Library*
- *Blackwater Leisure Centre*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure

*(The below is in essence just a generic risk assessment for routine activities).*

### Operating Procedure for Extended Learning Locality

**The following are potentially significant issues/hazards within our extended locality:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).
- *Etc. - add anything else specifically relating to your locality.*

**These are managed by a combination of the following:**

- The Head, *Deputy or EVC (delete as necessary to your circumstances)* must give verbal approval before a group leaves. *Not strictly necessary if you have clearly identified competent staff and are confident in your operating procedure, and the fact that staff will follow it.*
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. *This statement is probably appropriate for all primary schools, although in benign locations it may be appropriate to relax it for year 6s. Decisions should be based on the area and the age / maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?'*
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group. *For primary schools this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.*

- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. *This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc.).*
- All remotely supervised work in the extended learning locality is done in ‘buddy’ pairs as a minimum.
- Pupils’ clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return. *Consider adopting (or adapting) the ‘Signing-out sheet’ below and in EVOLVE Resources / ECC tab.*
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles) *If you have a local issue, e.g. with drug needles, etc., in any area, then you can mark that bit as no-go, or add here how you will educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it!*
- **PLUS**
  - *Add any specifics relating to your local area – e.g. ‘When crossing Bimble Street everyone must use the toucan crossing by Baguette the Bakers’.*
  - *Etc.*

**Signing-out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues.**

Leave this completed form in the office or other agreed place when you go out.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	
Any other relevant details/issues (e.g. pupil medical/behavioural needs)	

Keep a record of this sheet.

**Generic and Site/Person specific risk assessment**

Generic Risk Assessment for Off-site Visit

This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

ACTIVITY AND ENVIRONMENT:

<b>1. Significant Hazards and Identification of Risks:</b> <i>Those hazards and risks that may result in serious harm or affect several people</i>	<b>2. Control Measures:</b> <i>Controls, including relevant sources of guidance</i>

**Risk / Benefit Assessment**

<b>Generic Benefits</b>		<b>Specific Outcomes</b>		
<b>Specific Activity</b>	<b>Possible Problems/Issues</b>	<b>Probable Benefits</b>	<b>Control measures, reasonable and practical steps to avoid or reduce problems/issues</b>	<b>Decision/Comments/Actions</b>

## 5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.  
[www.oeapng.info](http://www.oeapng.info) 4.4h-Preliminary-visits-and-provider-assurances

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

## 6 Parental Consent:

OEAP National Guidance Document [www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note where consent is NOT required:

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school.

However, parents should be told where their child will be at all times and of any extra safety measures required.

**PARENTAL CONSENT for non-residential visit**

Trip to: \_\_\_\_\_

Name of the member of staff leading the trip/event: \_\_\_\_\_

Date: \_\_\_\_\_ Student's Name: \_\_\_\_\_ Tutor Group \_\_\_\_\_

I wish to enrol my son/daughter in this activity and I agree to meet the charges related to this trip.

I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school on request.

I am also aware that the school's educational visits are always well organised with a particular attention paid to health and safety.

I consent to them taking part in the activities of the visit, which have been explained to me and I acknowledge the need for them to behave responsibly.

I understand there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for students as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone.

I understand that once the booking has been made, no refunds will be possible, except when there are insufficient numbers for the trip to run or the school makes a decision to cancel a trip. In this case the refund will be made by cheque. Please indicate who the cheque should be made payable to: \_\_\_\_\_

**MEDICAL CONDITIONS**

It is essential that you inform us of any medical condition(s), including asthma, which may need to be taken into account in relation to this activity and any treatment or medicines that may be required.

If there is no medical condition, please state "NONE"

\_\_\_\_\_  
 PARACETAMOL CONSENT: I give permission for the school to administer one paracetamol tablet, if requested to do so by the student. No more than one tablet in any day will be given. YES/NO (delete appropriately)

During the course of the visit, I authorise members of staff to approve such medical treatment for my child as is deemed necessary in an emergency, on the advice of a qualified medical practitioner. I have set out above any information that may be relevant to my son/daughter's health, together with details of any treatment that may be required.

**RETURNING HOME: Trips that return after the end of the school day:**

It is your responsibility to ensure your child is collected from school by yourself or an appointed responsible adult.

If you are consenting to your child walking home unaccompanied, you must indicate below:

I give permission for my child, named above, to travel home unaccompanied **YES / NO** please circle

Signature of all Parents/Guardians \_\_\_\_\_ Date \_\_\_\_\_

**My emergency contact number is:** \_\_\_\_\_

## **7 Visits and staffing**

### **CHECKLIST FOR ALL OFF-SITE ACTIVITIES**

The visit leader must recognise that whilst leading the visit, she or he is in effect representing the Principal and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit.

