



Cardinal Heenan Catholic High School

Trips & Visits Policy

Key staff:	Chris Durkin (EVC)
Key governor:	
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1. Introduction

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes us a supportive and effective learning environment.

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

This policy will help us conduct educational visits in a safe and well-structured manner, giving our pupils and staff the best experience possible.

More detailed information on visits can be found in the local authorities Educational Visits Policy 2024 which can be accessed via Evolve.

2. Trip application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, we will:

1. Adopt the Local Authority's (LA) document: (All staff have access to this via EVOLVE).
2. Adopt National Guidance www.oeapng.info (as recommended by the LA).

3. Use EVOLVE, the web-based planning, notification, approval, monitoring and communication system for all off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Trip leads must first complete a **Trips and Visits Proposal Form (see appendix A)** which should be handed in to the head teacher for initial discussion and will contain relevant information for the trip, including:

- Staff attending
- No of pupils
- Budget information
- Educational value

Category B or C trips including overseas and residential trips will require Governor approval.

3. Trip categories

As set out in the Local Authority Educational Visits Policy, visits can be categorised into three categories, these are:

Category A

These are activities that present no significant risks. They should be supervised by a teacher who has been assessed as competent by the LA or Educational Visit Co-ordinator, where appropriate, to lead the activity. Examples include walking in parks or field studies in environments presenting no technical hazards.

This category would also include Local Area Visits, which can be defined as low risks visits to venues in your local learning area.

The establishment is responsible for identifying their own Local Area Visits and naming the places covered by Local Area Visits

Category B

These comprise some higher-risk or higher-profile activities. LA approval is required for this category of activity. Safe supervision requires that the Group Leader should as a minimum, have undergone familiarisation specific to the activity and / or the location. The Group Leader will have to be approved as suitably competent by the LA, and hold any necessary qualification/award. Examples include; walking in non-remote country, camping or cycling on roads.

Category C

This is the most demanding category. It includes all those activities that if not school-led, would be in the scope of the Adventure Activities Licensing Regulations 1996. LA approval is required for visits in this category. In the case of sports, where safe supervision requires the leader to

complete some prior test of his/her specific competence, such testing might include a recognised course of training, the recorded accumulation of relevant experience or an assessment of competence by an appropriate body.

Residential or trips abroad

The range of visits offered to children and young people is further categorised by whether the visit is to be residential or abroad: -

- i) Visit as part of a regular curricular activity within School / Youth Club hours with non-hazardous activities - Category A; e.g. a visit to the local park or library.
- ii) Visits not usually part of the school day / Youth Club hours that may extend beyond the end of the school day / Youth Club hours with non-hazardous activities – Category A; e.g. a visit to Chester as part of a ‘Romans’ topic.
- iii) Visits including an overnight stay – Category A/B; e.g. a visit to a European Country as part of language studies.
- iv) Visits of one day or less involving hazardous activities – Category B/C; e.g. visit to do rock climbing or abseiling.
- v) Visits including an overnight stay and involving hazardous activities – Category B/C; e.g. staying in an outdoor activity centre and taking part in canoeing or other hazardous activities.

LA approval is not required for visits in categories (i) and (ii).

LA approval is required for all visits in categories (iii), (iv), and (v).

Hazardous Activities

The activities listed below require LA approval and an EVOLVE form will be submitted at least 28 days in advance. This list is not exhaustive; (if in doubt seek advice from the Physical and Nutritional Well Being Officer).

Hazardous activities include:

Multi Activities - led by External Provider such as Kingswood or PGL

Abseiling

Air activities (excluding commercial flights)

All activities in ‘open’ country (see guidance)

All other forms of boating (excluding commercial transport)

Archery

Battle Ships

Bouncy Castles - **Must be run and managed by the independent company not the school**

