



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Educational Visits
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Date policy to be reviewed	14.12.2020
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A shaded area denotes a regulation to which all Schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

All Child Protection and Safeguarding Policies
Educational Visits – First Aid
Minibus
Misconduct and Discipline
Parent Contract
Risk Assessment
Staff Professional Code of Conduct
Sun Cream

Introduction

An educational trip or visit has enormous potential for enriching the school curriculum, and in some cases a trip can be an essential requirement of an examination course. Many school trips and visits take place every year and to ensure that they happen without incident they are properly planned and organised with the staff involved taking all reasonable steps to ensure that risks are minimised. This policy has been written with reference to the Department for Education (DfE) and in compliance with the Health & Safety Executive (HSE) guidance of pupils on educational visits.

- Pupils should be able to experience a wide range of activities in such a way that Health and Safety measures help them to do this safely, not stop them
- It is important that pupils learn to understand and manage the risks that are a normal part of life
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity
- Staff should be given the training they need so they can keep themselves and the pupils safe and manage risks effectively
- Staff and pupils on all trips should comply with all School Policies, Procedures and Code of Conduct

Definition

For the purpose of this policy, a school trip or visit is defined as any occasion when a pupil or group of pupils is away from the school, undertaking a school activity and under the supervision of a member of staff. In order to avoid unnecessary repetition, 'visit' will be used uniformly rather than 'trip' or 'tour' throughout this policy.

The school's main priorities include

- Making the visit an enjoyable experience with true educational benefit
- Safeguarding pupils and staff by ensuring that preparations are carried out in a professional manner
- Adhering to the Child Protection and Safeguarding Policy required by Independent Schools Inspectorate (ISI), including use of the Disclosure and Barring Service (DBS)

- Ensuring that staff discharge their duty of care towards pupils in a manner that might be expected of any conscientious parent
- Ensuring that a risk assessment (RA) is completed. Venues can also be contacted by the visit leader to provide a RA. Visit leaders should discuss visits which are difficult to risk assess for example a Geography Field Study or a Duke of Edinburgh Expedition with the Deputy Head
- Communicating with parents so that they are aware of the nature of the visit and its associated costs and conditions
- Visit leaders understanding when to communicate with parents rather than being covered by the permissions described in the parent contract

In order to strike the right health and safety balance, it is important that

- The focus is on real risks – not those that are trivial and fanciful
- Proportionate systems are in place – so that visits involving low-risk activities are quick and easy to organise
- Those running visits are properly supported – so that staff can check whether or not they have taken sufficient precautions

Those organising visits should clearly communicate information about the planned activities to colleagues, pupils and parents, as appropriate. This information should explain what the precautions are and why they are necessary. Organisers should also know when and how to apply contingency plans, where necessary, and should heed the advice and warnings from others with local or relevant knowledge, or with specialist experience of higher-risk activities.

There is no longer any requirement by law for schools to have an Educational Visits' Coordinator (EVC) but at Clifton High School this role is delegated to the Deputy Head.

Planning and Preparation

The major stages in the organisation of a visit are as follows

- Initial research by the visit organiser including an estimate of costs if applicable
- A diary check to ensure that the visit is compatible with other school activities
- Gaining approval via a V1 Form, to include a budget proposal if applicable
- Carrying out a risk assessment, on a V2 Form, to include supervision and staffing ratios
- Letter, V3, forwarded to parents detailing the arrangements for the visit
- Finalising of all bookings
- Filing of relevant travel and contact details with the School Office, accompanying members of staff, Senior Leadership contact and the Head of School if applicable

The overall process is overseen by the Deputy Head of School. Additional help and guidance is provided by a wealth of supporting documentation which is available from the School's insurance brokers, HSE advisor, Finance Department and Director of Finance and Operations.

Staff wishing to organise a visit must complete a V1 Educational Visits Proposal Form and submit it to the Deputy Head of School as far in advance as possible. Staff must not make any firm bookings or inform pupils or parents that a visit is going ahead until it has been formally approved. The deadline for V1 Forms for day visits is the end of the first week of a full term and the deadline for residential and overseas visits is one academic year in advance.

