



Policy for Educational Visits

“Everyone and everything around you is your teacher.”

“Tell me and I'll forget; show me and I may remember; involve me and I'll understand.”

School visits may take the form of day visits to places of interest within travelling distance of the school or residential visits. Children derive huge benefits from participating in school visits, which enhance the curriculum and give children the opportunity to develop a range of personal skills.

Any visit involves risk and it is the duty of school staff to assess those risks and take precautions to ensure that all risks are reduced to the minimum. All staff should use the online Evolve Visit Planning Tool using their login provided by the EVC <https://evolve.edufocus.co.uk/evco6/index.asp>

In January 2012 the DfE published new advice and guidance relating to school visits which replaced HASPEV. This does not change the WSCC recommended practice for maintained schools. The WSCC regulations and notes of guidance for off-site activities (2007 and updates published on Evolve) remain the operating procedures for all maintained schools and must be adhered to.

Off-Site Activities

Staff who are planning any off-site visit should consult the WSCC Regulations and Notes of Guidance for Off Site Activities (White File and online at Evolve) – two copies are kept in the office. There are also Risk Assessments saved on Central Resources/EVC.

Teachers who are planning off-site activities should use the Planning Checklist for Off-Site Activities and complete the online Evolve form and attach all relevant documentation. Residential and overseas visit forms should be completed 6 weeks in advance of the trip and local non-residential visits should be submitted 2 weeks in advance of the trip. This allows time for all relevant checks to be made and any revisions to be implemented.

Permission

Before any off-site visit is planned permission must be sought from either the Headteacher, the Governing Body or the LEA. If the visit is residential, a hazardous pursuit or abroad, the approval of the governing body must be sought and recorded in the minutes. Prior clearance for these three categories must be obtained from the LEA.

The Governing Body may delegate to the headteacher the authority to approve all other visits.

Off-Site Visits

All involved in the planning, organisation and approval of off-site visits should recognise the risks involved. The safety of all participants will be maximised if due attention is paid to planning, preparation and supervision.

1. Ensure there is one party leader and all are aware who the party leader is.
2. Project Leader (PL) should make a pre-visit to the site whenever possible and carry out a risk assessment (forms kept in office)
3. Check that insurance has been taken out when appropriate

The Emergency telephone number for the insurance company is Chartis (Lifeline Plus) on +44 (0)208 7628326

4. If trip is abroad PL must ensure that security arrangements are the same as we would expect in the UK. PL or accompanying adult should be fluent in the language of the country and know appropriate Consular telephone numbers.
5. The children to be grouped in small numbers prior to the trip, with a DBS checked adult to supervise each group (maximum 10-15 children per group for years 4, 5, 6; 6 to 1 adult for Reception, years 1, 2, 3 – these are minimum requirements, adjustments should be made linked to the Risk Assessments, pupil cohort and any identified needs of the children).
6. The adults should know which children are in their group, and the children should know who their group leader is. CRBs in place and checked.
7. Each adult should have a reasonable prior knowledge of the children including any special educational needs, medical needs or disabilities.
8. Each adult should regularly check that his or her entire group is present.
9. Each adult should have a clear plan of the activity to be undertaken and its educational objectives.
10. The PL should not have a group.
11. One helper to be a first aider.
12. All adult helpers to be briefed before the visit so all are aware of their role and responsibilities. School staff to know what to do in an emergency.
13. PL to have a list of all children and adults taking part in the visit.
14. PL and staff to take mobile phones wherever possible and ensure mobile phone numbers are given to office staff and to each other to ensure contact can be maintained throughout the day. School mobile phone should be taken on each trip, where possible - 07833 7759 48
15. PL and staff to carry emergency cards with details of school number, emergency contact number (for out of school hours) and WSCC emergency number.
16. PL to ensure first aid pack is taken on the visit and that any medication needed for children, eg. EpiPens, is taken off-site and returned to the office cupboard on the return to school.
17. If you are taking a small number of children out please write their names, your contact details and a contact number in the book kept in the office.
18. Ensure the office has a detailed itinerary and contact details