Camping

Canal boating

Canoeing

Caving / potholing
Climbing
Coasteering/coastal scrambling/sea level traversing
Expeditions- including DofE and pre-expedition training
Farm Visits
Forest School – sessions involving knives and or campfires
Fishing
High level ropes courses
Hill walking and Mountaineering -
Horse riding
Ice Skating
Kite flying/surfing
Low and high ropes courses
Moorland, fell and mountain activities
Motor sport – all forms
Mountain Biking
Off road cycling
Open country activities and field studies
Orienteering
Paintballing
Rafting or improvised rafting
River/gorge walking or scrambling
Rock climbing (including indoor climbing walls)
Rowing and Sculling
Sailing / windsurfing / kite surfing
Sea-level traversing and coasteering
Shooting and archery
Skiing
Skiing - Indoor or Dry Slope
Snorkel and aqualung activities
Snowboarding
Surfing
Swimming (all forms, excluding UK public pools)
Theme Park Visits
Trampoline Parks- visits to trampoline parks is not allowed and will not be approved
Underground exploration
Use of powered safety/rescue craft
Walking near Water (such as beach or canal)
Water skiing
'Extreme' sports

4. Roles and responsibilities

The Educational Visits Coordinator (EVC) is Chris Durkin, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc. The EVC's role is described in detail in 3.4j EVC role in National Guidance.

The Head Teacher has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE. The head teacher is responsible for ensuring the planning and risk management for this visit has been checked and approved according to the current Educational Visits policy. That the visit complies with the LA's current planning checklist for off-site activities. The visit leader and staff are competent to supervise the visit. The Risk management is fit for purpose. The head teacher's role is described fully in National guidance 3.4g Head teacher or manager

The Governing Body's role is that of a 'critical friend', see *National Guidance 3.4f* for additional information.

Ensure that the Head Teacher and the Educational Visits Co-Ordinator have taken all reasonably practicable measures to include children/young people with special educational, physical or medical needs on an educational visit.

Responsibilities of the group leader

Group leaders/trip leads are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Head Teacher by completing a school visit proposal form (**see appendix A**) prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. Our expectations are that visit leaders are both competent and confident in leading a visit.

Organisational arrangements of the visit

- Comply with the LA's Educational Visit Health and Safety Policy.
- Appoint a deputy. Brief the Emergency School/Home-base Contacts; ensure they are clear in their role.
- Clearly define each Group Supervisor's role and ensure all roles have been assigned.
- Be able to control and lead children/young people of an age and ability appropriate to the visit.
- Be familiar with the location or centre where the activity is to take place and if expected to instruct be suitably competent (experienced / qualified) to do so.
- Be aware of issues relating to safeguarding and also inclusion.
- Undertake with the assistance of the Educational Visits Co-ordinator/ Targeted Youth Service Team Leader the complete planning and preparation of the educational visit including arranging suitable visit insurance cover.

▪ Undertake and complete, with the assistance of the Educational Visits Co-ordinator/ Targeted Youth Service

Team Leader, an appropriate risk assessment of the educational visit and related activities (see Section 6, Risk Assessment).

▪ Have sufficient information on the children/young people who are to participate in a proposed educational visit to assess the suitability of the visit and to make an informed decision about whether an individual child/young person should participate.

▪ Ensure that the ratio of supervisors to children/young people is appropriate to meet the needs of the group and any intended visit activities

▪ Ensure that the group's teachers and other supervisors have the relevant details of any special educational or medical needs of pupils which will be necessary for them to fulfil their roles.

▪ Ensure parents/guardians are aware of how to prepare their children for the educational visit.

Volunteers

In order for us to support our students on school visits we use a range of different volunteers. These volunteers must comply with our school safeguarding policy.

Responsibility will be delegated to them by the visit leader. They must be sufficiently competent and confident to carry out their responsibilities. The level of competence and the thoroughness of the engagement process depend upon the role that the volunteer is to take, and the degree to which they will be working independently or under supervision. Where they are working independently it should be to the same standard as would be expected of an employee or contractor taking on the role.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

5. Ratios

Activity and Visit Leaders will ensure that young people are supervised in accordance with the principles of "Effective Supervision", requiring them to take account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (incl their behavioural, medical, emotional/educational needs).
- Staff competence.
- Distance

The number of adults should be increased if: -

It is found that the environment or location of the educational visit site or activity presents significant hazards; e.g. poor visibility, poor security including risk of terrorism or prevailing physical hazards.