Reconnaissance Visits

If possible, an exploratory visit should be made by the visit leader before any visit is undertaken. A key factor in reducing risk is knowledge of the place to be visited. Whilst such visits may not always be practical, or financially viable, the visit leader should make every effort to consider such an undertaking. If this is not possible, then a minimum measure would be to obtain specific information by letter from the venue and from reputable organisations that can provide such information e.g. Risk Assessment, maps, kit lists.

It is important to remember that places such as outdoor pursuit centres, leisure centres, museums, theatres, etc, have to carry out their own risk assessments for the facilities they provide. If copies of these are obtained by members of staff then this will reduce the burden of the risk assessment process.

Factors to Consider in Planning a Visit

The following list is not exhaustive, but it tries to summarise what needs to be done during the planning and organisation of a visit. This list also gives further ideas about areas for risk assessment

- Facilities/equipment the group will need to take or be provided at the venue
- Staff training needs
- Transport arrangements, including meeting arrangements for visits which leave before the start of the school day and collection arrangements for visits which return after the end of the normal school day
- First Aid cover
- DBS/barred list checking of adult helpers
- Insurance arrangements
- Communication arrangements
- Arrange for a member of School Leadership to act as the school contact
- Supervision ratio
- Contingency plans for enforced changes of plans or late return
- Information to parents
- Information to school
- Preparing pupils
- Emergency arrangements and procedures
- Handling of personal data, such as passports and pupil medical information

The Timing of Educational Visits

It is essential to the smooth running of the rest of the school that visits are properly planned and arranged to ensure minimal disruption to all, both those on the visit and those left behind. Departments are strongly encouraged to plan visits for the coming academic year as early as they can. Visits planned well in advance will be included in the school calendar and the earlier a visit is planned, the more likely it is to be approved. Where possible, proposals for foreign or residential visits should be made one full academic year in advance of the visit so that parents can be given fair warning of any significant costs.

While it is often easy to justify a visit from the benefit to one's own subject, lessons missed in other subjects need to be considered, and minimised as far as possible when choosing a date for the visit. Particular care should be taken with proposed visits that involve or affect examination classes.

Consideration for lessons missed in other subjects means that permission for the running of a foreign residential visit is unlikely to be given unless the dates involved fall over a weekend or in the school holidays. In most circumstances, only one school day can be missed and this will usually be the final day of a half term.

Communicating with Parents

The signed Parent Contract gives consent for a pupil to take part in any educational visit which takes place during the school day and which incurs no additional cost to the parent. Specific consent will be sought for any educational visit involving further costs to the parent or which are planned to take place wholly or partly outside the school day. For educational visits which

- Require overseas travel
- Involve an overnight stay
- Occur during a weekend or school holiday
- Involve some element of high risk or adventure activity

All pupils shall be subject to all school discipline policies. All additional costs (such as medical costs, taxis, air fares, or professional advice) incurred to protect the pupil's safety and welfare, or to respond to breaches of discipline, will be added to the bill. The School reserves the right to prevent the pupil from taking part in an educational visit while overdue fees remain unpaid. The School reserves the right to prevent the pupil from taking part in an educational visit if a pupil's behaviour gives cause for concern or the child has a medical condition that in the opinion of the School, could put the pupil or others at risk. In any event, the School should obtain a doctor's certificate confirming a pupil is fit to travel where there is any doubt. Advice should be taken from the School Nurse where appropriate

Parents should be made aware of all relevant details pertaining to the visit and the activities which will take place. Parental permission must be obtained for any visit not covered by the parent contract. Pupils that are leaving the School cannot go on a trip after their last day at School. Parents must acknowledge that their child is fit enough to go on the visit, outline any health problems and authorise the leader of the party to act on their behalf in an emergency. They must also provide a contact number for the duration of the visit.