## **8 The visit**

### **8.1 On the day**

Leave in the school office:

- An amended list of children present and going on visit.
- full list of escorts and staff and groups of children for which they are responsible
- The itinerary for the entire day.
- A copy of the written briefing notes for the escorts.
- Take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

### **8.2 During the visit**

Young Children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr. 11 working in groups of 4 minimum – responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups).

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the Academy's contact and action plan in case of an emergency.

### **8.3 On return**

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

## 9 Financing the visit

When stating the cost for each individual:

- Explain where this cost has come from and that the Academy would like a voluntary donation from parents to fund the visit. Stipulate the Academy's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Cheques may be made payable to Plume (unless otherwise specified).

Some visits may incur vast amounts of money (example ski trip for 80 students £90,000), a formal approval from the SLT / Academy Finance Manager must be sought before deposits paid.

## 10 Insurance

### Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances. A copy of this information is held with LCR in the Trips and Visits folder

### Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the wellbeing and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

**Indemnity** - Please see reference to parental Consent:

OEAP National Guidance Document [www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

### Insurance Provision

Teachers should be aware of the school provision for insurance.

## 11 Transport

**See School Transport Policy** Also see guidance from OEAP NG -

[www.oeapng.info/pdf](http://www.oeapng.info/pdf) 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

## 12 Emergency / Critical Incident Procedures

See the Academy Emergency Plan – Details held with HR Department

- All leaders must carry the school's 'Critical Incident form' (z Cards) – With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

## 13 Monitoring and Evaluation

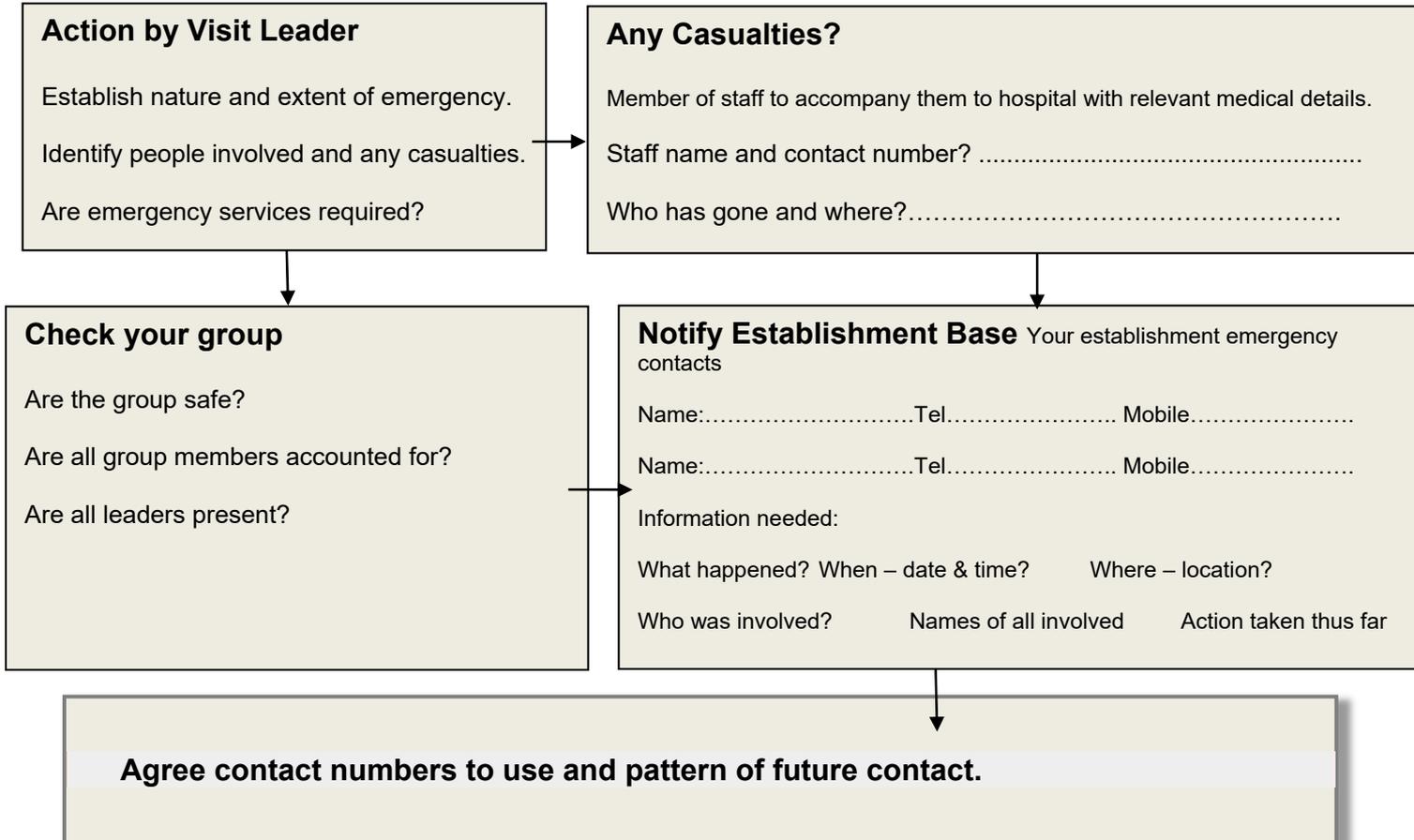
After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer.