If it is known that a group's, or an individual group member's behaviour or needs (education, physical or medical), requires particular management. This could mean a ratio as low as 1:1 in some circumstances with additional staff not being tied into other agreed supervision ratios.

Teachers/Youth Leaders are inexperienced and are accompanying the group as part of an 'apprenticeship' to gather experience; this may mean them not being included in calculated supervision ratios.

As a general guide for visits to low risk sites; for example, a museum or cinema, supervisory ratios will be: -

1 adult for every 10 to 15 children in school year 7 onwards.

Residential visits or visits abroad there should be a minimum of 3 adults; this is in case a member of the supervisory team is injured, taken ill or requires to be accompanied to hospital. In cases where 3 members of staff are not available, a robust system must be in place and clearly risk assessed to cover any eventuality.

The table below offers more detailed guidance:

<p>Local Visits Visits in the local area close to support at school/base (minimum 2 staff recommended)</p>	<p>Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10-15 Years 7-13 1:15 (one supervisor per activity or supervision group)</p>	<p>A minimum of one qualified and competent Group Leader is needed for every group or class; they can be supported by other responsible adults.</p>
<p>Day Visits More than 60 miles or one hour from school/base (minimum 2 staff recommended)</p>	<p>Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10-15 Years 7-13 1:15 (one supervisor per activity or supervision group)</p>	<p>Please note minimum ratios are not recommended but small working groups of 6 -12 remain the target.</p>
<p>Residential Visit, UK or abroad (minimum of three supervisors recommended, any less needs a thorough risk assessments and emergency management plan)</p>	<p>Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10 Years 7-13 1:10 (one supervisor per activity or supervision group, these do not include any centre residential staff)</p>	<p>Supervisors should reflect the gender of the group wherever possible</p>
<p>Open Country Working by water or away from a road or building</p>	<p>Reception better than 1:6 Years 1-3 1:6 Years 4-6 1:10 Years 7-13 1:12 (one supervisor per activity or supervision group, these do not include any centre residential staff)</p>	<p>Overall group sizes above 20 are not recommended at any one location at a time (supervision and sustainability issues). Similarly, large groups should not be moving together in convoy. The numbers of qualified leaders will depend on the risk assessment.</p>

In order to determine the actual number of staff needed we will use the framework described through SAGE: -

Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.

Activities to be undertaken: what do you want the group to do and what is possible?

Group characteristics: prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.

Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

Distance: how far is the activity away from school or home base

6. Supervision strategies

We acknowledge there are three types of supervisory strategy; Close, Distant and Remote. Although the choice of strategy will not be based solely on age, older, more experienced young people should be expected, under normal circumstances, to understand and achieve more and may not require such close supervision. The overall group management, routes of communication and headcount procedures will be agreed and known. The destination location must be known, pre-visited where possible and risk assessed along with any activities to be undertaken. We follow the guidelines set out in the Local Authority Educational Visits Policy **Section 5**.

Headcounts

Whatever the length and nature of the educational visit, regular head counting of children will take place.

Headcounts must be taken by a responsible member of staff using a checklist of names.

Headcounts will be taken at every departure and at suitable times during a visit. When undertaking the headcount, the checker must physically see the person before ticking their name on the checklist. All Supervisors will carry a list of all children and adults involved in the educational visit at all times.

7. Risk Assessments

We understand that in order to deliver safe visits comprehensive risk assessments need to take place. It is the responsibility of the trip lead to devise an assessment for the trip and upload it onto Evolve.

For a number of visits, generic risk assessments are suitable for safe trips. Generic risk assessments are developed by the EVC and are reviewed every year. They are kept for a minimum of 3 years and examples are stored on the Shared Drive under Trips and Visits. Additional

assessments can also be found under resources on the Evolve portal. Examples of the generic risk assessments can be found below: -

Mini-bus	Residential visits
Coach travel	Visits to the City centre
Hired coach with driver	Art Galleries
Theme Park visits	Zoo visits
Crossing roads in safe place	Public buildings

For all category B and C trips, event specific risk assessments must be completed and attached to the EVOLVE form.

