

# CROPREDY CE PRIMARY SCHOOL

## Educational Visits Policy

### Context

'A life without adventure is likely to be unsatisfactory. A life without limits on adventure is likely to be short.'

**(Bertrand Russell)**

... outdoor learning may be particularly beneficial for children who struggle to maintain concentration in more formal classroom settings and actively seek out ways to introduce direct experience into their learning."

**(Waite, S. (2010) Losing our way?)**

It has long been acknowledged that pupils can derive a good deal of educational benefit from taking part in visits with their schools. In particular they have the opportunity to undergo experiences not available in the classroom. Outdoor learning supports academic achievement, for example through fieldwork projects, as well as the development of 'soft' skills and social skills, particularly in hard to reach children. It can take place on school trips, on visits in the local community or in the school grounds. Outdoor Education gives depth to the curriculum and makes an important contribution to students physical, personal and social education. An educational visit can therefore be seen as any aspect of a pupil's education that takes place off the main school site and should include visits to such places as parks, museums, swimming pools etc. as well as residential trips and visits abroad.

### Introduction

Off site visits are activities arranged by, or on behalf of the school and which take place outside of the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences and opportunities.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils and staff at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with Special Educational Needs and Disabilities. Visits usually take place within the school day.

### Aims

The aims of our off site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Provide a wider range of experiences for our pupils than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with shorter excursions into the local area and beyond in the Early Years and progress to residential experiences in Years 4 and 6.

## Authorisation of Visits

The Head teacher will approve the appointment of a group leader to be responsible for the running of the activity. This will be a teacher employed at the school. The Headteacher is the school's Educational Visits Co-ordinator and is involved in the planning and management of off-site visits in the following way:

- Ensuring that approval for a visit has been given and, risk assessments are completed and checked prior to the activity taking place.
- Supporting the governing body in their decisions
- Assigning competent staff to lead and help with trips
- Advising group leaders on staff:pupil ratio
- Organising related staff training
- Verifying that all adults accompanying visits who will be in sole charge of children have had the necessary safeguarding checks and that any remaining adults on the visit will be closely supervised and will not be left unaccompanied with a child other than their own at any time
- Liaising with the group leader prior to the activity to ensure that all medical and/or permission slips have been obtained.
- Keep records of visits and ensure there are regular generic assessments of the risks (e.g. walking in groups) where there are frequent visits to local venues (e.g swimming baths.)

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school. A comprehensive visit plan and risk assessments should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by air or sea, the Head teacher will seek the approval of the governing body and the Local Authority before permitting the activity to take place. (See *Appendix 1.1 and 1.2*)

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that he/she is included. We may need to seek help/advice/guidance from parents or the LA to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

All Educational Visits Co-ordinators must undertake a Department approved training course and ensure that they attend refresher training at least every three years.

The County Council recognises three categories of trip/visit.

- 1. Category A activities** – These comprise activities that present no significant risks with no need for the group leader to have National Governing Body or other accreditation

Includes visits, journeys and environmental studies for which the element of risk is similar to those encountered in daily life.

- Environmental and country walks
- Field studies - non technical
- Historic sites
- Local sports tours
- Sites of commercial interest
- Walking - not in remote locations

- 2. Category B activities** – Activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and / or location

Higher risk activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and/or location.

The leader will be approved as competent by the Local Authority (LA) or by the Education Visits Co-ordinator (EVC)/Headteacher following LA guidance.

Where appropriate a National Governing Body Award (such as Award of Basic Expedition Leadership or NVQ in Activity Leadership) will be a measure of competence.

- Camping - not in remote locations (see definition above)
- Cycling - on roads or off road terrain not in remote locations
- Farm visits
- Low level initiative challenges
- Orienteering
- Swimming lessons in off-site swimming pools
- Zoo visits

**Please note:** Farm visits have now returned to Category B and can be approved by EVC's. The following still applies to all farm visits:

- There must be a risk management document used by all leaders for supervision during the visit.
- Parents must give approval for the visit.
- Hand hygiene is essential.

### 3. **Category C activities** – Higher risk activities which need approval by the County Council Outdoor Education Advisor

The following are just a few examples of potentially hazardous activities which will require approval by the Outdoor Education Advisor. This list is not exhaustive.

