

# Bentley CEVC & Copdock Primary Schools

## Educational Visits Policy

### Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning and form an integral part of our approach to furthering our pupils' education and personal growth.

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

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

### Application

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping children safe in education - GOV.UK](#)

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day. It sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

In addition to this Educational Visits Policy, Bentley and Copdock Schools:

- Adopt the Local Authority's (LA) [2023 Suffolk Guidance for offsite visits.pdf](#) (All staff have access to this via [EVOLVE](#).)
- Adopt National Guidance [www.oepng.info](#), (as recommended by the LA).
- Use EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities beyond the local environment.

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

## **Types of Visit**

There are three types of visit:

1. Routine local visits in the 'Extended learning locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visits that are either overseas, residential, and/or involve an adventurous activity.

## **Roles and Responsibilities**

**The Headteacher** is responsible for:

- authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training

➤ Working with the Governing Board to approve residential trips of more than 24 hours

**The Educational Visits Coordinators (EVC)** are Joanne Austin and Heidi Cross. Their role is to:

- oversee and support colleagues to plan visits and learning outside the classroom (LOTc)
- assess staff ability to lead visits and check final visit plans on EVOLVE before the Head approves them.
- assess outside activity providers
- set up and manages staff accounts on EVOLVE, and upload generic school documents for access by all staff.
- access the necessary training, advice and guidance
- evaluate all visits once complete.

**Visit leaders** are responsible for:

- planning the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers, and entering details on EVOLVE (where required).
- ensuring parents and carers are given accurate information about educational visits, including any costs or necessary equipment.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- communicating key details about the visit to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.
- obtaining outline permission for a visit from the Headteacher prior to planning, and certainly before making any commitments.

Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

**The Governing Board's** role is that of a 'critical friend'. Governors often attend visits to monitor visit practice and individual governors may request 'read-only' access to EVOLVE to support this evaluation. The Governing Board must approve Type 3 visits.

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

**Staff Competence** is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

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

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

### **Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

**Volunteers** attending school trips, including parent volunteers, will sign a volunteer code of conduct guide, agreeing to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

**Pupils** understand that the school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the schools' behaviour policy at all times.

### **Risk Assessment**

A risk assessment will be carried out at least 2 weeks prior to the start of the trip and those provided by the destination will be scrutinised. External organisations will be checked for the Learning Outside the Classroom (LoTc) Quality Badge. Where an organisation does not hold this, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination. Where practical, staff may make a

preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors. Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the school office.

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all KS1 trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

### Educational Visits Checklist

Our Educational Visits Checklist (appendix 3) forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. This Educational Visits Checklist may be downloaded from EVOLVE establishment documents.

### Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'Extending learning locality' policy (Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity. These will be agreed by the Head in principle before a cost commitment has been made. They are then entered on EVOLVE, providing full details, and must be submitted to the EVC for checking at least 2 weeks in advance.
3. Visits that are overseas, overnight/residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are submitted to the Head at least 4 weeks in advance. These are then submitted by the Head to the Governing Board and LA for approval.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

### Emergency Procedures

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

The school has an emergency plan in place to deal with a critical incident during a visit (see appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

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

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The School Office will then contact parents/carers as required and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider

communication plan that covers how routine communications should be handled in such situations. 1 member of staff will always accompany a pupil seeking medical treatment.

## **Parental Consent**

The school obtains blanket consent at the start of each year for activities that fall within the 'Extended learning locality' (see Appendix 1) and are within the school day.

For each visit, sufficient information will be made available to parents prior to it taking place (via letters, meetings, etc), to ensure that consent has been given on a 'fully informed' basis. If parents wish to withdraw their child from a visit following receipt of this information, they may do so by contacting the school in advance. Where events are outside of the school day, parental consent will be requested via email or a paper consent form and permission must be given if a child is to attend the visit.

## **Inclusion**

We believe educational visits are an important part of school life and curriculum experiences. If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate. Where this involves the need to request parent / carer support we will set clear guidelines for the parent about roles and responsibilities; the pastoral responsibility for children remains with the visit leader and staff on the visit.

Our schools have a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be clearly shared with parents during trip planning. Where a pupil's behaviour raises concerns as part of the risk assessment process, especially with regard to safety of the pupil or others, they may be withdrawn from the activity. Where possible a positive approach will be encouraged in advance of the visit, so the pupil has the opportunity to demonstrate the expected behaviour to enable attendance. If inappropriate behaviour occurs during the visit, the Visit Leader will consider whether such pupils should be sent home early and parents will be expected to collect their child or cover any costs of the journey home.