Travel

When travelling by coach or bus the party leader should ensure that:

- the vehicle has seat belts fitted and that all children and adults wear them;
- there is adequate supervision at all times when travelling;
- adults are seated amongst the children, with at least one at the back (next to the emergency exit), one at the front and others in between;
- children are supervised when boarding and leaving the vehicle;
- headcounts are carried out when the group is getting off or on to a vehicle;
- when leaving the vehicle all children stand on the pavement near to the inside of the pavement and be counted before moving off;
- teachers and adult supervisors are vigilant at all times.
- when children are travelling in a car the appropriate booster seat must be used.

Party leaders must check number of children in each group at frequent intervals throughout the day (wearing of uniform makes the identification of HT children easier in a public place.)

Consider very carefully the use of name labels for children as this can present a potential 'stranger danger' risk.

In the Street

1. When walking along pavements children should walk on the inside, and adults on the outside.
2. Staff should ensure all cross the roads at recognised crossings wherever possible. If no recognised crossing is available the children should cross in groups, lining up on the edge of the pavement and crossing together when the staff member gives a signal indicating it is safe to do so.

PL to inform the school if there is likely to be any delay in returning to school, due to traffic for example.

The headteacher to be informed when the party arrives at their venue and when they arrive back at school.

PL and staff on trip should meet for debriefing as soon as possible after the visit and note any comments for future visits to the venue.

Residential Visits – (see White Folder section A7)

Party leaders should ensure that:

- the group's immediate accommodation is exclusively for the group's use;
- teachers and adults (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the children's accommodation;
- there is a teacher present on that floor whenever the children are there;
- child protection arrangements are in place to protect both children and staff;
- when the hotel/hostel is not staffed 24/7 security arrangements should be in force to stop unauthorised visits, eg. external doors should be made secure against intrusion, and windows should be closed to prevent intrusion;
- staff and children know the emergency procedures/ escape routes in the event of a fire. If windows and doors are locked against intrusion at night party leaders should ensure that alternative escape routes are known and that all fire doors function properly.
- no alcohol should be consumed by staff on a trip

What to do in an Emergency – see Emergency Plan

MAJOR EMERGENCIES

A major emergency is when a child, staff member or voluntary assistant has suffered life-threatening injuries or fatality or is in peril during the course of their work. This may be on site or off site.

If it is a major emergency the following procedures **must** be followed:-

- i) Ensure that injured young people are accompanied to hospital (preferably by an adult they know).
- ii) Ensure that the rest of the group is adequately supervised and has understood what has happened and the implications for the rest of the programme.
- iii) It is probable that both staff and students will be in a state of shock, therefore:-
 - remove remainder of group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media.
 - if necessary request the police to assist.
 - Calm and comfort young persons and arrange for their evacuation.
- iv) Restrict use of telephones (e.g.: mobile telephones carried by young people) until the leader has made contact with the Emergency Contact and/or the Headteacher.

SCHOOL ACTION CONTROL OF INFORMATION AND COMMUNICATION

The Headteacher should alert:-

WSCC Emergency and Resilience Team: 033 022 22400

WSCC Fire & Rescue Service: 01243 786211

WSCC main number: 01243 777100

Nobody on the trip should speak to the press.

Contact with relatives should be made by the Headteacher

The Headteacher should act as the ongoing point of contact with the media. This will involve close liaison with the WSCC. The PL should prepare a written statement to be given to the Headteacher. The names of participants injured MUST NOT be released.

The leader(s) should prepare a written report of the accident/emergency at the earliest opportunity and while events are readily recalled. Note the names, addresses and telephone numbers of any independent witnesses. Caution is required in the preparation of any statement as legal proceedings may follow an accident (e.g. against a coach company, travel operator, hotel, leader of supervisor of the group etc.)