- Abseiling
- Archery
- Boating
- Camping in remote locations
- Canoeing
- Caving / Potholing
- Field studies in high hazardous environments (e.g. glacial, streams, beaches)
- Gorge or ghyll scrambling and river walking
- Hang gliding
- Horse riding / pony trekking
- Kayaking
- Mountain walking / scrambling
- Night activities or activities in poor / reduced visibility
- Overseas trips
- Rock climbing including sea level traversing
- High Ropes courses / adventure playgrounds (including commercial establishments)
- Sailing
- Water based activities

Category A and B visits can be approved at establishment level. Each establishment should establish a protocol for agreeing trips / visits. This may include approval by the Educational Visits Co-ordinator/Head-teacher or Governing Body.

All educational establishments must seek and obtain the approval of the Outdoor Education Adviser before undertaking any trip or visit which falls into Category C. ([nick.rose@oxfordshire.gov.uk](mailto:nick.rose@oxfordshire.gov.uk))

## Roles and Responsibilities

We all have a common law duty of care to do what is reasonable to prevent harm occurring to another person. A higher level of duty of care is expected of teachers (or other professionals) as a result of their specialised training and knowledge.

### Governors

The Governing Body will:

- Appoint a Health and Safety Governor who will periodically (x3 per year) check the Risk Assessment file and report back to the Governing Body.
- Ensure that a budget is allocated to Educational Trips to enable children to access whole school and residential trips even if their parent is unable to make financial voluntary contributions, wherever possible.
- Ensure that adequate budget is allocated for the training of staff.
- Support the Headteacher in his decision to cancel a trip if insufficient voluntary contributions are received from parents, thus making the trip non-viable.
- Support the school in its efforts to ensure that steps have been taken to maximise safety for all participants.

### Headteacher:

The Headteacher will:

- Lead as Educational Visits Co-ordinator for the school
- Ensure that one member of staff accompanying school visits has undertaken Visit Leader Training.
- Liaise with parents with regard to voluntary contributions towards the cost of trips, and put together a pay-plan as required.
- Make the decision to cancel a trip if it is non-viable for financial reasons, or if other factors e.g. inclement weather mean that safety would be compromised.

### In role as Educational Visit Co-ordinator (EVC), the Headteacher will

ensure that:

- A suitable group leader is appointed for each off site visit.
- All necessary Risk Assessments have been completed and signed off before the visit begins.
- That all elements contained within the list of 'things to do' below have been carried out.
  - The visit leader is competent to organise the group effectively.
  - The visit leader has relevant skills, qualifications (and experience if acting as an instructor), and knows the location of the activity.
  - All supervisors on the visit are appropriate people to supervise children and have appropriate clearance.
  - The Headteacher has been notified.
  - Parents have signed consent forms.
  - Arrangements have been made for all the medical needs and special educational needs of all the children.
  - The mode of travel is appropriate.
  - Travel times out and back are known.
  - Appropriate measures for contacting parents, for example in the event of a delay arriving home, are in place.
  - They have the address and phone number of the venue to be visited and have a contact name.
  - That they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the next of kin details of staff and volunteers.
  - "ICE" (In Case of Emergency) numbers for all adults on the trip are logged into individual's mobile phones during Residential Trips.

- o An out of hours contact number is available arranged for 24/7 contact with a staff member based at “home” i.e. not attending the residential.

### **Visit Leader**

The Visit Leader is responsible overall for the supervision and conduct of the visit. The Visit Leader should:

- Be able to control and lead pupils of the relevant age range.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment and have these signed off by the EVC/Headteacher.
- Have regard to the health and safety of the group at all times.
- Know all the pupils proposed for the visit to assess their suitability.
- Observe the guidance set out for teachers and other adults below.
- Ensure that pupils understand their responsibilities.

### **All Teachers and Adults Involved in a Visit**

Teachers on school-led visits act as employees of the LA. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Headteacher if some of their time on the visit falls outside normal hours.

Teacher and other adults on the visit must:

- Do their best to ensure the health and safety of everyone in the group.
- Care for each individual pupil as any reasonable parent would.
- Follow the instructions of the leader and help with control and discipline.
- Take a full and active part in all the trip activities.
- Ensure their mobile phone is fully charged at the beginning of everyday.
- Ensure the visit leader is aware if their mobile phone does not receive a signal.

### **Responsibilities of Pupils**

Pupils should:

- Avoid unnecessary risks.
- Follow the instructions of the leader and other adults.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the visit leader about it.

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

### **Parents**

Parents must:

- Fully complete and sign the consent forms.
- Give the visit leader relevant information about their child’s health which might be relevant to the visit.
- Support the school in managing payment of school trips and visits by informing the Headteacher at the earliest opportunity they have of any financial concerns regarding voluntary contributions towards trip/visit payments.
- Support the school in managing their child’s health and/or behavioural needs in order that Health and Safety requirements for all participants can be met.