## **Charging / Funding for Visits**

Parents/carers won't be asked to pay for any educational visit that takes place during school hours, or any educational visit that takes place outside of school hours **if** it is part of the National Curriculum. Where necessary, we may ask for a voluntary contribution to the costs of educational visits in order to enhance what is otherwise provided, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

The level of contribution will be calculated for each activity and may include, for example, the cost of travel for accompanying teachers. The Pupil Premium is used to support the cost of visits for appropriate children. Some activities may not take place if parents are reluctant to support it financially.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Pupils currently eligible for free school meals are also eligible for packed meals when on specified school visits or events where the pupil is unable to have a meal normally provided in school. To receive a packed meal, the school will need to be notified **at least 48 hours prior** to the visit or event. This is to provide sufficient notice to the school meal provider.

## **Transport**

Where a visit includes the use of the school minibus, all procedures will be followed as detailed in the Minibus Policy. Drivers will have a D1 category on their licence and successfully pass a SCC driver assessment. All safety checks will be completed by the driver and visit leader, and essential paperwork will be completed in relation to the visit. The visit leader must familiarise themselves with the risk assessment for the minibus and ensure all emergency contact information is taken on the visit, as per school visit guidelines. For visits beyond the local area, an adult will be in the back of the bus to ensure effective supervision. During local visits the number of adults travelling will be assessed in relation to the activity and risk involved.

As a school we acknowledge the important role that volunteers can play in enhancing the curriculum for our children. In particular, without help to transport children to events such as sports tournaments we would be unable to take part. As schools we implement the following procedures to ensure all reasonable steps have been taken to safeguard our children:

- We aim to use staff cars and the school minibus to transport children where possible.
- Regular volunteers will have an appropriate and up to date DBS before transporting children.
- Parental permission is always sought before a child is transported in a volunteer or staff car.
- No adult will travel with a single child in their car (unless it is their own child).
- A risk assessment will be written and agreed by the EVC highlighting any issues associated with transporting children with behavioural issues.
- All vehicles will travel in convoy to deal with any emergencies which may arise.

## **Use of staff and parent cars to transport pupils**

All staff will be required to complete the declaration form at the beginning of the school year or before using their vehicle for transporting children. LA guidelines will be followed in these circumstances. (See Appendix 4)

## **Insurance**

The LA's insurance is used for visits.

## **Other Topics**

### **Swimming Lessons**

Our Schools use an external provider to teach swimming lessons off site. The EVC is responsible for maintaining an appropriate risk assessment in consultation with the PE leader. Staff supervising transportation to the venue will be competent and trained to manage associated risks.

## **Dismissal of pupils after activities**

Staff will release pupils into the care of parents/carers following activities. By prior arrangement with staff, older pupils may be allowed to walk home (Y5/6). Parents will not be permitted to take children other than their own home unless the school have been previously informed by the child's parent.

This policy will be reviewed every 2 years by the headteacher and Steering Committee. At every review, the policy will be shared with the full governing board.