8. Assessing venues and providers

In line with Local Authority we accept and acknowledge the LOtC quality badge. This ensures that the provider we are using has the correct risk assessments and insurance in place and are suitable to use. In all other cases we will ask providers to fill in a **provider form** which can also be found in the Shared file.

9. Parental Consent

All visits which are category A require a consent form which is sent to parents with a letter of information regards the upcoming visit. It is important that visit leaders check consent has been granted for individual children on the trip.

Annual consent for category A visits will be implemented in September of each year.

It is essential that parents are sent letters with information regarding the visit which must include details, time of visit and return, location, any specific requirements and to remind parents to ensure medical information is up to date (this list is not exhaustive and more information can be found in the LA Educational Visits Policy 2024 section 4.7).

Category B and C visits must have specific consent and up to date medical information from parents for children to participate.

Parents will be asked to provide more than one emergency contact telephone number. If parents withhold consent the child/young person must not be taken on the educational visit.

A standard consent form can be found in **Appendix B**.

10. Use of contractors (providers) and tour operators

Contracted providers of educational visits include; tour operators, expedition providers, outdoor education centres, local farms, civic museums as well as national bodies such as the Youth Hostels Association.

The trip lead will satisfy themselves on matters such as the company's safety policy, levels of instructor competence, qualifications and standard of equipment.

Check that contacted providers hold an up-to-date Adventure Activity Licence, or a Learning Outside the Classroom quality mark as these provide evidence that they comply with nationally accepted standards.

If a provider is being used that doesn't hold Learning Outside the Classroom quality mark they must provide an additional provider form.

To assist in this assessment, the following issues should be considered (more details can be found in **section 15.0 of the LA Educational Visits Policy 2024**): -

Safety Policy Statement

Health and safety arrangements

Insurance

Provision of accommodation (All accommodation conforms to United Kingdom standards of safety)

Provision of Services or Equipment

Transport/foreign transport/public transport

Staff training

Emergency procedures

Risk assessments

Sub-Contractors

11 Visits abroad

We understand there are several issues to consider aside those discussed in earlier sections of this guidance when organising an educational visit or activity abroad. We recognise the following guidelines relating to visits abroad. (Further guidance can be found in **section 16 of the LA Educational Visits Policy 2023**).

Using a tour operator

Before using a tour operator/travel agent Group Leaders will: -

- Ensure the tour operator/travel agent is reputable
- Ensure the tour operator/travel agent used is a member of ABTA and/or ATOL and that the whole package being supplied is covered by an ABTA or ATOL. These provide security against the licence holder going out of business.

Preparing pupils for visits abroad

The following factors will be considered when preparing children/young people and other group members for visits abroad: -

Language

Local culture of the area or country to be visited

Use of drugs or alcohol

Food & drink

Personal security

Communication

Emergencies

Vaccinations

Language abilities

Visa/passports

Nationality/immigration status

Care orders and wards of court

Emergency medical facilities

Pupils with disabilities

12 Emergency Planning

Emergency procedures and incident reporting

For all trips taking place outside of school time, two emergency contacts must be inputted on to EVOLVE.

Visit leaders and deputy leaders should have access to the emergency contact details, EVOLVE form, parents contact details and children's medical/behavioural details. They will also take the school Emergency Action Plan crib card with them in how to deal with an emergency

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see School Emergency Management Plan). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

In the event of an incident/emergency

The Group Leader or deputy will: -

- Establish the nature and extent of the emergency as quickly as possible. Advise all other staff and/or supervisors of the emergency and ensure where possible that the emergency procedure is followed.
- Ensure all group members are accounted for.
- Immediately establish the names of any injured people and if possible assess the extent of their injuries. Get immediate medical attention for them. On no account should injured persons be left alone.
- Ensure that if hospital treatment is required a teacher or adult known to the injured / sick person(s) accompanies them on the journey to hospital; this is in addition to the driver of the ambulance or vehicle. A communication should be made from the hospital to the Emergency School/Home-base Contact to advise them of the situation.
- Ensure the rest of the group are adequately supervised, kept together at all times, have understood what has happened and the implications for the rest of the visit programme.
- Notify the police or other emergency services if necessary.
- Notify the British Embassy/Consulate, if necessary, if an emergency occurs abroad.

