



**CLAYGATE**  
PRIMARY SCHOOL

# **Educational Visits and School Trips Policy**

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## Statement of intent

CPS understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. CPS aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

CPS takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

First-hand experience is fundamental to the productive and successful learning of children.

'Learning Outside the Classroom' (LOtC) relates to any activity which uses the outdoors to enrich the curriculum.

*'We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.'*  
Learning Outside the Classroom Manifesto

Visits encourage an improved understanding of our surroundings, enrich the curriculum, have a positive effect on children's self-esteem and facilitate many skills including the ability to work with others. Educational visits are planned in advance, giving sufficient time for approval, risk assessments, for parents to give their permission for the visit and to collect necessary funding and equipment.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- DBS Policy

## 2. Definitions

'**In loco parentis**' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'**School trip**' means any educational visit, foreign exchange trip, away-day or residential holiday organised by CPS which takes pupils and staff members off-site.

'**Residential**' means any school trip which includes an overnight stay.

Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- 
- Water sports
- Climbing

## 3. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.

The Head Teacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator (EVC), liaising with the LA as necessary.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the EVC is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

**The Head Teacher will undertake the duties if the EVC if one has not been appointed.**

The EVC is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the Head Teacher, by organising training for staff and volunteers.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Head Teacher.
- Undertaking any relevant training or courses which are arranged by the EVC
- Completing all essential documentation for the trip and ensuring it has been approved by the EVC.

- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

#### **4. Planning school trips**

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

CPS will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip,

places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

## 5. **[Updated]** Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

**[Updated]** A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

## 6. Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet CPS's standards, they will not be considered.

## 7. Equal opportunities

CPS promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are

organised, managed and conducted in accordance with CPS's Pupil Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities, CPS offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

## **8. Transport**

The health and safety officer is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Before driving abroad, the educational visits coordinator will contact the LA for guidance on which licence is required. Drivers will complete the relevant form from CPS Office and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. CPS will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to CPS. Staff members who hold the required licence and have completed specific training which allows them to drive CPS minibus is held on file in the Office.

## **9. Parental consent**

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including CPS holidays. Separate consent



will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

## 10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

| Age range            | Adult: child ratio  |
|----------------------|---|
| EYFS                 | 1:4 is usually acceptable where there are no significant dangers with a minimum of two adults |
| Years 1- 3           | 1:6 with a minimum of two adults  |
| Years 4-6            | 1: 12-15 with a minimum of two adults   |
| Residential journeys | 1 : 10 with a minimum of two adults   |

## 11. Insurance and licensing

When planning activities of an adventurous nature in the UK, the EVC will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in CPS Office

## 12. Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, CPS's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the Head Teacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.

- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The Head Teacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the Head Teacher or, if they are not available, the deputy Head Teacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear uniform on a day trip.

### **13. Missing person procedure**

CPS places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of CPS trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the EVC will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.

- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the Head Teacher, or other available person, back at CPS and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

## **14. [Updated] Pupils with SEND**

**[Updated]** Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## **15. Finance**

The financial procedures outlined in CPS's Charging and Remissions Policy will always be followed when arranging trips.

CPS will act in accordance with the DfE's guidance document 'Charging for school activities' (2018)

Money for school trips will always be paid directly to CPS. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will consult the governing board on the matter, taking into account the cost to CPS, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the Head Teacher's discretion as to whether a refund is given to parents depending on Terms and Conditions of the trip. The Head Teacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether CPS will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, CPS has the right to refuse to allow the pupil to attend future trips and visits.

CPS will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. Any excess of expenditure will be subsidised by CPS fund.

## **16. [Updated] Trips abroad**

When planning school trips abroad, CPS will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, CPS will also consult the British Standard for adventurous activities outside the UK.

**[Updated]** Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, CPS will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, CPS will make checks prior to agreeing to use the provider.

## **17. Evaluating trips and visits**

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

## **18. Monitoring and review**

The effectiveness of this policy will be monitored by the Head Teacher. The governing board will review this policy annually. The scheduled review date for this policy is September 2025.