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy and Accessibility plan

- Equality information and objectives

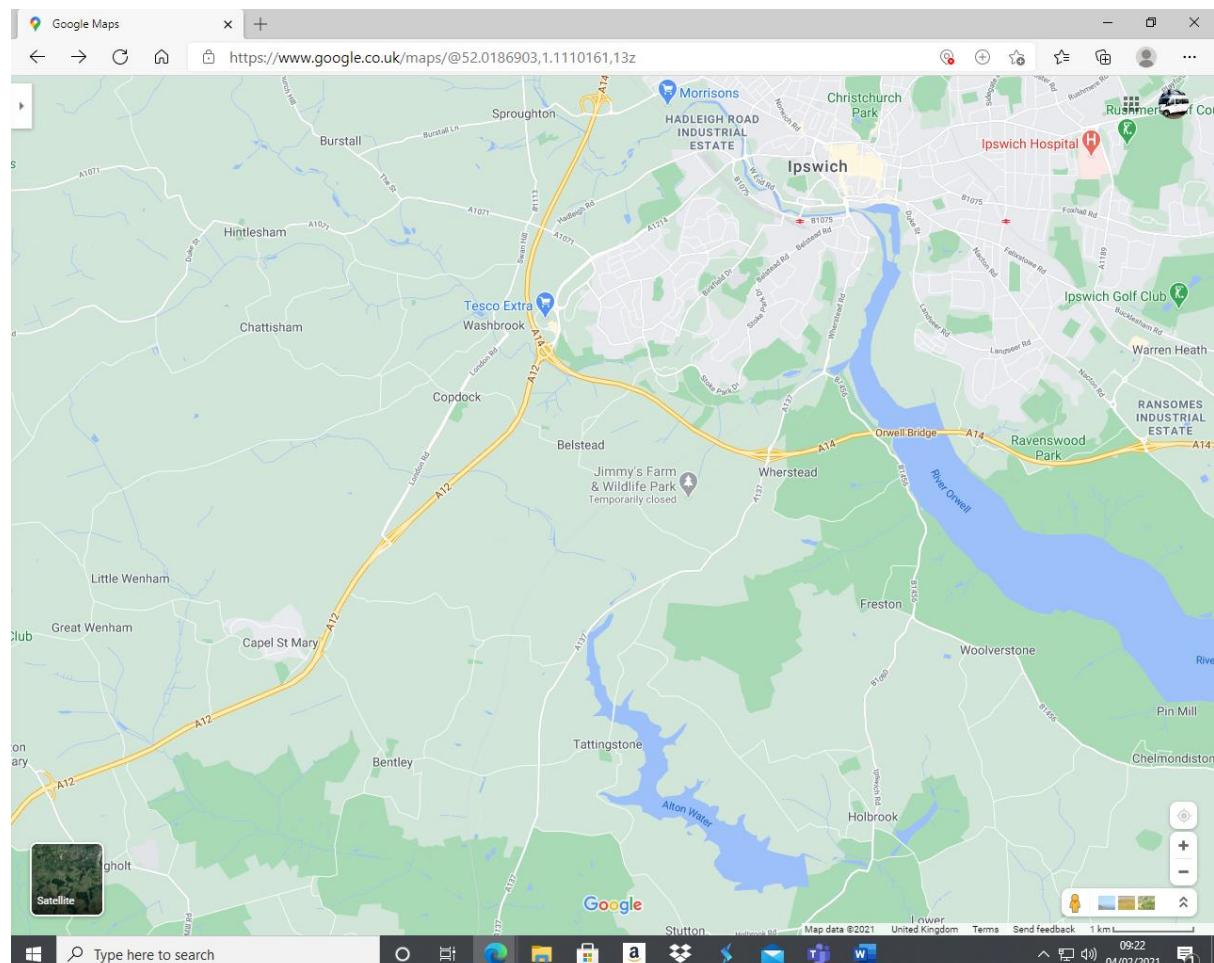
# Appendix 1 - Extended Learning Locality

## Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues:

- *Churches of St Peter and St Mary*
- *TESCO*
- *Copdock garage*
- *Copdock Mill*
- *Copdock / Bentley Play areas*
- *Village Halls*
- *Village pubs / shops*
- *Copdock Cricket Club*
- *Capel Garden Centre and library*
- *Village recycling sites*
- *Partner school site*
- *East Bergholt High School*
- *Royal Hospital School*
- *St Joseph's College*
- *Ipswich School*
- *Town Centre*
- *Sports fixtures at a range of venues – Inspire, Gainsborough, Northgate*

We use this extended area on a regular basis for a variety of learning activities and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.



# Operating Procedure for Extended Learning Locality

These visits/activities:

- Must be recorded on a 'Signing-out' sheet to be left with the office.
- Do not require parental consent but parents must be informed in advance via email or weekly news.

**The following are potentially significant issues/hazards within our extended locality:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces causing slips, trips and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

**These are managed by a combination of the following:**

- The Head, or Deputy must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will always be a minimum of two adults; more dependent on activity and associated risk.
- Staff are familiar with the area and have practised appropriate management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, older pupils are fully briefed on what to do if they become separated from the group. An agreed meeting place will be discussed.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return using the 'Signing-out sheet' below. This is available in EVOLVE and appendix 3.
- A mobile phone is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

## Specific additional measures

### Crossing Old London Road

When crossing Old London Road we will try to access support from our Community Police Officer. When going to the Village Hall / Cricket Club, children will be crossed from the parking bay opposite using the central reservation. Traffic will be stopped on both sides of the carriageway by adults wearing high-vis jackets. Once both sides have stopped, children will be crossed as one large group together with at least 2 adults supporting them across the carriageway. An adult will also be positioned on either side of the road to supervise before and after crossing.

### Going to St Peter's Church (Copdock)

The footpath through the park and under the dual carriageway will be considered to avoid crossing Old London Road. This brings walkers out at a stile in the church yard. In poor weather, the footpath opposite the field gate will be used and Old London Road will be crossed. Children will wear high-vis jackets and walk in pairs, oldest with youngest.