Communication

The Group Leader or deputy will:-

- Make immediate contact with the designated Emergency School / Home-base Contact and provide details of the emergency. Unnecessary group member access to telephones, including mobile phones, should be restricted as far as possible until emergency contact has been made. The Emergency Contact telephone number must be available at all times during the visit in the Emergency Pack.
- Prepare a report as soon as possible following an accident, incident or near miss noting names, addresses and telephone numbers of any witnesses. Please use the **Educational visits accident / incident report form (Appendix C)**.

The Emergency School / Home-base Contact must: -

- Record all telephone communications and incident details clearly and accurately on record

sheets.

- Arrange a call-back time for an update from the Group Leader.
- Make sure relevant information is to hand before telephoning anybody regarding the incident.
- Inform the LA via the School Improvement Liverpool Ltd. Physical and Nutritional Health and Well Being Officer about serious accidents or incidents.
- Decide with the Group Leader which, if any, parents need to be informed about the incident.
Record details of contacts made with parents on the emergency contact list. If contacting parents be clear, brief and reassuring.
- Inform parents of the local hospital telephone number if it is necessary.
- Not give out the venue telephone number or your contact telephone number to parents or others who do not require them. These lines are to be kept free from casual use.
- Not stay on-line too long with any individual; as others may be trying to call you; instead arrange a time to call back with more news.
- Not give out the venue telephone number or your contact telephone number to parents or others that do not require them. These lines are to be kept free from casual use.
- Report Accidents and incidents to EVC or Head Teacher. In addition, a formal report should be provided to the City Council's Health and Safety Unit using the electronic form in line with the City Council's accident reporting process (see Section 15) as soon as possible but at least within five work days.
- Provide any accident, incident reports or other relevant record sheets to the Group Leader on their return from the visit.
- Contact the LA press office 0151 233 3040 and give all available information relating to the incident.

The names of any injured group members should not be released to the media.

In the event of an emergency where support is required from the LA, telephone LCC emergency number 0151 236 2635 who will connect you with the Senior Response Officers. On contacting

this service or any other pre-arranged Emergency Contact clearly state that it is an “educational visit emergency”, the number of the telephone you are talking from, the name of your school or facility, your location and nature of the emergency. Other details you should relay include the time and date of the incident, names of casualties, details of injuries, the names of any other parties involved and the action taken so far and yet to be taken.

Administration of Medication during an Educational Visit

If pupils need to take medication during an educational visit, parents must inform the Head Teacher of this requirement either in writing or in person. Parental permission and medicine administration instruction should be provided to the Group Leader. Medication should be collected in its original container, and details of dosage should agree with instruction given by parents. Medication must be kept in a securely controlled medical store or held where appropriate by a suitable person until it is required. A written record should be kept of times and dosages of medications administered, the record should be signed and witnessed.

Emergency Details

If a participant is admitted to hospital, the Group Leader should inform the Emergency School / Home-base Contact and refer to the Emergency Contact List which includes details of contact telephone numbers to inform parents, these details should be kept by the Group Leader.

13. First Aid arrangements

Before undertaking any off-site activities, the AVC, Head Teacher and Group Leader should assess the level of first aid that may be required and agree the first aid arrangements during the visit. For activities in remote environments such as during Duke of Edinburgh award expedition training one supervisor should hold a first aid qualification specific to the outdoors, unless this is covered by a designated contractor or provider.

The Group Leader and other Group Supervisors/Members should know names and locations of First Aiders during the visit.

Where the risk assessment identifies a comparatively low-risk to health and safety and identifies that a first aider is not necessary the Group Leader will ensure that there is an Appointed Person on every Educational Visit. It is the duty of the Appointed Person to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required.

First Aid Boxes

Portable first aid boxes for use on educational visits will be readily accessible at time of need, e.g. kept on board the coach during the journey or establishment minibus.