## Prior to the Residential Trip:

The Group Leader will

- Make a preliminary visit (with EVC where possible) to evaluate accommodation, activities, supervision and risks, preferably when another group is in residence so activities can be seen and other party leaders consulted.
- Check written procedures for each activity and ask for written evidence of the qualifications and experience of the staff leading activities. If the centre is approved by County this check will already have been completed
- Confirm with the centre staff the level of supervision and who is responsible for first aid.
- Enquire about nearby hazardous areas e.g. dangerous animals, water, heights, etc.
- Check washing and catering facilities, work bases, recreational/relaxation and sleeping areas to ensure they are adequate for the needs of the group and to consider safety issues e.g. securing of doors during the day and night.
- Ensure sick pupils can be catered for appropriately
- Ensure the roles, duties and expectations of accompanying adults are clearly defined and understood, through formal meetings and confirmed in writing in a 'Visit Pack'.
- **All of the considerations for a day visit also apply**

## Communication with Parents: Appendix 3

Parents will be informed of visit details through an initial letter, followed by a parents' meeting which includes:

- a. Reason and purpose of the visit;
- b. Details of all activities;
- c. Supervision arrangements;
- d. Behaviour Expectations (Code of Conduct);
- e. Method of travel, including names of coach companies
- f. Insurance arrangements;
- g. Cost and methods of payment;
- h. Pocket money and any arrangements for giving it out;
- i. Address and telephone number of venue;
- j. Type of accommodation, eg. bunks, shared facilities, etc;
- k. Clothing requirements via a kit list (clothing and possessions should be named);
- l. Emergency contact telephone number and how they will receive information e.g. changes to arrival times

This information is confirmed in writing and parents/guardians complete and sign:

- a. A consent form;
- b. A medical and special diets form
- c. A contact form

## **Emergency Procedures**

Despite good planning and organisation there may be accidents and emergencies which will require an on the spot response by the leaders. These cannot be comprehensively defined but range from temporarily lost children, minor injuries and food poisoning to more serious injury or fatality.

Activity centres have their own emergency procedures. The Group Leader will request a copy of these in advance of the visit and compare them with this framework. If the centre procedures are significantly different or are deficient by comparison, organisers shall agree with the centre management exactly what procedures will be followed BEFORE the visit. Centre staff and school staff supervising the party should be made fully aware of what is agreed. If there is any doubt about the safety arrangements, the trip will not take place.

For **all** journeys the school must identify a Duty Officer; usually Sandra Cunningham and / or Hilary Ali.

For residential journeys there should also be a home-based contact; usually Sandra Cunningham and / or Hilary Ali.

### **1.1 Duty Officer**

The Duty Officer (DO) is the person who will support the Group Leader and group in the event of a serious incident, accident or emergency, or on any occasion where there might be media interest.

The DO must be an experienced, senior member of staff who has sufficient authority to be able to offer support and guidance in difficult circumstances.

The DO must have full and complete details of the journey, including contact details for participants and staff.

The DO must be available for the Group Leader until the group has returned safely.

In the event of a serious incident, the Duty Officer should immediately seek advice and support from the LA.

A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member might be at serious risk or subject to serious illness;
- any situation in which the press or media might be involved.

**Operation Duke** is the LA emergency response scheme.

It provides a network of support for a group facing an emergency and will be the means of involving senior officers within the LA who have been trained to assist if an emergency or serious incident occurs.

1.1.1.1.1.1.1

#### 1.1.1.1.1.1.2 *Fire Precautions and Evacuation Procedures*

##### **Precautions:**

The Group Leader will

- Check all premises with fire certificates have fire routine notices
- Ensure all group supervisors understand fire routines and knows where the nearest call point is located in relation to his/her room– do not take it for granted that they will read them without prompting.
- Investigate ALL means of escape to ensure that they are adequate, unobstructed and can be readily opened from the inside.
- All exit routes from dormitories are clearly indicated and all parties are familiar with emergency procedures and escape routes for night time evacuation
- The arrangements for calling the fire brigade are adequate and understood and that someone has the duty to make such a call on hearing the alarm where



there is no member of the permanent staff already holding this duty. This person knows the location of the nearest telephones and the full address of the building to enable prompt response by the fire brigade.

- The arrangements if there is a serious injury and where the nearest medical centre is.

Supervisory staff should have rooms next to or very close to the children.

### **Fire Drill and Safety briefing**

The Group Leader or a suitable representative from the venue should talk about BEHAVIOUR EXPECTATIONS including NOT RUNNING IN CORRIDORS / ON STAIRS ETC

A **Fire Drill** must be conducted as soon as possible after arrival using the alarm systems available. This drill must be taken seriously and the Group Leader must be confident that every member of the group would:

- recognise the alarm;
- know the most suitable escape route;
- be aware of emergency fire procedures relating to those particular premises;
- proceed to the assembly point in an orderly manner.