***Legal expectation is the “reasonably practicable” and is NOT “perfection”***

## **Risk Assessments and Management**

Appropriate comprehensive risk assessments are carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Have the children been fully involved in the risk management process?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should ideally make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and health and safety. Venues providing instructor lead activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if he/she lacks the skills required to make informed judgements about the risks it may involve.

It is important to assess and record any health and safety, or security issues that are identified during the preliminary visit. Any such issues should be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases. A risk assessment must also cover transport to and from the venue. The coach company used on a regular basis should be LA approved.

The group leader will check with the Headteacher that all adults planned to supervise the visit have been subject to appropriate safeguarding checks. It may be appropriate on some visits for adults without full safeguarding checks to accompany the children (e.g. family learning days, activities which promoting community cohesion and involvement in children's learning). On these occasions, the party leader must be aware that these adults cannot count towards the provision of adequate supervision ratios and should plan wisely, in collaboration with the school diary and staff availability, to ensure appropriate ratios are available. Adults without CRB clearance will not be responsible for any groups of children, nor be left unattended with pupils at any time.

For non-residential visits, a copy of the completed risk assessments must be given to the Educational Visits Co-ordinator at least the day prior to the actual activity, to allow the Educational Visits Co-ordinator to check the risk assessment and hold further discussions with the party leader if required.

For residential/adventurous activity visits, this must be more than 12 weeks in advance to allow for the paperwork to be forwarded to the Local Authority within 8 weeks of the visit. A file containing all visit plans and risk assessments will be kept in the school office. A new file will be created for each new academic year and the old file archived.

### **Key ingredients for effective risk management:**

- Activity and visit appropriate for the group
- Participants appropriately trained / prepared
- Suitable clothing and equipment (Personal Protective Equipment (PPE) required?)

- Appropriate level of supervision
- Suitable conditions for the activity
- If uncomfortable: alternative method/activity?
- If not resolved: discontinue the activity?
- Knowing when to turn back or move to 'Plan B'

## **Costings**

The costing of any off site activities should include the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers (admission fees etc)

Costs to children reflect the actual cost of the trip; all trips are run on a no profit-making basis; and no costs incurred by additional adult supervision are passed onto the children.

Transport arrangements will allow a seat for each member of the party. The school will only use coaches fitted with seat or lap belts and insist that all members of the party wear the belt when on the coach. The group leader will ensure all members of the party are wearing the seat belts appropriately prior to setting off on the journey. The group leader will ensure the driver does not move the vehicle prior to this checking process.

Where private cars are used for transport, the group leader is responsible for ensuring the driver presents evidence (current Business Insurance details, MOT Certificate) to the Headteacher and completes the necessary documentation. The group leader should also ensure that there are at least two members of staff in the vehicle at all times when children are present. Permissions must be sought from the parents of children travelling in private cars.

## **Communication with Parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activity.

A generic local off-site activity permission slip is completed by parents when their child begins at Cropredy Primary School, which gives permission for children to be taken out into the local area, for example to undertake fieldwork or to attend a local church service etc. In addition to this, group leaders should ensure that a courtesy slip is sent to parents informing them when these activities will take place.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of board and lodging for residential visits – which can be waived at the discretion of the Headteacher). This is made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from any activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

## **Further Health and Safety Considerations**

Group leaders must ensure that all adults attending the off-site visit are made aware of the risk assessments and that whilst they may be accompanying their children, the group leader is still ultimately responsible for the overall health and safety of all group members.

Group leaders should ensure that children are part of the risk assessment/management process, and all risk assessment are shared with children prior to the visit (at a level appropriate to the age of the child) to enable the children to assist with managing risk and understanding how to promote their own safety.

Each adult member of the group must be provided with the group leader's mobile phone number (school mobile), the school number and a number of a designated emergency contact where possible. A list of mobile telephone numbers will be shared amongst the group (and kept securely).

Before leaving school, the group leader will ensure that they have a list of emergency contact numbers for all adults, and are aware of any medical needs relating to pupils, staff and any other adults taking part in the visits. Pupils' medical and consent forms are taken on all educational visits.

A first aider will be present on all off-site visits. The only exception to this is when the group leader can provide evidence that there is adequate first aid cover on transport and at the event.

The group leader is responsible for ensuring that a first aider is arranged for the visit. The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others, or the good name of the school, the party leader should discuss with the Headteacher the possibility of excluding that child from the activity. Where this is the case, the child's parents must be contacted to discuss this prior to the visit; however, all possible steps must be taken to adapt activities to help ensure that all pupils can be involved safely.