Particular mention should be made of those circumstances in which pupils may not at times be under direct staff supervision, such as free time to explore a museum or a well-defined outside area. Written codes of conduct should be drawn up for all residential visits and parents must be aware that failure to comply with these rules will result in pupils being sent home at the parents' expense. In the case of older pupils, particular reference should be made of policies relating to smoking and the consumption of alcohol.

For longer visits, particularly those overseas, the visit leader must host a parent's information evening in the month before departure. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. Pupils will also be reminded of any specific rules relating to the forthcoming trip in front of their parents; this will usually take the form of a code of conduct specific to the destination and nature of the trip. This includes rules on consumption of alcohol and smoking. Pupils and parents will be informed in advance whether or not mobile devices are permitted on the trip. Staff have the authority to confiscate mobile devices if they are not used responsibly or appropriately. The publication of an information leaflet or booklet for parents and pupils is also strongly advised and any such literature must be proof read and approved by the visit leader's line manager and/or a member of Leadership.

Communications with Pupils

Pupils must understand the nature and purpose of the visit and should be given the chance to ask relevant questions prior to departure. For residential visits, they must understand the importance of the code of conduct described above. For some pupils, the prospect of a residential visit can be daunting and every effort must be made to ensure that those with special and medical needs are reassured as to how their needs will be met. Where relevant these needs and those relating to food allergies should be discussed with tour operators and other service providers.

Informing the School

The school must also know all the relevant details for a visit and these should be collated and submitted to the School Office, accompanying members of staff, the School Leadership contact and Head of School if applicable well in advance of the departure date. This should be at least one week before the visit departs. For residential visits a meeting will be arranged between the visit leader and the Deputy Head of School one week before departure to ensure that all paperwork is ready and to seek final approval. The paperwork should also include a copy of the intended itinerary/programme including details of any planned excursions.

The visit leader must ensure that they are in possession of all parental consent forms (V3 replies) for residential visits, containing all contact number details, throughout the visit. The School Office can help with the production of contact numbers and any routine photocopying if consulted in due time. For day visits, a list of parental contact numbers can be obtained from SIMS.

The Cost of Educational Visits

Staff must think carefully about the cost of every school visit, even if the cost is not being charged to the parent. Trip leaders should complete a trip budget as part of the V1 Educational Visits Proposal Form. Some parents have financial constraints and so costs should be kept to a minimum with parents being given the chance to decline a visit on financial grounds. It is important that visits incur no net cost to the school and this means that a per capita cost should be calculated on the basis that some pupils might not take part. In the case of expensive visits, it is usually the case that the cost is based upon a minimum number of pupils signing up to go, but due to the fact that Clifton High School is a small school, we are unlikely to have the numbers to operate a 'waiting list', there is a potential financial problem should a decision be made to withdraw consent for the visit at a later date. Although this would normally mean the forfeit of a deposit, the overall cost shared between the remaining pupils may be unreasonable. For this reason it is vital that the written agreement from a parent for a child to take part includes a statement making it clear that the parent will be responsible for the entire cost of the visit should they later withdraw their child with no-one else able to take their place.

It is very important that the cost of visits is recovered by the School, via the Finance Office, as quickly as possible. Indeed, if it is possible to charge for a visit before it has taken place then this should be done. For example, where a cheque is raised by the School to pay for a visit in advance, the visit leader must pass a list of the pupils on the visit, together with a copy of the letter sent to parents, to the Finance Office at the same time as the request for the cheque, so that charges can be added to school bills quickly. Once final numbers are known, any changes must also be passed through to the Finance Office. Delays and/or errors in this process have the potential to create significant problems. The visit leader must take responsibility for all financial arrangements in connection with the visit.

There are two categories of visits in terms of billing

- 1) Curricular visits include day visits which every member of a year group is expected to attend and optional educational visits, for example lecture days and academic competitions. The cost for these visits is factored into school fees but visit leaders must get their V1 requests submitted as soon as possible as there are limits and restrictions to the annual budget for each year group.
- 2) Social, recreational and overseas residential visits and tours which pupils/parents can opt to be part of and these will be charged as extras on termly bills following parental consent.