### **In the event of fire:**

- Give priority to the evacuation of persons in your group
- If it is safe to do so, check that those in your group have heard the alarm and are evacuating the premises
- Do not use lifts
- Do not collect baggage, valuables, etc.
- Carry out a roll call. Sub-groups are particularly useful for carrying this out accurately and speedily.
- If any members of the group are missing, report them to the Fire Officer.
- On no account should you or any member of your group re-enter the premises to locate or attempt to rescue missing persons after carrying out the procedure above.

## 1.1.2 Duty Officer/ Head Teacher Guidance

### 1.1.3 following a Serious Accident or Incident

#### 1. Be prepared:

You must have immediate access to these procedures, and the information and means to use them, at all times, including

- comprehensive details about the group and the journey.
- contact and medical details for all involved (including staff and volunteers)
- full details of the itinerary, addresses, travel/coach company, etc.
- Make sure you are familiar with all the County Guidelines for off-site activities

#### 2. Answering the Emergency Call:

You will need to gain and record the following:

- (a) Name of Party Leader/Caller
- (b) Telephone number the caller is speaking from
- (c) What happened
- (d) To whom it may concern
- (e) Where
- (f) When
- (g) What has happened since

If a fatality is involved or suspected:

- (a) Has this been confirmed?
- (b) By whom?
- (c) Which emergency services are involved?
- (d) Have any next of kin been informed? [NB: In the event of a fatality it will normally be the Police who contact the next of kin.]

#### 3. Advice:

Advise the party leader to follow instructions from local police/emergency services but unless they specifically request otherwise, your advice to the party leader should be to;

- (a) Keep the party together;**
- (b) Co-ordinate any contact with parents or any outside bodies;**
- (c) Refer media attention to the police or County Public Relations Unit – do not answer questions;**
- (d) Remain available: if it is necessary for the party to change location they must advise you of the new telephone number.**

#### **4. Next Steps for Duty Officer/Head Teacher:**

Contact the Senior Education Officer and explain this is an “Education Visits Emergency”, giving all details, including your telephone number.

##### **In office hours:**

Telephone the Contact Centre: **08456 009009**, explain this is an ‘educational visits emergency’ and you wish to contact a Senior Education Officer.

Note: Most head teachers will have the contact details of their LEO or other senior officer and will prefer to contact them direct.

##### **Outside office hours:**

Telephone the SCC Emergency Planning Officer on **07831 473039**. (See guidance for party leaders.)

A senior officer, trained to deal with off-site emergencies, will contact you, and you should give them all details, including your telephone number.

The senior officer will then contact the following:

- Duty Press Relations Officer
- The head teacher, where applicable.
- Unit head(s).
- Other senior officers, to establish a support team.

Consult with the Senior Education Officer how best parents might be informed if the local emergency services have not already undertaken to do this. It may be better for the Senior Officer or another colleague to do this as you must remain available for the Visits Leader to contact.

Maintain a written record of events including the times of telephone calls etc.

# Group Leader's Pack

1. Consent form
2. Initial Proposal
3. Visit Checklist
4. Agreement Form for Trip Helpers
5. Operation Duke
6. Group Leader Guidance - Immediate Action following a Serious Accident or Incident
7. Emergency Contact form
8. Telephone Pyramids for Year Group
9. Risk Assessment Form
10. Operation Duke Emergency Cards

## Appendix 1

### Parental Consent Form

#### **19. CLAYGATE PRIMARY SCHOOL**

#### **1.2 LOCAL VISIT CONSENT FORM**

This consent form will be valid for your child's time at Claygate Primary School.

I give my permission for \_\_\_\_\_ in class \_\_\_\_\_ to leave the school premises for work to be carried out in the local environment.

Parent/Guardian signature \_\_\_\_\_ Print \_\_\_\_\_

Date: \_\_\_\_\_

## VISIT CHECK LIST

### Advanced Planning

- Check dates, staffing and nature of trip with head Teacher
- Submit completed Initial Proposal form to EVC
- Inform the office staff/ bursar as soon as details are known about the visit.
- In conjunction with the bursar, monitor the viability of funds to support the visit
- Complete school visit Proforma and return to the office
- Communicate information of intended trips for the academic year to parents/carers.
- Ensure you have taken all reasonable and practical measures to include all children.
- Preliminary visit to assess risks where possible and ensure issues identified are satisfactorily resolved within the risk assessment.