## **Insurance**

- The LA insurance policy covers most eventualities – a copy of this is held at school.
- Sometimes the visit provider may include insurance in the price of the visit. In this case the county policy will also remain in effect. NB. Claims can only be made from one company.

## **Administering Medication When on a School Visit**

- There is no requirement to administer medication – staff undertake this with goodwill.
- A member of staff accompanying the students could take responsibility for this.
- Only prescribed medicines can be administered by a first aid trained member of staff to children with full parental consent given (a signed form) previous to the visit. Prescribed medicines must be in the box that they originally came in with the prescribed dosage and students name clearly labelled and handed in to staff before embarking. Parents must sign to say that they have handed this medication to the member of staff.
- Any invasive procedures cannot be carried out by school staff and parents should contact school as soon as possible if their child needs this provision and wishes to go on a visit.
- Non-prescription medicines cannot be administered to children. Staff will however carry age appropriate pain relief 'Calpol' and a medical thermometer, in the case of a raised temperature (38+ degrees). Parents will have given consent to this when signing the pre-visit medical form.

Parents will be informed by telephone if there is a need to administer pain relief such as 'Calpol'. A record of administration will be kept by the visit leader and parents will be informed in a timely manner, usually when the trip returns to school.



- Every time the designated member of staff administers any medication it will be recorded on the relevant sheet and witnessed by another member of staff.

## **Hospitalisation or Need to see a Medical Professional**

If a pupil needs professional medical attention whilst away they will be accompanied by an adult member of the visit staff (who will all have been DBS checked). Preferably this adult will be of the same gender as the child but if this is not possible then an adult of the opposite gender will remain with them.

## **Pre-Visit and Visit Plan**

The pre-visit and visit plan for intended educational visits may include the following:

- Applications for approval of visit
- Aims; objectives ; benefits
- EVC/Headteacher/Governors approval
- LA notification or approval
- Travel schedule and coach booking
- Risk assessments
- Informing parents (full details of activities)
- Parental consent and information from parents: Medical/Special needs; Allergies; Diets and appropriate support in place
- Make sure all who are involved in leading the visit are aware of additional needs – of children and staff
- Competence of visit leaders
- Kit list . . . behaviour expectations
- Itinerary /programme
- Value for money and accounting
  - Charging policy
  - Funding available
  - Voluntary contributions
  - Deposits & collection details...timing important
- Check out the provider
- Intended arrangements for supervision
- Insurance arrangements
- Plan of activities
- First aid arrangements
- General communication arrangements
- Completion of evaluations post-visit
- Accommodation plan

## **Expectations during Visit**

- Ongoing risk management . . . weather
- Medical forms, home contact details
- First aid kit
- Base / school contact details
- Looking after money
- Staff duty rota for residentials (if applicable)
- Downtime
- Rendezvous / meeting points
- Buddy systems, head counts, frequency?
- Group leaders, cards with names
- What if I get lost?
- Security of accommodation. . . Fire safety?

## **Expectations after Visit**

- Aims met?
- EVC/Headteacher/Governors Feedback
- Evaluation/Review
- Visit details retained on file
- Accident/incident forms – follow LA procedures
- Near misses?
- Financial records - auditors
- Thanks to colleagues
- Ignore the staff that ask, “Did you have a nice holiday?”
- Go home & reacquaint with family
- Plan the next one!

## **Educational Visit Evaluation**

The school recognises that every educational trip requires considerable time and effort to organise. For this reason the Trip Organiser is required to state the purpose of the visit at the outset when seeking initial approval. Staff are required to evaluate the visit on return and submit to the EVC/Headteacher.

- Were learning objectives met?
- Did staff and pupils enjoy and benefit from the visits?
- Was the visit value for money?
- Would you use the provider again?

Date of Policy: 27<sup>th</sup> May 2023

Date adopted by Governors: 9<sup>th</sup> June 2023

Review Date: May 2024

## **List of EVC Policy Appendices**

<b>1.1</b>	Oxfordshire Outdoor Learning Service Visit Notification Form
<b>2.1</b>	Cropredy CE Primary School Emergency Procedures and Associated Checklists
<b>2.2</b>	Emergency Contact Information Form
<b>3.1</b>	Pre-Visit Checklist
<b>3.2</b>	Visit Checklist
<b>3.3</b>	Pre-Visit Schedule
<b>3.4</b>	Visit Leader Post-Visit Evaluation
<b>3.5</b>	School Residential Visits Parental Consent Form (including dietary needs and medical information)
<b>3.6</b>	Medicine Administration Form