Medical Room

If there is a designated first aid room at the venue pupils must not be sent there and left alone. The Group Leader should be informed if a group member is sent to the first aid room or requires first aid.

14. In the event of an accident or incident

All accidents must be recorded and reported to the school. The more serious accidents are required to be reported to the Council's Occupational Safety and Health Unit via the Council's electronic accident form available on the Council's intranet or EVOLVE. Some accidents are required to be reported to the Health and Safety Executive.

A record will be made of every occasion when any employee, participant or other person receives first aid treatment whilst on an educational visit as part of a school-related activity.

Should an ambulance be required, the first aider is to stay with the injured person until it arrives and provide any required details to the ambulance staff. Where possible the first aider should accompany the injured or sick person to the hospital, to the doctor or to their home.

In the event of an emergency where support is required from the LA, telephone LCC emergency number 0151 236 2635 who will connect you with the Senior Response Officers. On contacting this service or any other pre-arranged Emergency Contact clearly state that it is an "educational visit emergency", the number of the telephone you are talking from, the name of your school or facility, your location and nature of the emergency.

Near Miss Incidents

A near miss is an occurrence that had the potential, but did not lead to an accident (there is no injury, ill health or damage to property). All near misses should be reported within 24 hours to the Health and safety Unit via the council's accident e-form available on the intranet and to the School Improvement Physical and Nutritional Health and Well Being Officer. Investigation of near misses is as important as the investigation of accidents as they may identify trends or prevent an accident occurring. Following a near miss, alternative activities may need to be provided; such a change should form part of the emergency plan. Any revised arrangements should be communicated to all those on the educational visit and where necessary to the school/home- base contact and to the LA.

In the event of an early or late return from a visit

The Group Leader must contact the Emergency School / Home-base Contact with the reason for the change of plan and the revised expected return time. The Emergency School / Home-base Contact must make a note of any change on an incident record and inform parents with the latest expected return time, if appropriate.

15. Accident reporting procedure

Council reporting procedures

Schools are required to report accidents, near-miss events and violent incidents to the Health and Safety Unit on the accident e-form within 24 hours. Minor incidents should be recorded in the school/facility Accident Book.

Minor injuries to non-employees (e.g. pupils volunteers, members of the public injured as a result of the group's activities) i.e. cuts, bruises or grazes needing no more than on-the-spot first-aid during an educational visit - enter accident details in the Visit Emergency Pack. Details can be transferred to the School/Facility Accident Book on return from the visit. Notify parents of pupils on return.

Any accident resulting in:

- Any injury (regardless of how minor) to a member of City Council staff (e.g. teachers, youth workers etc.)

OR

- Any significant injury to non-employees (e.g. pupils volunteers, members of the public injured as a result of the group's activities) that results in the injured party requiring expert medical attention (e.g. more than just first aid; going to a walk-in centre, hospital or seeing their GP) is reported to the City Council's Health and Safety Unit within 24 hours via the accident e-form. The link to this form is available the Health, Safety and Wellbeing web page of the Council's Intranet.

Health and Safety Executive Reporting procedures

In addition to the above requirements to report to the City Council 'The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995' (RIDDOR), requires that, any accident at work or in connection with a work activity to an employee or non-employee where there is a fatality, major injury, prescribed disease or dangerous occurrence or an accident which results in an employee taking more than three days off work, 4 days or more including non-working days e.g. weekends, or not being able to undertake their usual role e.g. being put on light duties for more than 3 days, as a direct result of that accident, must be reported to the Health and Safety Executive.

In cases of death or major injuries, you must notify the enforcing authority without delay by reporting online or you can telephone 0345 300 9923. All other reporting must be done online.

In addition, any accident must be reported to the HSE that results in an injury requiring a non-employee to go straight from the scene of the accident to hospital OR where an employee is admitted and stays in hospital for more than 24 hours.

16. Evaluation

All trips must be evaluated, no later than 4 weeks after return. This should be done on EVOLVE by the group leader.