### **Going to St Mary's Church (Bentley)**

Children will wear high-vis jackets and walk in pairs, oldest with youngest. Staff member will be at each end of the line. If traffic approaches, a whistle will be blown, and a message will be passed down the line; children will all stop and stand close to hedgerow. Walking will be right hand side of the road going, left coming back (school side)

### **Walking to TESCO**

From the village, children will be crossed at the junction of Old London Road and Chapel Lane. The underpass will be used to reach TESCO, crossing at the zebra crossing at the end of the footpath.

### **Capel shops, library and garden centre**

Children will be transported by minibus and cars for visits to this location and are covered by our local visits permissions and transporting children risk assessments. Staff will check all parents have returned this form at the planning stage of a visit. Parents will be notified of the visit beforehand and any additional risks will be identified as part of our sign out sheet.

A copy of any appropriate risk assessments are held on the school onedrive and on Evolve.

- Local visits
- Transporting children
- Swimming

**Signing- out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues.**

Leave this completed form in the office or other agreed place when you go out.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

Keep a record of this sheet.

## Permission form for parents (as part of online data forms)

### Local Visit Permission

I give permission for my child ..... Class .....

to attend school visits / walks within the local area during the academic year. I will be provided with information before the visit takes place and will notify the school in advance if I do not wish my child to attend.

Signed ..... Parent / Carer

Date.....

I give permission for my child to be transported by coach, in staff cars or on the school minibus for local visits. I will be told when and where they are going in advance.

Signed ..... Parent / Carer

I give permission for my child to be transported to our partner school for joint activities. This will be using the school minibus and / or staff cars. I will be told when and where they are going in advance.

Signed ..... Parent / Carer

All reasonable care will be taken of my child in respect of the activity / visit.

My child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit / activity and will be subject to all normal school discipline procedures.

I will inform the school of any medical condition or physical disabilities now, and as and when they occur.

All correspondence and information will be sent to parents / guardians via email except where we specifically require a signature or a document cannot be sent electronically. Permission for many events can be given via email as long as that permission comes via the official email address we have registered for that parent / guardian.

**It is therefore essential that we have a correct email address for you and that you check your emails regularly.**

## Appendix 2

### Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality' or involve transport, the visit leader will carry either:
  - a) A LA Emergency 'Card' (see EVOLVE + appendix 2), or
  - b) An OEAP National Guidance Emergency action card
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

## supporting documents

### Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit.

**In the event of a incident the Visit Leader should adopt the following protocol:**

1. Assess the situation;
2. Safeguard all members of the group (including self) ensuring they are:
  - a. accounted for
  - b. safe
  - c. adequately supervised
  - d. briefed on how to remain safe
3. Follow the school Emergency Action Plan
4. Allocate roles to other staff / volunteers
5. Attend to any casualties;
6. Attend to casualties – preserve life, prevent worsening, promote recovery: treat for shock, reassure and keep warm.
7. Call emergency services and emergency contact (see below) as appropriate. In the UK dial 999 or 112 for the police, fire and rescue, ambulance or coastguard (for mountain/cave/mine rescue ask for the police)
8. Start recording information/decisions

**Information that will be required:**

- a. Your name and the name of the group/establishment;
- b. Location;
- c. Nature of emergency and number of injured persons;
- d. Action taken so far.

Uninjured group members should be moved to shelter or away from the immediate vicinity of any casualties.  
Ensure that they:

- are adequately supervised throughout;
- are returned as early as possible to base;
- receive appropriate support and reassurance.
- Wherever possible, prevent group members from using mobiles or going on-line until such time as this has been agreed by the local authority/employer.
- Advise all group members to direct all enquiries to the Group Leader, and to get approval from the Group Leader before discussing with anyone else.