ACTION:

1. PL contacts:
 - Emergency contact or Headteacher

2. Headteacher or emergency contact contacts:
 - WSCC Emergency and Resilience Team: 033 022 22400
 - WSCC Fire & Rescue Service: 01243 786211
 - News Manager 033 022 24520

3. WSCC will:
 - co-ordinate responses
 - liaise with departments & agencies
 - form/deploy – core support group/travelling team & area support team

Off-Site Emergencies

Phone Holy Trinity School 01444 454295 (8am – 6pm weekdays)

Emergency contact (at other times): 01444 411738

Or Fire Control 01243 786211 (Major emergencies only)

Emergency contact:

Ann MacGregor (EVC and HT)

01444 454295 (school)

WSCC

01243 777100

Premises Officer

Simon Cochran 07564 632883

Chair of Governors

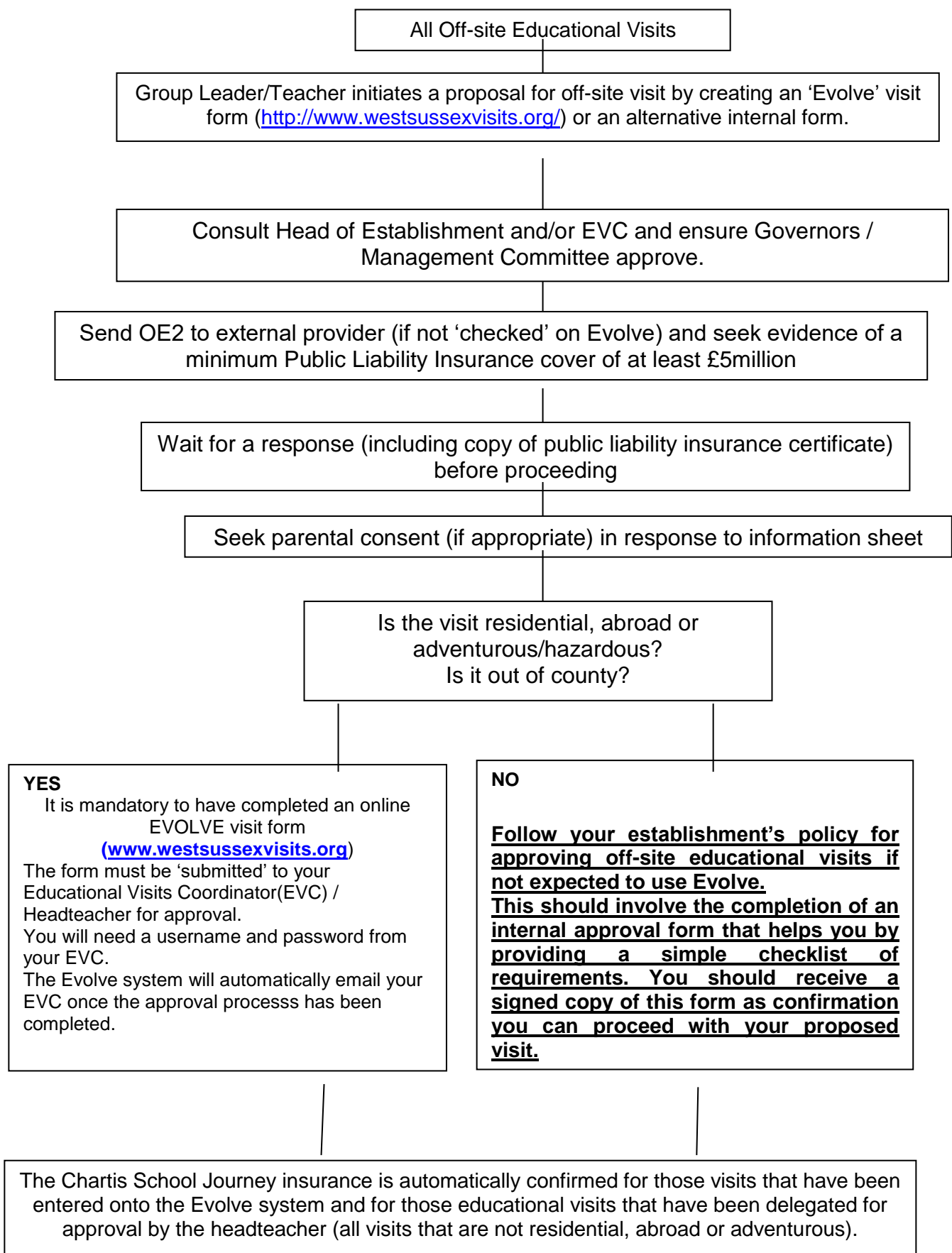
Janice Peek

Reviewed by SMT Jan 10

Reviewed by S and C June 10

Reviewed Oct 2011; June 2012; May 2015; October 2017

SUMMARY OF APPROVAL PROCEDURE



FROM SCHOOL EMERGENCY PLAN
Section 4: Off-site emergencies – activation

The Group Leader will immediately inform the designated emergency contact person (or head of establishment) of any off site activity emergency that occurs.

Initial action by the designated emergency contact person (or head of establishment)

1. Maintain a written record of your communications and actions using this pro forma and a logbook.
2. Offer reassurance and support. Be aware that all involved in the incident (those at the site, your establishment and you) may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can. Who informed you of the incident? Try to authenticate the caller. (It could be a child, parents, member of the public or staff, emergency services or West Sussex County council.)

Initial contact	
Name:	
Telephone number:	
Additional telephone numbers:	
Where are they now, where are they going?	
Notes:	

4. Record the details of the off-site activity / visit during which the incident occurred:

Details of off-site activity / visit	
Location and nature of visit:	