### At least 4 weeks before            (insert date)

- Ensure for residential visits that there will be at least two party member holding a current first aid certificate
- Complete a risk assessment form and cc to HT and EVC
- Ensure risk assessments from venue have been received, read and queries made.
- Check minimum teacher and adult: pupil ratio is appropriate. (Check with the Head Teacher if you want to take a lunch time supervisor.)
- Define the roles and responsibilities of other staff and AoTs
- Ensure at least 1 party member is first aid trained or provision is provided by the site.
- Inform parents by letter of all arrangements including arrangements for collection of children after the visit (office staff have exemplar letters).
- Ensure coaches have been booked and seating arrangements are appropriate.
- Inform office staff of the number of children requiring a packed lunch as soon as completed forms are returned to school

### By the day of the trip

- Check parents have signed consent forms (no child may make the visit unless a consent form has been obtained).
- Leave a list in the Office of adults and children who are out of school.
- Take a first aid kit, a bucket if travelling by coach and individual children's medicines e.g. inhalers.
- Children possibly requiring medical intervention are supervised by trained adults.
- Take a mobile phone and the school number
- Ensure other staff have mobile phones and share numbers
- Ensure all adults have read and fully understand Risk Assessment and Emergency Procedures including NOT USING personal mobile phones.
- All staff on the trip are aware of Operation Duke
- Ensure all class teachers have a completed telephone pyramid for their class/party for communication including ALL telephone numbers and that parents are aware that this will be used as the main method of communication.
- Ensure children wear seat belts.
- Check pupil numbers before, during and after the trip including ensuring they have the correct named children not just the correct number.
- Group Leader to count adults as well as children on coaches.

- Continue ongoing risk assessment.
- Operation Duke cards to be completed (identifying Duty Officer and contact details) and taken.

**On arrival**

- Where practicable for residentials undertake a review of the facilities to identify any potential hazards. This should as a minimum be done for the sleeping accommodation.

**After the trip**

- Evaluate visit on the risk assessment form and inform EVC
- Inform the office of any part of the first aid pack that must be replenished

**Appendix 3**

**Agreement Form for Volunteers**

In order to ensure the safety and enjoyment of everyone on the trip, please complete this form and return it to the Group Leader before the trip. If you have any questions, please ask! Thank you for offering to help.

|                   |  |
|-------------------|--|
| Name              |  |
| Contact details   |  |
| Emergency Contact |  |

- I have read and understood the Risk Assessment for the trip.
- I understand that I will be supporting a group of pupils which may not include my own child.
- I agree to dress according to the school dress code which is outlined below.

- I understand that smoking, taking any illegal substances or drinking alcohol during the time I am supervising children is strictly forbidden.
  - In the event of an accident. I know to contact the first aider and to then notify the class teacher.
  - If I have any concerns regarding safety, behaviour or any questions during the trip, I will contact the class teacher / Group Leader.
  - In the event of an emergency I know to contact the Group Leader.
  - I understand the need for confidentiality and should never use confidential or personal information about a pupil/student or her/his family for their own, or others' advantage
- 
- I agree not to use my mobile phone on the trip in order to maintain safety and security for everyone on the trip.**

Due to allergies and school policy regarding equality, please be advised that we do not allow any helpers to purchase gifts for their group.

Signed

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### **Medical Info eg allergies**

**Please provide any medical information on a named piece of paper – this can be in a named sealed envelope for use by the Group Leader in an emergency only. This can be returned unopened to you at the end of the trip.**

Many thanks for your support.



## 1.3 Operation Duke

### 1.3.1 Immediate Action following a Serious Accident or Incident

1.3.2 Remember you are not alone: the LA and your school/organisation will support you.

#### 1. Be prepared:

- Carry an emergency reference card at all times.
- Ensure you are familiar with all LA guidelines for off-site activities.
- Brief your group on emergency procedures, including details of communications, so that they know how to deal with these should the party get split up.

#### 2. Recommended procedures:

- Establish the nature and extent of the emergency
- Call required emergency services immediately and follow their advice.

Establish the name(s) of the injured, extent of injuries, so far as possible and administer appropriate first aid.

An adult from the party will accompany casualties to hospital.