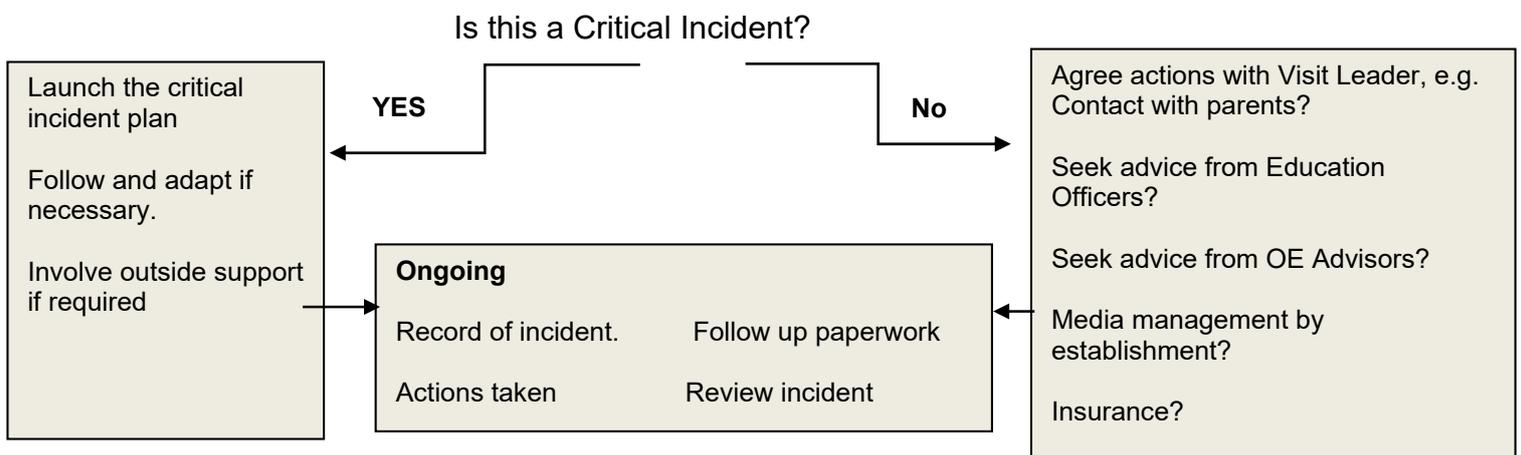
<b>Reviewed:</b>	<b>October 2017</b>
<b>Next revision due:</b>	<b>October 2020</b>

## EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



### Action by Establishment



Please follow the steps below to help manage critical incidents and emergencies effectively

**Action By Visit Leader**

**Start Here**

- Safeguard yourself
- Remain calm and assess the situation
- Establish nature and extent of emergency
- Identify people involved and any casualties
- Are emergency services required?

**Check Your Group**

- Are the group safe?
- Are all group members accounted for?
- Are all leaders present?
- Have you briefed group to ensure they know what to do to remain safe
- Delegate assistant leaders if possible

**Any Casualties?**

- Ensure injured group members are safe
- Call emergency services (999 or 112) as appropriate
- Carry out First Aid to the best of your abilities  
*A - Preserve life B - Prevent condition worsening C - Promote recovery*
- Member of staff to accompany casualty to hospital with relevant medical details
- Staff name and contact number .....
- Who has gone and where .....

**Notify Establishment Base**

- Your essential emergency contacts:
- |             |                       |               |
|-------------|-----------------------|---------------|
| Name: ..... | Contact No: 24/7..... | Mobile: ..... |
| Name: ..... | Contact No: 24/7..... | Mobile: ..... |
- Information needed (Please use notes section overleaf):
- |                                    |                              |                             |
|------------------------------------|------------------------------|-----------------------------|
| <i>What happened?</i>              | <i>When - date and time?</i> | <i>Where - location?</i>    |
| <i>Who was involved / injured?</i> | <i>Names of all involved</i> | <i>Actions taken so far</i> |

**Agree contact numbers to use and pattern of future contact**

**Action By Establishment**

**Is this a Critical Incident?**

Yes

No

- Launch the Critical Incident Plan
- Follow & adapt if necessary
- Involve outside support if necessary

- Agree actions with Visit Leader
- Contact parents?
- Seek advice from Education Officers?
- Seek advice from Outdoor Education Advisors?
- Media management by establishment?
- Insurance?

**Ongoing**

- Record of incident
- Follow-up paperwork
- Actions taken
- Review incident