Name of person in charge of visit:	
Telephone number(s):	
Number of staff on the visit:	
Number of children on the visit:	
Number of other people present:	

5. Record the details of the incident:

Details of incident	
Date and time of incident:	
Location of incident:	
What has happened?	
People affected (including names, injuries, where they are / will be taken to):	
Emergency services involved and advice they have given:	
Names and locations of hospitals involved:	
Arrangements for children not directly involved in the incident:	
Name of person in charge of your group at the incident (include telephone numbers):	

6. Discuss with the person in charge of the group what action needs to be taken and by whom. Enter this information into your logbook.

7. Contact West Sussex County council for support

In hours
8.00am-6.00pm Mon-Fri:
01243-642104

Give:

- Your name
- Your telephone number
- Where you are calling from
- Details of what has happened and where
- Details of those involved

Out of hours
6.00pm - 8.00am weekdays
and all weekend:
01444 411738

Give:

- Your name
- Your telephone number
- Where you are calling from
- Details of what has happened and where
- Details of those involved

Note: These numbers should only be used in an emergency. Do not give them to the press, parents /carers or members of the public.

8. Depending on the scale of the incident, consider assembling an Emergency Management Team to assist with the response.

To provide appropriate support to educational establishments, WSCC has defined the term 'major emergency' as...

'Emergencies where children, young people, or staff have suffered a traumatic event, life-threatening injuries or are in danger whilst in the care of the establishment, whether on or off-site.'

9. Having activated this emergency plan, go on to [Section 5](#).

Section 5: Off-site emergencies – roles and responsibilities

Action list for the emergency contact (or head of establishment)