## Oxfordshire Outdoor Learning Service

## Visit Notification Form

Date received:					
<b>Establishment name and address</b>					
<b>Visit Leader information</b>	Name		Visit specific experience		
	Position				
	Contact				
<b>Date(s) of visit</b>					
<b>Venue / Provider</b>		Venue contact number			
<b>Transport provider (Include out of hours)</b>		Name		Company Contact number	
<b>Nature / purpose of visit</b>					
<b>Numbers involved in the visit</b>		Assistants incl volunteers		Young people / children	TOTAL Incl Leader
<b>Emergency contact number(s)</b> Please ensure names are legible and provide relevant contact numbers, including mobiles as necessary	<u>Establishment</u> Name Position			Contact No	
	<u>Out of hours</u> Name Position			Contact No	
<b>Authorisations</b>  These signatures <u>must</u> be in place before the form is submitted. Electronic versions are acceptable	The above visit has been approved and will be run in accordance with LA and establishment guidance and policy requirements				
	EVC Name				
	Signature		Date		
Head / Manager Name					
Signature		Date			

Please send copies via email to: [educational.visits@oxfordshire.gov.uk](mailto:educational.visits@oxfordshire.gov.uk) and insurance (if using OCC insurance) [kathy.white@oxfordshire.gov.uk](mailto:kathy.white@oxfordshire.gov.uk) or [insurance@oxfordshire.gov.uk](mailto:insurance@oxfordshire.gov.uk)

## **Cropredy CE Primary School Emergency Procedures**

### **Off-site Activities and Visits**

Teachers in charge of pupils during a visit 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. Teachers should not hesitate to act in an emergency and take life-saving action in an extreme situation.

If an accident happens, the priorities are to:

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

### **Prior to the Visit**

- A Group Leader will be agreed who will usually take charge in an emergency and will ensure that emergency procedures are in place and that back up cover is arranged.
- A school contact will be identified to link the visiting group with the school, the parents and the LA, and to provide assistance where needed. The named person will have all the necessary information about the visit, including emergency contact information for all members of the party.
- All those involved in the visit, including accompanying adults, pupils and their parents, will be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

# Cropredy CE Primary School

## Visit Leader Emergency Action Card

### Emergency Procedure

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. **REMAIN CALM** - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
  - Accounted for
  - Safe
  - Adequately supervised
  - Briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
  - a. Preserve life
  - b. Prevent the condition worsening
  - c. Promote recovery

### Essential First aid:

1. Casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
2. You need to try to find and stop any serious external bleeding
3. You need to protect the casualty from the environment - keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

### Once the immediate situation is contained:

- Inform the School Emergency Contact or if unavailable, your Employer (e.g. the Local Authority) Emergency Contact.

They will need the following information:

- Who you are, which Establishment you are from and what your role is within the group
  - What number can you be called back on?
  - What is the nature of the emergency?
  - How many casualties there are and their status
  - The total number of people in your party
  - Your current location
  - Whether you are staying where you are or moving – if you are moving where to?
  - What time did the accident/incident happen?
- 
- Liaise with, and take advice from, emergency services if they have attended the scene.
  - Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
  - Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
  - Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
  - Keep a written log of all actions taken, conversations held and a timescale.
  - Refer all media, parental or other enquiries to your employer's press office.
  - Inform the Foreign Office Consular Assistance Team if abroad.

## CROPREDY CE PRIMARY SCHOOL EMERGENCY PROCEDURES

In an emergency on a school visit the **Group Leader**, or agreed reserve, will follow the procedures below:

ACTION	✓ X N/A
Establish the nature and extent of the emergency as quickly as possible	
Ensure that all the group are safe and looked after	
Establish the names of any casualties and get immediate medical attention for them	
Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures	
Ensure that a teacher/adult accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together	
Notify the police if necessary	
Inform the school contact. The school contact number should be accessible at all times during the visit.	
<b>In the event of an emergency when home-base assistance is required and the party are unable to contact home-base, the Group Leader should contact Oxfordshire County Council's 24-hour Emergency Contact point on 01865 379789 (Fire and Rescue Service Control), give details of their location and ask the operator to alert the County Contact Officer who will set the County Council's emergency response in motion.</b>	
Ascertain telephone numbers for future calls	
Write down accurately and as soon as possible all relevant facts and witness details and preserve any evidence	
Keep a written account of all events, times and contacts after the incident	
Complete an accident report form as soon as possible	
Restrict access to telephone and other outside contact for a suitable time after the Group Leader has been in touch with the Headteacher and/or County Council Emergency Contact Point	
No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to families. Media enquiries should be referred to a designated media contact via the school contact.	
No one in the group should discuss legal liability with other parties	