The category of visit will be confirmed to the visit leader upon approval of the V1 form.

Supervision

Members of staff in charge of pupils have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would and should not hesitate to act in an emergency and to take lifesaving action in an extreme situation. As a guide, the minimum level of supervision advised by the school is as follows

Year groups	Nursery	Reception	Y1 – 3	Y4 – 6	Y7 – 13
Adult to pupil ratio	1:2	1:3	1:8	1:10-15	1:15-20

However, there are no exact ratios for school visits. The visit leader must ensure that the staffing for a visit is 'reasonable' which will depend on the age, gender mix, ability and behaviour of the pupils involved. It will also depend on the type of activity undertaken, the nature of the journey and the type of accommodation if the visit is overnight. Overseas, residential and high-risk visits also affect the supervision ratios and all overseas residential visits must have a minimum of three members of staff. The competence and experience of the adults supervising a visit must be considered, together with the need for first aid cover. Members of the medical staff could be approached to attend high risk residential trips. However, it is stressed that these are only examples. Visit leaders must assess the risks and consider an appropriate safe supervision level for their particular visit. All visits should have a minimum of two members of staff present (ideally one male and one female) except for some smaller Sixth Form visits.

All overseas residential visits must have a minimum of three members of staff. Mixed groups on a residential visit **must** include both male and female staff. A safety margin should be built in where possible since staff may become ill or involved in an accident, and in the case of an emergency may need to detach an adult from the main party on a temporary basis. In all cases, all supervising adults must

understand their duties fully. The visit leader should brief all staff members attending the visit and for residential visits must nominate a deputy visit leader whom is fully briefed in advance. There must always be at least one adult supervisor on duty. This includes supervision in the evenings and pupils should always know how to contact a responsible adult in case of emergency. If adult helpers, who are not teachers or staff employed by Clifton High School, are left in sole charge of pupils they must have passed the relevant DBS checks and adhere to the School Child Protection and Safeguarding Policies. One-off volunteers, for day visits, school concerts etc. require barred list checks being carried out and will need to read and sign the 'Guide for Parent Helpers on Educational Visits' booklet which can be obtained via the website or from the school office. Visit leaders must ensure that these checks are completed as soon as possible but at the latest 48 hours before departure. The visit leader must collect the following, minimum information: surname, previous names and date of birth for each one-off volunteer in order for the checks to be processed. Other adult helpers **must** not be used for lone supervision or personal care.

Visits to remote areas or those which involve more hazardous activities will clearly require a higher level of supervision. It is also the case that many institutions which are open for visits by school parties have their own staffing guidelines which need to be adhered to. Staff taking visits must always check with the locations they are visiting about such matters.

The composition of the staff involved with a visit often changes from the time the initial permission form is submitted. The Deputy Head of School will make the decision on who will be accompanying educational visits based on experience of staff, gender ratios and cover arrangements. The visit leader must co-ordinate this process, but all staff members who attend visits must take responsibility for ensuring their lessons and duties are covered appropriately. For visits involving whole year groups, the relevant form tutors are often chosen to accompany the visit as they will have better pastoral knowledge of the cohort.

Sixth Form students making their own way to and/or from a venue

Staff organising visits for Sixth Form students who make their own way to and/or from a venue must inform the parent in writing stating that students will not be supervised when they are travelling. Parents need to accept responsibility for the students at this time by signing correspondence to that effect or providing consent via email.

Risk Assessments

A risk assessment is a careful examination of what could cause harm to anyone on the visit, so that all scenarios can be weighed up to ensure enough precautions have been taken, or whether more should be done to prevent harm. The completion of a risk assessment forms an integral part of the planning of any educational visit and this will involve the leader identifying the risks that might apply when a specific group of pupils take part in a specific activity in a specific location. These risks are then quantified in terms of their seriousness (1 to 5) and the likelihood of their occurring (1 to 5). Multiplying these figures together allows the leader to arrive at a figure (1 to 25) which will highlight those areas which merit special attention, but if the risks cannot be eliminated or reduced to a reasonable level then the visit should not take place. Assistance can be sought from the Director of Finance and Operations who is responsible for checking and signing completed risk assessments.