Communication	Tick
Inform school staff as appropriate, depending on the time and scale of the incident.	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support if required.	
Line to be used for incoming calls only: 01444 454295	
Line to be used for outgoing calls only: 01444 459318	
Consult with the emergency services / West Sussex County Council regarding informing parents /carers of injured and non-injured children. Ensure parents /carers of any injured children are immediately informed of what has happened and where their son / daughter is. Record what their plans are, e.g. to travel to their son / daughter, any assistance they need and any means of communications with them. In event of a major incident, the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Inform parents /carers of any other children on the visit but not directly involved in the incident. Decide which parents /carers should be informed and by whom and contact them as appropriate. Wherever possible, parents /carers should first hear of the incident from the educational establishment (or from the person in charge of the group), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents /carers / next-of-kin are informed.	
Inform the chair of governors/Head of Youth Service, if applicable.	
During office hours, call the West Sussex County Council emergency contact: 01243-642104 Outside office hours, call West Sussex County Council's emergency helpline: 01444 411738	
Support from other organisations may be required (please see section 8). Contact details are available in Appendix 3 . Examples of support include: <ul style="list-style-type: none"> • Assistance at the educational establishment by the WSCC Area Support Team or the WSCC Travelling Team at the site of the incident. • Help with arranging transport between the incident, parents /carers and the educational establishment. • Help with media management, including press statements and interview briefing. 	
If the visit is abroad, and the incident results in any medical or other expense, the Council's travel insurer's or appropriate tour operator's emergency helplines, should be informed as soon as possible. (Collaboration with any applicable tour operator's emergency response plan will be important.) The emergency helplines can also provide general assistance such as political evacuation, instability, liaise with embassies, loss of luggage, airport assistance and so on.	
Inform children and staff at school and their parents /carers. Remember that information given must be limited until the facts are clear and all involved parents /carers / next of kin are informed. In the event of a tragic incident,	

seek support from the WSCC Educational Psychology Service about the best way to inform children and to support them afterwards. Staff, children and parents /carers should be asked to avoid talking to the media.	
Consider implementing Recovery Team – See Section 7 of Emergency Plan .	

Media management	Tick
Introduce, if necessary, controls on school entrances and telephones.	
Designate a senior member of staff as primary liaison person.	
Liaise with WSCC’s Communications staff as early as possible, and work with them to prepare a press statement, to be agreed by Operations Director of WSCC Learning Service, and the head of establishment before release.	

Resources	Tick
Refer to your establishment’s plan of buildings and pre-designated rooms / spaces for incident response centre, family and friend’s reception area, quiet area, media – if appropriate - and so on.	
Arrange a quiet space to receive parents /carers of the children involved as they arrive at the school and ensure someone is there to meet and greet them.	

Reporting of accidents	Tick
Tell the staff involved to prepare a written log noting events and times. Inform local authority health and safety staff (During office hours, call 01243-642104, outside office hours, call 01444 411738) who will advise on reporting procedures. Any serious injury or fatality must be reported immediately to the Health and Safety Team who will notify the Health and Safety Executive. Staff may wish to submit draft reports to trade union legal officers.	

Section 6: Activity Card for off site Leader in Charge

(To be taken on visit with other information)

Emergency Contact Numbers



Give your name and telephone number where you are calling from and details of what has happened and where, & details of those involved.

Emergency services (including Mountain rescue)

UK: 999

Europe: 112

For support from WSCC:

In hours (8am-6pm Mon-Fri)

+44 (0) 1243 642104

Out of hours:

+44 (0) 1444 411738

Trip Emergency Contact Numbers



Give your name and telephone number where you are calling from and details of what has happened and where, & details of those involved.

In hours (8.00am – 6.00pm Mon-Fri)

01444 454295

Out of hours

Ann MacGregor Tel: XXXX

Alternative contact

Sally Smitherman Tel: 07919 873205

Immediate action in an emergency	Tick
Assess the situation and take immediate action to ensure the safety of children and staff.	
Establish if anyone is injured and how.	
Call the emergency services if necessary.	
Be aware that you and others may be suffering from shock.	

Next steps	Tick
Give clear details of what has happened and who is involved.	
Discuss with the emergency contact person (or head of establishment) who should inform parents /carers and next-of-kin of children and staff. The police will inform next of kin if there have been fatalities.	
The emergency contact person (or head of establishment) should contact West Sussex County Council if further help is required – if they are unavailable you may have to do this. During office hours, call them on: 01243 642104 Outside office hours call: 01444 411738	
Avoid speaking to the media – if necessary direct them to West Sussex County Council’s communications staff. During office hours, call them on: 01243 642104 Outside office hours call: 01444 411738	
Staff and children should be told to avoid talking to the media or spreading what has happened unnecessarily (particularly via use of mobile phones – consider confiscation).	
Make notes of what has happened, any phone calls made and your actions.	
Keep in contact with the emergency contact person (or head of establishment).	