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In an emergency on a school visit the **School Contact**, or agreed reserve, will follow the procedures below:

ACTION	✓ X N/A
Ensure that all information regarding the emergency is obtained from the Group Leader or other person acting directly for them	
Establish a reliable means of communication with the Group Leader (telephone together with an alternative method if possible eg fax, e-mail	
Advise the Headteacher, if they are not at the time the school contact person or the Group Leader, the LA, the Chair of Governors	
Obtain assistance, if possible from other members of staff to help disseminate information	
Advise the parents, carers and next of kin of those directly involved in the emergency	
Advise the parents, carers and next of kin of those others involved	
Monitor the situation ensuring that all events, information and action taken are recorded	
Trigger a system whereby specialist help, advice and counselling, when needed, is provided	

Do not speak to the press or media. It is important that such communication should only be undertaken by the Local Authority or the County Council's Media and Communications Unit. In any case staff will most probably be involved in more important activities during any emergency.



**EMERGENCY CONTACT INFORMATION FORM**

To be completed before the visit. Copies to be held by the Group Leader and the School Home Contact

1. Name of Group Leader: Home Phone No:  
Mobile No:
2. Visit departure date:
3. Return information: Date/Time: Location:
4. Location Address: Contact:  
Tel:
5. Group: Total Number: Adults: Children:
6. Do you have an emergency contact list for everyone in the Group? Yes/No  
(If no, obtain one. If yes, attach it to this sheet.)
7. Emergency Contact Information:

**During school hours:**

Headteacher Tel: Mobile:

Deputy Tel: Mobile:

Other Tel: Mobile:

**Out of school hours:**

Headteacher Tel: Mobile:

Deputy Tel: Mobile:

Chair of Governors Tel: Mobile:

Caretaker Tel: Mobile:

8. Coach Company Name: Tel:

9. Insurance Name: Tel:

10. Other emergency numbers:



## PRE-VISIT CHECKLIST

	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>CHECK (✓ and date)</b>
<b>1a</b>	Seek approval for visit from the Headteacher-venue address and contact information; an outline of aims and proposed activities; approximate venue costs)	Visit Leader	
<b>1b</b>	Agree Category of Visit (A, B, C)	Visit Leader	
<b>2</b>	Headteacher to sign Section 1 of Pre-visit Schedule.	Visit Leader	
<b>3</b>	Complete Section 2 of Pre-Visit Schedule.	Visit Leader	
<b>4</b>	Hand to office to obtain coach quotes.	Visit Leader	
<b>5</b>	School Office Staff to obtain three coach quotes and complete Section 3 of the Pre-visit Schedule. Discuss and agree cost of visit with Headteacher.	School Office Staff	
<b>6</b>	Prepare and send out letter to parents with details of the visit, including a request for medical and dietary needs if applicable.	Visit Leader/ School Office Staff	
<b>7</b>	Arrange parent meeting in the case of a residential visit.	Visit Leader	
<b>8</b>	Issue Payment Cards if appropriate.	School Office Staff/ Visit Leader	
<b>9a</b>	If the visit involves adventure activities (Category C) complete OCC Visit Notification Form and return to the LA at least four weeks before departure. LA permission is needed for the visit to take place.	Visit Leader (EVC/HT will support with form completion)	
<b>9b</b>	Organise Insurance Cover if Category C Visit	Administrator	
<b>10</b>	Prior to the visit complete all relevant Risk Assessments (involve pupils in assessing risks and agreeing control measures).	Visit Leader	
<b>11</b>	Complete Visit Checklist the day before/morning of visit	Visit Leader	
<b>12</b>	Have Risk Assessments signed prior to the day of the visit by either the Headteacher or EVC.	Visit Leader	

Complete and hand to Headteacher/EVC prior to the day of visit

Received By (Signed): \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher/EVC

## CROPREDY CE PRIMARY SCHOOL VISIT CHECKLIST

	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>CHECK</b>
<b>1</b>	Risk assessments completed and signed by EVC/Headteacher	Visit Leader	
<b>2</b>	First Aid Kit Rucksack collected and sick bucket	Visit Leader/TA	
<b>3</b>	School Mobile collected from office	Visit Leader/TA	
<b>4</b>	Medical Needs of pupils and staff in First Aid Rucksack	Visit Leader/TA	
<b>5</b>	Pupil medication labelled and packed in First Aid Rucksack with any relevant information.	Visit Leader/TA	
<b>6</b>	First Aider in attendance	Visit Leader to confirm and name	
	<b>DESIGNATED FIRST AIDER:</b>		
<b>7</b>	Designated 2 <sup>nd</sup> visit leader identified	Visit Leader to confirm and name	
	<b>DESIGNATED 2<sup>nd</sup> VISIT LEADER:</b>		
<b>8</b>	Agreed Meeting/Lost point agreed and shared with pupils, staff and other adults	Visit Leader	
<b>9</b>	Emergency Procedure Card in First Aid Rucksack	Visit Leader/TA	
<b>10</b>	All pupils/staff are equipped with the necessary resources (as applicable) e.g. raincoat, refillable water bottle, packed lunch etc.	Visit Leader/TA	
<b>11</b>	Leave signed Risk Assessments in Office on departure.	Visit Leader	

