



Devonshire Primary Academy Offsite Visits Policy



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Adopted by Governors/HT: HT
Review period: 1 Year
Last review date: May 2020
Person responsible for policy: Mr A. Brannigan

1. Introduction

This policy applies to all offsite visits involving students at Devonshire Primary Academy. This type of curriculum enrichment varies in duration from less than half a day to substantial residential trips both in UK and abroad. Offsite visits are defined as events that involve students being away from the normal school sites, whilst in the care of Devonshire Primary Academy.

The following give an indication of the wide range typical of the school's off-site provision: university conferences and lectures; concerts; visits to art galleries, theatres, manufacturing and service industries, farms and historical sites; sporting events; urban and rural field studies; adventure and outdoor pursuits; art and dance workshops; regional and national competitions.

2. Outdoor Education Advisers' Panel National Guidance

This policy must be used in conjunction with the National Guidance (NG) published by the Outdoor Education Advisers' Panel (OEAP) found at <http://oeapng.info>. The site provides detailed guidance about many aspects of outdoor learning, off-site visits and Learning Outside the Classroom, and includes essential reading for all key staff roles.

Devonshire Primary Academy employees must follow that guidance as well as the requirements of this policy. Should there be any conflicting areas, please consult with the school's Educational Visits Co-ordinator (EVC – Mr Brannigan & Mr Simm)

3. Roles

OEAP NG sets out the responsibilities and functions regarding offsite visits of specific roles including those of Governors, Headteacher, EVC and Visit leader.

The **Headteacher** is responsible for:

- Ensuring approval for visits is given, including liaising with the LA where appropriate;
- Ensuring that the governing body is made aware of visits;
- Ensuring that arrangements are in place for the educational objectives of a visit to be achieved and are inclusive;
- Ensuring that all accreditation or verification of providers has been met;
- Ensuring that visits are evaluated to inform the operation of future visits;
- Ensuring that each visit has an appropriately competent Visit Leader;
- Ensuring that all teachers are aware of the LA policy and guidance;
- Ensuring that the school has an emergency procedure in case of a major incident, which has been shared with all staff.

The **EVC** is responsible for:

- Ensuring educational visits meet the employer's and school's requirements;
- Supporting the governors with approval and other decisions;
- Assessing the competence of prospective leaders and staff;
- Ensuring that risk assessment procedures meet requirements;
- Organising training and induction;
- Keeping records of visits, accidents or incident reports;
- Reviewing systems and monitoring practice.

The **Group Leader** is responsible for overseeing the supervision of the visit, including direct responsibility for pupils' and staff's health, safety and welfare and must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policies and procedures;
- Plan and prepare for the visit and assess the risks;
- Complete the risk assessment process;
- Apply for approval for the visit;
- Ensure parents are informed and have given consent;
- Ensure emergency and communication arrangements are in place;
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

Further guidance can be found in OEAP NG documents 3.4a – 3.4o

4. Procedural Requirements

All local, low risk offsite visits taking place wholly within the school day can be covered by blanket consent and do not need to be entered on to EVOLVE.

Approval for all other visits is sought using EVOLVE and requests must be submitted by the Visit Leader to the EVC for approval within the following timescales:

- Overseas visits - a minimum of 7 weeks before a visit is due to take place
- Residential visits and/or adventurous activities - a minimum of 5 weeks before a visit is due to take place
- Other visits - a minimum of 2 weeks before a visit is due to take place

If it appears these time frames are unlikely to be met for a particular visit, the visit leader must speak to the EVC at the earliest opportunity.

For all types of visit, due regard must be given by all involved in planning a visit to:

- Risk management
- Parental Consent
- Information about participants' medical conditions, special needs and conduct
- Emergencies
- Monitoring
- Evaluation

Further guidance can be found in OEAP NG documents 3.1a – 3.1b

5. Monitoring

The Headteacher is responsible for ensuring compliance with this policy and for the monitoring of visits organised by Devonshire Primary Academy. The EVC is often best placed to carry out routine monitoring. In case of doubt or concern, advice may be obtained from the LA Educational Visits Adviser.

Further guidance can be found in OEAP NG document 3.2b

6. Induction and Training

New members of staff cannot act as a Visit Leader until they have accompanied at least one offsite visit in a deputising capacity and are deemed competent by the EVC.

Visit leader training will be offered to all staff once per year. Although not compulsory it is strongly recommended that staff wishing to act as visit leaders attend this training.

The EVC will attend training with the LA and follow this up with refresher courses.

Further guidance can be found in OEAP NG document 4.3a

7. Risk Management

Visit Leaders must produce a risk management plan (RMP) for all visits and share it with all other adults on the visit. This may be a generic RMP, a specific RMP or a combination of the two. There is a blank RMP template located in the 'resources' area of EVOLVE as well as examples of generic RMPs for a number of common activities.

The risk assessment process should cover the following aspects of a visit:

- Staffing requirements and ratios
- Group characteristics
- Activities on offer and necessary qualifications/experience
- Transport
- Environmental conditions
- Distance from support mechanisms in place at the home base
- Downtime and handovers
- First Aid requirements
- Emergency procedures

Further guidance can be found in OEAP NG document 4.3c

8. First Aid

On all visits there must be a responsible adult with a good working knowledge of first aid appropriate to the environment. On visits where First Aid is more likely to be needed, or where access by the emergency services may be delayed, a qualified First Aider must be present. Any residential visit or adventurous activity will be accompanied by, or have access to, qualified first aid provision, minimum 2-day award. On residential visits, the Visit Leader must ensure that access to first aid is available at all times.