When conducting a risk assessment, it is important to take a common sense and proportionate approach, remembering that in schools the purpose of risk assessment and management is to help children to undertake activities safely, not to prevent activities from taking place. The risk assessment must be based on the following considerations

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the visit leader put the safety measures in place?
- What steps will be taken in an emergency?

While every visit will have its own particular risks that must be assessed, the following are the most commonly found dangers and so are worthy of particular consideration when doing a risk assessment for any visit away from school.

Hazard	Risk	Control measures
Separation from the party	Getting lost	Regular head count, small groups. Must stay with an adult.
Leaving party member behind	Risk of assault or abduction	Check numbers before every departure.
Road crossing	Being hit by vehicle	All groups to line up parallel with kerb and cross as one Ensuring good sight line. Staff to arrive first at kerbside. High-vis clothing is recommended for staff that will be crossing pupils several times on a visit.
Road traffic	Falling off path into traffic	Keep buffer zone between group and kerb.
Sea/lakes/rivers	Drowning	Adults must always stay on the waterside. Group maximum of 6.
Sand	Damage to eyes	Pupils' briefed and strong action at first sign of throwing.
Sun	Sunburn	Hat, sun block, parental letter. Refer to Sun Cream Policy.
Heat	Heat stroke or dehydration	Pre-visit and establish access to shaded area. Plentiful supply of liquids.
Trains	Falling into the path of a vehicle	Keep buffer zone between group and train.
Loss of Personal Data	Falling into the wrong hands	Passports and pupil medical information must be retained in a secure locked location or carried by the trip leader.

Each pupils with extra medical needs must have an a separate individual Risk Assessment completed. For further information, speak to the Deputy Head.

Transport

If transport is booked as part of a package through a recognised tour operator it becomes the tour operator's responsibility to check the safety and security of the transport provider. The visit leader still has the responsibility to report any obvious defects to representatives of the transport company. If these defects are such as to pose a significant risk to the safety of the party, the leader must not allow the party to board the transport. In the case of overseas visits, it is strongly advised that travel and accommodation are booked as part of a package deal through an established travel agent with ABTA and ATOL membership.

Most school visits will involve transportation by a school minibus, hired minibus or hired coach. It is extremely important that staff and pupils use such methods of transport safely. It is good practice for staff to remind all pupils of the need for good behaviour before all minibus and coach journeys. Staff must remember that the journey is an integral part of a school visit and therefore appropriate risk assessments must be carried out. The School Office holds the list of preferred coach companies and are available to assist with coach bookings.

In order to ensure that all journeys by pupils are undertaken in the safest possible manner, it is the school's policy that seatbelts must be worn at all times by all staff and pupils in cars, minibuses and coaches; everything should be done to enforce this policy. Senior School pupils also have a responsibility to ensure that they are wearing their seatbelts. Staff must ensure that all pupils are wearing their seatbelts before vehicles depart.

School Minibuses

Refer to the School Minibus Policy for full details of eligibility to drive, together with the restrictions and rules.

Car Transport by a Member of Staff

There are times when, for reasons of expediency, teachers wish to transport pupils in their own cars to various external events. The school has specific insurance for this purpose but this is only in force when its conditions are fully met. These conditions include: specific cover for business use on the individual's motor insurance, the presentation of a valid certificate of insurance and MOT certificate (where applicable). Details of these matters are available from the Finance Office. However, before using their own vehicle for a specific visit, staff must seek permission from School Leadership together with written permission from the parent of those to be transported. Staff should refer closely to the school's Child Protection and Safeguarding Policy to ensure that they are not putting themselves or the pupil at risk of harm or of allegations of risk of harm to a pupil. Under no condition must a member of staff drive their car with just one pupil as a passenger. If pupils are driven in a teacher's car then it is advisable that they sit on the back seat.