17. Monitoring

In order to ensure safe, quality visits, the EVC has the responsibility of monitoring visits to ensure that: -

- Visits and activities are carried out safely and effectively and in line with the Local Authority policy and procedures.
- Relevant policies and procedures are reviewed and updated to remain current and in line with good practice.
- Staff have easy access to the school policy
- Staff have access to relevant training that supports the implementation of this policy
- The school appoints, trains and revalidate EVCs in accordance with the LA policy
- The school keep proper records.

The EVC monitoring should also include an element of field observations.

18. Induction, training, apprenticeship, succession planning

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.

Supervision by senior staff on some educational visits.

Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.

- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Any member of staff leading a residential or self-led adventurous activity must have attend visit leader training

19. Behaviour

As a school we expect all children to behave to the standards described in our code of conduct.

We have a Home School Behaviour Contract that must be completed for all residential visits.

Before any residential, parents are made aware of consequences of breaking the school code of conduct. This may include parents being asked to remove a child in prescribed circumstances.

20. Inclusion

We are a fully inclusive school and believe in the following principles:

A presumption of entitlement to participate.

Accessibility through direct or realistic adaptation or modification.

Integration through participation with peers.

We follow the standards set out in National guidance 3.2e Inclusion

21. Insurance

We are covered by the local authority blanket insurance for visits and trips provided all criteria is met.

22. Finance

For school visits we use Parent Pay to collect all finance for the visit. All charging and voluntary contributions requested for the visits are in line with National guidance 3.2c.

APPENDIX A – Trips and Visits Proposal Form

EDUCATIONAL VISITS – Pre-Visit approval form 2022/2023

TRIP ORGANISER:

DATE OF TRIP:

DESTINATION:

TARGET GROUP:

EDUCATIONAL VALUES:

TOUR OPERATOR:

ADDITIONAL COMMENTS:

BUDGET INFORMATION

NUMBER OF STUDENTS:

NUMBER OF STAFF:

PROPOSED STAFF:

TRIP FINANCES

Cost of travel	£
Cost of accommodation	£
Other costs (details)	£
	£
Less any trip subsidy (e.g. 3 rd party funding Pupil / PP contribution)	£
TOTAL COST	£

COST PER STUDENT	£
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Signed Trip Organiser

APPROVED:	
Educational Visits Coordinator	:
Finance	:
Governor / Headteacher	:
Date	:

APPENDIX B – Consent Form

PARENTAL CONSENT FOR A SCHOOL VISIT

(to be distributed with an information sheet giving full details of the trip/visit)

Class or Group:

1. Details of visit to:

From: **Date/Time:**

To: **Date/Time:**

I agree to (print child's full name)

taking part in the trip/activities described and I have read the information sheet. I acknowledge the need for him to follow the schools Code of Conduct for the duration of the trip and I understand if my child's attendance and behaviour does not meet the standard required, he will be withdrawn from the trip.

I agree to my son having photographs taken. YES NO

2. Swimming ability (if applicable to the trip):

Is your child able to swim 50 metres? YES NO

Is your child water confident in a swimming pool? YES NO

Is your child water confident in sea/open water? YES NO

I give consent for my child to participate in swimming activities YES NO

3. Medical information about your child:

a) Any conditions requiring medical treatment, including medication? YES NO
(If YES, give brief details):

b) Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

c) To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that maybe contagious or infectious?

d) Is your child allergic to any medication? Yes No

(If YES, give brief details):

4. Declaration:

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Home: Mobile:

Work:

Home address:

Alternative emergency contact:

Name: Contact number:

Address:

Name of family doctor: Tel:

Address:

Signed: Print full name:

Date:

- THIS FORM MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT.
- A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT.

APPENDIX C – Educational visits accident / incident report

School and Trip information

School	
Visit name	
Visit Date	
EVOLVE visit ID	

Accident / Incident Information

Name of person injured	
Pupil/ staff / volunteer	
Contact details Address: Telephone Number:	
Date of Incident	
Incident details	

Witness details	
Was medical assistance provided	
Name of medical provider	
Emergency contact informed?	
Actions taken following incident	

Trip Leader Signed.....

Print Name

EVC Signed

Print Name

Headteacher Signed

Print Name