Give full details of the incident:

**Name**

**Nature, date and time of incident**

**Location of incident**

**Details of injuries**

**Names and telephone numbers of those involved**

**Action taken so far**

#### 3. Care of the Group:

- Ensure safety from further danger.
- Deploy staff/adults as effectively as possible to ensure the welfare of your group
- Advise staff of the incident and that emergency procedures are in operation;

- Ensure all party members are accounted for, safe and adequately supervised
- Arrange for other party members to return early to base, as appropriate;
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for;

#### 4. Communication:

Control access to telephones and mobiles until contact is made with the Head Teacher, emergency contact point or DO and until they have contacted those directly involved.

- Parents and relatives will be anxious to establish what is happening, but do NOT let ANY party members telephone home until after you have made contact with your Head Teacher and this has been agreed.
- Do NOT speak to the press or media. Under no circumstances should the name of any casualty be divulged to the media. Refer enquiries to the local emergency services handling the incident on the ground and promise that

**“an official statement will be made through the council’s**

**Public Relations (PR) Unit as soon as possible”.**

- Do NOT admit liability of any sort to anybody
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- Contact your DO/ Head Teacher
- If the DO/ Head Teacher is not available, contact SCC Emergency Duty Officer

- Area Schools Officer Contact (Caroline Marden) tel: 01372 833412 - quote ‘Operation Duke’

-

- **Emergency Contact (out of hours) tel: 07831 473 039**– quote ‘Operation Duke’

- In most cases you will speak to someone immediately - if an answer phone – quote '**Operation Duke**', leave a message and number - **you will be called back within 5 minutes.**

Give the following information to either the DO or Emergency Planning Officer:

- **Quote 'Operation Duke'**
  - **Your full name**
  - **The telephone number you are calling from**
  - **Name of group involved**
  - **Exact nature of the incident**
  - **Is a fatality involved? Has it been confirmed? By whom?**
  - **Full name(s) and age(s) of injured person(s)**
  - **Exact nature of injuries**
  - **Whether local police or emergency services have been informed**
  - **Whether any next of kin have been informed, if so, how**
  - **If contacting Emergency Planning Officer, name and number of unobtainable DO**
- 
- The Head Teacher or DO shall alert the Chair of Governors and arrange to contact parents/carers of those involved. For a serious incident the Head Teacher shall contact parents of all party members. It is the Head Teacher's responsibility to act as a link between the group involved, the Chair of Governors and the parents
  - Alternative and additional telephone lines may need to be identified at an early stage.

#### **5. Next Steps and General Advice:**

- Retain any equipment involved in an unaltered condition.
- The Group Leader will write down all relevant details while they are still fresh in the memory. Other party staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- Be as compassionate as possible with anyone involved.
- Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- If you change location, remember to let your duty officer/head of establishment have the new telephone number at which you can be contacted.
- Complete all accident forms and contact insurers and Health and Safety Executive or local authority inspectors if appropriate.
- The DO or senior officer of the Authority will make themselves available to offer you advice and support – use them as much as you need.

## Emergency Contact Form

**ADD PERSONAL INFO/MEDICAL & cc EVC/DO!**

Name of Destination.....

Full Postal Address.....

Daytime Telephone No..... Evening Telephone No .....

Name of Duty Officer .....

Tel. No .....

Evening Tel. No .....

Name of Head Teacher .....

Tel. No .....

Evening Tel. No .....

### ADULT PARTICIPANTS INCLUDING LEADERS

| Name | Medical information   | Tel. No(s) | Emergency Contact |
|------|---|------------|-------------------|
|      | Include details or tick that you have a sealed envelope if needed containing relevant medical information |            |                   |

**Prevent staff / parents/children phoning home until contact has been made with Head Teacher/ Duty Officer /Emergency Planning Officer**

- Quote 'Operation Duke'**
- Your full name**
- The telephone number you are calling from**
- Name of group involved**
- Exact nature of the incident**
- Is a fatality involved? Has it been confirmed? By whom?**
- Full name(s) and ages of injured person(s)**
- Exact nature of injuries**
- Whether local police or emergency services have been informed**

**IN CASE OF FATALITY OR EMERGENCY:**

1. Inform local emergency services
2. Telephone school: **01372 465 348** – Quote '**Operation Duke**' and give your name and contact number.  
If school unavailable call Duty Officer
3. If Duty Officer unavailable, call **SCC Duty Emergency Planning Officer**
  - tel: 01372833412 Caroline Marden
  - or
  - tel: **07831 473 039** – quote '**Operation Duke**' (out of hours)

In most cases you will speak to someone immediately - if an answer phone – quote '**Operation Duke**' leave a message and number -