Complete and hand to Headteacher/EVC on morning of visit

Received By (Signed): \_\_\_\_\_ Date: \_\_\_\_\_ Headteacher/EVC

## CROPREDY CE PRIMARY SCHOOL

## PRE-VISIT SCHEDULE

## CONSIDERATIONS FOR RESIDENTIAL VISITS

<b>Trip/Residential</b>	
<b>Date/s</b>	
<b>Staff Accompanying Trip</b>	

<b>STAFF</b>	<b>Issue</b> (indicate if there is no issue)	<b>Solution</b>
Organisation (are there any pupils left in school that need to be considered?)		
PPA (impact on other staff)		
Clubs (lunchtime clubs, after school clubs etc.)		
Duties – break; lunchtime		

Walking Bus (if appropriate)		
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<b>PUPILS</b>	<b>Issue</b>	<b>Solution</b>
Medical (including any allergies)		
Dietary Needs (list any pupils who need to be considered)		
Individual Risk Assessments (behaviour issues; SEND; Medical; specific needs)		
<b>OTHER</b>	<b>Issue</b>	<b>Solution</b>
Homework		
School lunches (need to cancel lunches; packed lunches)		
Swimming		
Music Tuition		
Volunteer Readers		
Assemblies		

**A: Activities Outline Proposal** (for which a charge applies)

<b>ORGANISING TEACHER</b>	
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<b>VISIT</b>	<b>Venue</b>	<b>Distance</b>	<b>EVENT</b>	<b>Workshops</b>

<b>Date/s</b>	<b>Class/Classes Participating</b>

<b>AIMS OF VISIT / EVENT</b> (links to the curriculum / theme)

<b>SUMMARY OF ACTIVITIES</b>

<b>AUTHORISING SIGNATURE</b>	<b>DATE</b>



## B: Costing Schedule

<b>VISIT</b>	<b>Venue</b>	<b>Distance</b>	<b>EVENT</b>	<b>Workshops</b>

<b>Date/s</b>	<b>Time of Visit</b>			
	<b>Leaving School</b>	<b>Arrive at Venue</b>	<b>Leaving Venue</b>	<b>Arrive at School</b>
<b>Number of Children</b>		<b>Number of Adults</b>		

<b>VENUE / EVENT COST</b>			
<b>INSURANCE COST</b>			
<b>ADDITIONAL COSTS *</b>			
<b>TRANSPORT COST</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>TOTAL COST</b>			<b>COST PER PUPIL</b>

\* Costs to children reflect the actual cost of the visit; all trips are run on a no profit making basis; and no costs incurred by additional adult supervision are passed onto the children.

<b>AUTHORISING SIGNATURE</b>	<b>DATE</b>

**C: Booking Confirmation**

	<b>SIGNATURE OF CONFIRMATION</b>	<b>DATE</b>
<b>VENUE / WORKSHOP</b>		
<b>TRANSPORT</b>		
<b>INSURANCE</b>		
<b>OTHER</b>		

**D: Letter to Parents**

<b>SIGNATURE OF CONFIRMATION</b>	<b>DATE</b>

## CROPREDY CE PRIMARY SCHOOL

## POST-VISIT EVALUATION

VISIT	Venue	Distance	EVENT	Workshops

Date/s	Class/Classes Participating

<b>Do you feel the aims of the visit were met? How?</b>	
<b>Was the visit value for money?</b>	
<b>What was the impact of the visit on pupils learning?</b>	
<b>Adult Feedback</b>	
<b>Pupil Feedback</b>	
<b>Parent Feedback</b>	
<b>Would you repeat this visit again in future? If not, explain your reasons why.</b>	