Name	Home	Mobile
Establishment	<b>Bentley 01473 310253 Copdock 01473 730337</b>	
Establishment 'Home' Contact		
Suffolk County Council Emergency Contact	<b>01473 263942 9am to 5pm 01473 433440 5pm to 9am</b>	
Head of Establishment / Deputy / Assistant Head	<b>Jo Austin Heidi Cross Alice North</b>	<b>07598752044 07809747454 07590483450</b>
Chair of Governing Body	<b>Laurie Page</b>	<b>07803925504</b>
Health & Safety Governor	<b>Simon Hurst</b>	<b>07565510633</b>
Other/EVC		

**When the incident is under control:**

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale. It may be appropriate to ask someone else to do this;

## Record log of Incident

Time and date of the incident	
Accurate location	
What happened	
Names of casualties and details of injuries	
Names of others involved but not injured	
Relevant environmental information (e.g. weather, ground/water conditions)	
Actions taken, including all communications (keep log)	
Details of any moves from the incident site (times, who moved, where to, how)	
Names and contact details of witnesses	
Registration numbers of any motor vehicles involved	

## Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

Name	Home	Mobile
Establishment	<b>Bentley 01473 310253</b> <b>Copdock 01473 730337</b>	
Establishment 'Home' Contact		
Suffolk County Council Emergency Contact	<b>01473 263942 9am to 5pm</b> <b>01473 433440 5pm to 9am</b>	
Head of Establishment / Deputy / Assistant Head	<b>Jo Austin</b> <b>Heidi Cross</b> <b>Alice North</b>	<b>07598752044</b> <b>07809747454</b> <b>07590483450</b>
Chair of Governors	<b>Laurie Page</b>	<b>07803925504</b>
Health & Safety Governor	<b>Simon Hurst</b>	<b>07565510633</b>
Other/EVC		

### On Receiving a Call

In the event of being alerted to an emergency on an off-site visit:

- STAY CALM;
- ASK for details of the incident using the First Contact form (see below);
- THINK about the actions you need to take and the people you need to contact to help you (see Possible Actions below);
- DECIDE what immediate help you need and contact those people;
- TAKE CHARGE of the incident until you clearly hand over to someone else - it is essential that one person is clearly designated as controller of the emergency response at any one time, and that it is clear to all who this is;
- CONTACT the group in difficulty to reassure them, get up to date information and keep them informed of your actions;
- RECORD all information you receive and actions you take;
- DELEGATE TASKS as and when possible and appropriate to allow you to manage the situation and allow for concurrent activity.

## INCIDENT LOG PROFORMA (off site)

Name ..... Page ..... Of .....

### Date Time Event

Who is calling?	
Which establishment?	
What is their role within the group?	
What number can you be called back on?	
What is the nature of the emergency?	
How many casualties are there and their status?	
The total number of people in the party?	
Who is in attendance?	
Current location?	
Are you staying where you are or moving – if you are moving where to?	
What time did the accident / incident happen?	
Actions taken and who have you contacted already?	
What help do you require?	

## Appendix 3

### **Bentley CEVC & Copdock Primary Schools** **Educational Visits Checklist**

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

#### **In advance of the visit:**

1. Have the intended outcomes of the visit been clearly identified?	<input type="checkbox"/>	yes	
2. Is the visit appropriate to the age, ability and aptitude of the group?	<input type="checkbox"/>	yes	
3. Has there been suitable progression/preparation for participants prior to the visit?	<input type="checkbox"/>	yes	
4. Does the visit comply with any guidelines specific to your Establishment?	<input type="checkbox"/>	yes	
5. Does the visit comply with any specific LA guidelines?	<input type="checkbox"/>	yes	
6. If using an external provider or tour operator, does the provider hold an LOtC Quality Badge (see <a href="http://www.lotcqualitybadge.org.uk">www.lotcqualitybadge.org.uk</a> ) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 29)	<input type="checkbox"/>	<input type="checkbox"/>	n/a
7. Are transport arrangements suitable and satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
8. If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 17)	<input type="checkbox"/>	<input type="checkbox"/>	n/a
9. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section 18)	<input type="checkbox"/>	<input type="checkbox"/>	n/a
10. Has a pre-visit taken place? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made?	<input type="checkbox"/>	yes	
11. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).	<input type="checkbox"/>	yes	
12. Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability?	<input type="checkbox"/>	<input type="checkbox"/>	n/a
13. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?	<input type="checkbox"/>	yes	
14. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?	<input type="checkbox"/>	yes	
15. Are all support staff / volunteers aware of and comfortable with their roles?	<input type="checkbox"/>	yes	
16. If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Section 7 and ESN Form)	<input type="checkbox"/>	yes	
17. Is insurance cover adequate? (see Section 13)	<input type="checkbox"/>	yes	
18. Does at least one member of staff know the participants that are being taken away, including any behavioural traits?	<input type="checkbox"/>	yes	