A member of staff should discuss the transport of children in connection with a school activity with his or her insurance company before doing so for the first time. Clarification must be sought that the cover is wide enough to embrace the use of the vehicle in connection with the teacher's/employer's business. Should the answer be in the negative, then in no circumstances must the vehicle be used to transport children on behalf of the school.

Pastoral Care during Residential Visits

For residential visits, the visit leader should call meetings with all accompanying teachers at the start and end of every day to discuss pastoral matters and any incidents that may have occurred. Incidents are to be recorded on Incident Forms, which the visit leader must bring with them. The Senior Leadership contact and parents, where necessary, need to be communicated with, as necessary and effective records need to be made.

After the Visit

Where applicable (i.e. usually outside normal school hours) the visit leader must inform whoever has been designated as the school contact, either by phone or text message, that the party has returned safely and ensure that all the pupils are safely collected from school by a responsible adult, such as a parent.

If any minor difficulties or minor incidents occur on a school visit, the Senior Leadership contact must be informed as soon as possible by submitting an Educational Visits Incident Report Form so that appropriate follow up action can be taken quickly.

Return the confidential Emergency Procedures and First Aid Card, telephones and Pupil Medical Information (for secure disposal) to the School Office. Return the First Aid and Body Spills Kits to the School Nurse and send an article with photographs to communications and Marketing.

Other Matters

Fire Safety on Residential Visits

If the visit is booked as part of a package through a recognised tour operator it becomes the tour operator's responsibility to check the safety and security of the accommodation. If this is not possible then the visit leader must obtain a statement from the provider of the accommodation to confirm that it meets national standards for fire safety. Ensure that pupils are aware of fire procedures and carry out a practice as soon as possible after arrival.

Insurance

Insurance cover is usually provided by the blanket insurance scheme taken out by the school but staff should discuss details of the proposed activities and their chosen locations with the Director of Operations to ensure that appropriate levels of cover are in place. Insurance cover for the Duke of Edinburgh Award Scheme is provided by the relevant Operating Authority.

First Aid

It is strongly recommended that at least one member of staff on every visit holds a first aid certificate. This will be particularly important for residential visits and those where pupils are likely to spend a considerable amount in areas where contact with the emergency services would be difficult. In each case a first aid kit must be carried by the visit leader. First Aid Kits are available from the School Nurse and must be booked in advance. For EYFS visits, there is an additional requirement that at least one first aider needs to hold a paediatric first aid qualification.

Sun Cream

The school's Sun Cream Policy recommends wearing sun cream, hats and sunglasses. Refer to the policy for full details of the importance, restrictions and application of sun cream whilst on educational visits.

Outdoor Pursuits

For visits that will involve outdoor or adventure activities (or indeed residential visits), the visit leader is reminded to request copies of risk assessments from the service provider well in advance of the visit and to make reference to these in their own risk assessments.

If an activity is being planned where significant risk exists then the visit leader must be qualified to relevant national or international standards. Where possible, leadership of that activity must be sub contracted to a competent third party who is registered with the Adventure Activities Licensing Authority (AALA). Every major activity has a national governing body which is supported by the Sports Council and the Central Council for Physical Recreation. The Sports Council or the national governing body may be contacted for further information on particular activities.

If the activity involves caving, climbing, trekking, skiing or water sports then the visit organiser must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations Act (2004). Currently (December 2012) these regulations apply to adventure activities taking place in England, Scotland and Wales.

The Outdoor Education Advisors Panel (OEAP) offers practical help, advice and support to staff taking children off-site, to different environments including visits to local areas, museums, places of worship, visits abroad and adventure activities. The OEAP is not just about climbing and canoeing but ensuring that staff have access to high quality advice to ensure that young people have enriched learning opportunities.