<b>TEACHER SIGNATURE</b>	<b>DATE</b>
<b>HEADTEACHER SIGNATURE</b>	<b>DATE</b>

**F: Reconciliation**

<b>VISIT / EVENT</b>		<b>2020-2021</b>
<b>DATE/S:</b>	<b>CLASS/ES:</b>	

<b>EXPENDITURE</b>		<b>INCOME</b>	
<b>Transport</b>		<b>Cost Per Pupil:</b>	
<b>Visit / Workshop</b>		<b>From Pupil Contributions</b>	
<b>Insurance</b>		<b>Other (specify)</b>	
<b>Other (specify)</b>			
<b>TOTAL:</b>		<b>TOTAL:</b>	

<b>Difference between income and expenditure:</b>	
<b>Number PP children:</b>	
<b>Amount to transfer from school budget:</b>	
<b>Any comments .....</b>	

<b>ADMINISTRATOR SIGNATURE</b>	<b>DATE</b>
<b>HEADTEACHER SIGNATURE</b>	<b>DATE</b>

## Administrative Checklist

VISIT	Venue	Distance

EVENT	Workshops

Date/s	Class/Classes Participating

CHECKLIST OF TASKS COMPLETED			
TASK	Proforma Given/Date	ADMIN/HEADTEACHER SIGNATURE	DATE
A: Outline Proposal			
B: Costing Schedule			
C: Booking Confirmation			
D: Letter to Parents			
E: Evaluation			
F: Reconciliation			



## Cropreddy CE Primary School Residential Visits Parent Consent Form (including Dietary Needs and Medical Information)

<b>PUPIL'S NAME:</b>		<b>D.O.B</b>	
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<b>EMERGENCY CONTACT DETAILS:</b> In case of an emergency I can be contacted at:
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<b>HOME ADDRESS:</b>	<b>WORK ADDRESS:</b>

<b>TELEPHONE NUMBERS:</b> (home, mobile, other – please state which)	<b>TELEPHONE NUMBERS:</b> (work, other – please state which)

<b>If I am not available please contact:</b>
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<b>Name:</b>	<b>Name:</b>
<b>Relationship to child:</b>	<b>Relationship to child:</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>

<p>I agree to my child named above attending and participating fully in the proposed activities.</p> <p>I agree to inform my child's class teacher of any change in my child's medical or other condition(s) or any other relevant circumstances before the start of the visit.</p> <p>I agree to my child being administered Calpol (recommended dose as stated on the bottle) in the event of him/her becoming unwell with a raised temperature (38 degrees or above). This will be recorded – date/time/by whom by the adult administering. Parents will be informed of this at the soonest, convenient time.</p> <p>I agree to my child receiving <u>any and all</u> emergency medical treatment, including anaesthetic and/or blood transfusion, as may be considered necessary by the medical authorities in attendance should the need arise.</p> <p>I understand that Risk Assessments will be carried out by class teachers before the visit.</p> <p>I understand that insurance has been provided for the visit through the Local Authority.</p>
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**SIGNED:**

**NAME:** (Please Print)

**DATE:**

**MEDICAL & DIETARY DETAILS:**

Does your child suffer from any condition requiring medical treatment or special arrangements? Include conditions such as asthma, travel sickness, anxiety etc. and any treatments required.

<b>CONDITION</b>	
<b>TREATMENT</b>	

**MEDICAL DETAILS:**

Is your child allergic to any medication (e.g. Penicillin), stings, dressings, food ingredients or the like? If so please give full details.

Please give details of any recent illness, treatment, possible contact with contagious or infectious diseases or other health matters that we should be aware of.

Please give details of any special treatment required, for example **PRESCRIBED** medicines, the dose(s), the frequency of the dose/use etc.

<b>Name of Medicine:</b>	<b>Dose:</b>	<b>Frequency:</b>

Has your child received a Tetanus injection within the past ten years? If so, please state when.

**DIETARY DETAILS:**

Does your child have any special dietary requirements/allergies? If so, please specify what these are.



Is there any other relevant information of which your child's class teacher should be aware of?  
If so, please specify what these are. (eg. sleep walking, night light needed etc)

I declare that the above information is a complete resume of my child's current health and dietary needs.

**SIGNED:**

**NAME:** (Please Print)

**DATE:**

**RECORD FOR THE ADMINISTERING OF MEDICINE**

<b>CHILD'S NAME:</b>			
<b>DATE:</b>		<b>CLASS:</b>	

<b>Name &amp; Strength of Medicine:</b>	
<b>Quantity Received:</b>	
<b>Expiry Date:</b>	
<b>How much to give &amp; when:</b>	
<b>Any other instructions:</b>	

<b>Staff Signature:</b>	
<b>Parent Signature:</b>	

DATE	TIME GIVEN	DOSE GIVEN	STAFF NAME	STAFF INITIALS

<b>Quantity Returned:</b>	
<b>Date:</b>	

**Parent Signature:**

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