19. Have participants been advised in advance about expectations for their behaviour?  yes

20. If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff?  yes

21. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9)  yes  n/a

22. Have all relevant details been issued? (eg. itinerary, kit lists, etc?)  yes

23. Are staff aware of any medical needs and/or other relevant details of participants/staff?  yes

24. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?  yes  n/a

25. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment?  yes

26. Is a first aid kit (appropriate to the visit) available? (see Section 12)  yes

27. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts?  yes  n/a

28. Are full details of the visit at the school, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)?  yes

29. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27)  yes

30. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?  yes  n/a

31. Have all financial matters been dealt with appropriately?  yes

32. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Board policy (where appropriate)?  yes

33. If residential, overseas or involving adventurous activities, has the visit been approved by the LA ?  yes  n/a

### **During the visit**

34. Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours?  yes

35. Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)?  yes

36. Do staff have sufficient funds to allow for any contingencies?  yes  n/a

37. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed?  yes

38. Are participant numbers being checked at appropriate times?  yes

39. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?  yes  n/a

40. Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.)  yes  n/a

41. Do participants know what action they should take if they become separated from the group?  yes

42. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)?  yes

#### **At the end of the visit**

43. Are appropriate arrangements in force for the dismissal of participants?  yes

44. Has the Visit Leader reported back to the Educational Visits Coordinator?  yes  n/a

45. Has the group been debriefed and any relevant follow-up work completed?  yes  n/a

46. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc?  yes

47. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?  yes

48. Have all staff and helpers involved in the visit been thanked for their input?  yes

## Appendix 4 – Use of a private car to transport young people

### Bentley CEVC & Copdock Primary Schools Volunteer Driver Form

<b>To be completed by the driver</b>	
Full name:	Date of birth:
Address and postcode:	
Phone number:	
Details of the vehicle to be used	
Make & model:	
Registration number:	Number of passenger seats:

#### **Declaration**

I am the owner of the vehicle. / The owner of the vehicle is \_\_\_\_\_ and I have their permission to use it. (Delete as appropriate)

I am willing to drive the vehicle to transport learners on educational visits and am fit to do so.

I understand that I will receive no payment, and that any expenses that I need to claim (such as fuel costs) must be agreed beforehand.

I have a valid full driving licence suitable for the type of vehicle. [View or share your driving licence information - GOV.UK](#)

I have \_\_\_\_ penalty points on my licence (please state number).

The vehicle is insured for me to drive, and I have checked that the insurance covers carrying learners on educational visits.

I understand that I am not covered by the establishment's insurance for the use of the vehicle and will not be able to claim for any loss or damage.

The vehicle is roadworthy in all respects and, if it is more than 3 years old, has a current MOT certificate.

Each passenger will have a recognised seat with seatbelt (and booster cushion or child restraint where required).

The vehicle does not have more than 8 passenger seats.

I will inform the establishment if any of the above information has changed before setting out to drive.

I give my consent for the information in this form to be shared with establishment staff or other parties, as is necessary for the health, safety and welfare of passengers and the legal obligations of the establishment, under the terms of the establishment's Privacy Policy.

I will ensure that at no point during the transportation of young people will I exceed the speed limit or drive in any way that could be deemed erratic or dangerous.

I will not drive whilst under the influence of alcohol or illegal substances. I will not drive if I have taken prescribed or other medication that could affect my ability to drive safely.

Signed.....

Print..... Date.....

**Bentley CEVC & Copdock Primary School reserve the right at any time to request copies of any relevant documentation.**

<b>Insurance cover required</b>	
For teachers, youth workers or other employees	Use by the Policyholder in connection with the business of the Policyholder
For parents and other volunteers	Use for social, domestic and pleasure purposes

For office use	
	Date MOT certificate seen:
<b>2</b>	Date valid driving licence seen:
	Date valid insurance seen:

Name of person checking documentation.....

Signature.....

Position.....

<u>School/Group:</u>	<u>Destination:</u>	<u>Staff:</u>
<u>Purpose:</u>	<u>Visit Leader:</u>	<u>Date:</u>
<u>Over view of activity</u>  <u>Pre Visit Planning</u>		

<b>Risk</b> List here the <b>significant risks</b> you have identified. Consider the <b>venue</b> (and transport to and from if appropriate), the <b>group</b> (including any special needs or challenging behaviour), and the <b>activity</b> .	<b>Precautions</b> State here the <b>precautions that reduce the risk to an acceptable level</b> . Include precautions already in place, and those that need to be put in place before the activity. If the precautions are already listed in a separate set of procedures, just confirm that these will be followed.

<b>Responsibility</b> State <b>who is responsible</b> for checking that the precautions are in place. Note any specific action required (e.g. informing staff and participants).