Overseas Visits

Consult the Foreign Office if there are concerns about the wisdom of visiting a particular country. Ensure that relevant passport and visa requirements are adhered to. The visit leaders of an overseas visit should be familiar with the country to be visited and fluent in one of its major languages. Where this is not possible, staff should seek advice from individuals or establishments which do have this knowledge in order to ascertain whether the planned activities are viable in that location. All accompanying staff should know how to contact the emergency services in the relevant country. Arrangements must be in place to facilitate the transfer of additional funds in case of emergency. The visit leader of an overseas visit needs to be aware that any injury or death of a member of staff or child whilst on that visit will also be subject to the laws of the country involved.

Medical Emergencies

Accompanying staff should be sure of all emergency procedures, carry medical details and full contact details for each pupil. Parents are responsible for ensuring that medical information held by the school is always up-to-date as it is this information that is taken on visits. Staff have the authority to act "in loco parentis" with permission to initiate emergency treatment if the parents cannot be contacted. In the case of younger pupils medicines should be handed in to staff together with written authorisation to administer it. Dosages should be clearly marked.

Personal Safety

Pupils must be made aware of local conditions which might jeopardise their safety. They should know how to contact a supervising adult at all times. Identification cards should be provided for pupils on overseas visits. These should contain the name of the pupil, details of residential accommodation and

the contact details for the visit leader. Pupils must be made aware of what to do if they become separated from the party.

Emergency Procedures

Such procedures are an essential part of a school visit. If an emergency happens the priorities are to

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to any casualties
- Inform the emergency services and everyone who needs to know of the incident

When a serious incident occurs during a visit the leader will be asked to fill in an Incident Report Form which should be sent to the Head of School or Director of Finance and Operations as appropriate for discussion to review risk assessment and for future planning.

To help cope with a serious incident, a copy of the following checklist must be taken by the visit leader

- Act to safeguard your own immediate safety
- Act to safeguard the immediate safety of those in your care
- Take control of the group and liaise with other responsible individuals such as airline staff
- Encourage others to contact the emergency services
- Assess the skills of those around you and use them to help you
- Prioritise those who need immediate attention
- Apply first aid as appropriate
- Check that the emergency services have been alerted. If you need to contact them be prepared to provide the following information as a minimum:
 - Nature of incident
 - Location of incident
 - Your name
 - Numbers and ages of those involved
 - Perceived extent of their injuries
- Liaise with emergency services and be prepared to escort pupils to hospital
- Provide support for those who are witnesses to the incident but are not visibly hurt. It may be wise to remove them from the immediate vicinity. Make sure that they are calm and provide an agreed statement, which they should be encouraged to use if they wish to contact their parents. These individuals may be in shock and may be suffering from less apparent injuries. In case of doubt ensure that they receive attention from qualified medical staff
- Contact the school office in working hours or the Senior Leadership contact at the earliest possible opportunity and provide one or more reliable points of contact so that they can call you back. Consider how you can gain access to the following facilities
 - A mobile phone which should be left on and recharged at the earliest opportunity
 - A fixed telephone line
 - Fax or email facilities
 - A contact address
- Provide the Leadership contact with as much information as you possibly can. Specifically
 - What has happened
 - Who is involved
 - When it happened
 - Where the incident occurred
 - What actions have been put in place
 - What support is required
- It is particularly important for you to have a clear idea of who has been injured and the extent of their injuries
- Make sure that you remain in contact with the Senior Leadership contact who will try to provide you with
 - Advice on dealing with the immediate situation
 - Support in the form of additional staff who will be sent out to meet you
 - Foreign language help where appropriate

- Help in contacting parents
- An agreed press release
- Help in arranging accommodation and revised transport arrangements via the agency of the insurance company
- Do not talk to the press other than to issue a prepared statement that has been agreed with the designated member of Leadership. Your priority is to look after those in your charge. The police may be prepared to talk to the press on your behalf
- Try to keep a written record of the actions you have taken together with relevant timings. Include details relating to the names of relevant individuals