Based on the nature of the particular visit, the EVC and/or Visit Leader will make a judgement regarding the level of first aid required. A first aid kit appropriate to the visit must be carried, along with medical details for trip participants, and there should always be someone who is nominated to deal with first aid issues. This person is responsible for ensuring the correct first aid equipment is taken.

Further guidance can be found in OEAP NG document 4.4b

9. Assessing Venues and Providers

Where possible visit leaders should visit intended venues. In cases where this is not possible, the Visit Leader should research the intended venue using the internet, recommendations from other schools and any other means they have available to them.

Visit Leaders should look for LOTC Quality badge and AALA Licences centres as holding one of the above is a creditable assurance of appropriate Health and Safety Management Systems.

A Visit Provider form can be found in the 'resources' section of EVOLVE to support your research into providers that do not hold the above accreditation.

New providers, or providers with no track record of visits will require a pre inspection visit. It may be necessary to visit a centre to see if the provider can meet the needs of pupils if the trip consists of pupils who have additional needs.

9. Volunteers

- All volunteers should have an enhanced DBS if there is opportunity for them to be alone with a child/group of children
- Volunteers should be clear about their role and be made aware of the conduct expected from them while on the trip
- Volunteers should be placed with a member of staff from Devonshire Primary Academy
- Should volunteers be used to lead activities, they must have the correct qualifications subject to the Governing body and/or experience if a qualification is not necessary.

10. Emergency Procedures and Incident Reporting

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

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

Essential First Aid:

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

emotional support

Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact. They will need the following information:
 1. **Who you are,**
 2. **Which Establishment you are from and what your role is within the group**
 3. **What number can you be called back on?**
 4. **What is the nature of the emergency?**
 5. **How many casualties there are and their status**
 6. **The total number of people in your party**
 7. **Your current location**
 8. **Whether you are staying where you are or moving – if you are moving where to?**
 9. **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.
- Complete the Group Leader Action Card for accident/serious incident while off site.
- Keep a written log of all actions taken, conversations held and a timescale – See appendix
- Complete an accident/near miss report form at the earliest convenience

Visit leaders must carry all emergency information with them during the visit e.g. emergency contact phone numbers, medical information.

Base Contact

The School Base Contact must have immediate access to all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

- In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), the base contact will:
 - Confirm the phone number at which the caller can be contacted back on;
 - Note their location;
 - Determine the nature of the emergency;
 - Determine the type of help required.
- If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:
 - Provide the required assistance if possible;
 - Seek further advice or pass on details to other establishment contacts that may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention, the Headteacher or Deputy Headteacher must be contacted immediately.

The Visit leader must carry the emergency procedure cards with them at all times. These can be located in the 'resources' section of EVOLVE and in the appendix to this document.

11. Behaviour and Safety during the Visit

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These will be reemphasised as appropriate during the visit. Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety.

Pupils/students are expected to abide by Devonshire Primary Academy's Behaviour and Discipline policy when on educational visits or outdoor activities. On residential trips, any pupil/student whose behaviour is inappropriate or unacceptable will be returned home with any additional costs paid by parents/carers.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances – for example: over-busy lunch area, rain, rising water levels, etc. Following the visit, the visit leader should record any significant issues, for both reference and to inform future visits.

12. Inclusion

Educational Visits should be available to all students, regardless of background or abilities. Visit Leaders must ensure that their provision meets the requirements of the Equality Act 2010, the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act 2001. Guidance about inclusion can be found on the OEAP National Guidance website (see section 2 above).

13. Insurance

The Visit Leader must ensure that the trip has appropriate insurance cover – check information with the Business and Finance Manager. Insure participants - staff and pupils.

Personal accident insurance cover is required for all potentially hazardous activities, and for all trips abroad. Please check providers have £5 Million Public Liability Insurance.

Insurance cover is obtained for visits and activities which:

- Include foreign travel
- Involve potentially hazardous activities.

For all other trips insurance cover depends on the cost of the trip and the nature of the activities. Some cover may be provided through the school's own insurance policy but staff should check with the school business manager and top up as necessary.

Parents are informed in writing of the insurance arrangements.

14. Cancellation of Trips

Trips and visits will be cancelled at short notice if;

- National Threat level is declared as 'Critical'.
- Weather warnings, which may increase the risk to children or adults, are issued for the area being visited.
- DEFRA introduce exclusion zones for the location being visited.

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- Staff feel that, due to circumstances beyond their control, that they are uncomfortable to take responsibility for the activity/visit.
- National Epidemic or Pandemic restrictions require.

Appendices

Appendix 1

Trip Timeline

Before booking a trip please consult the diary to avoid any clashes.

At least two weeks before the trip:	
Write Evolve risk assessment	
Write dates in the diary (office) and put on the I-pad calendar.	
Book Minibus, drivers or taxi	
Collect a trips pack from the office	
Order packed lunches (allergies)	
Write a letter to parents (Have the letter checked by SMT or EVC) If a paid trip you must have a 'Parent Pay' account set up by the office and details attached to the letter.	
Copy of letter given to the office for the file	
Chase up reply slips (do not leave till the day of the trip)	
Day before:	
Complete minibus lists (In trip pack)	
Collect First Aid bags	
Print out Evolve risk assessment and ensure all staff have read	
Ensure school mobile is charged	
If walking, ensure high-vis bibs are available	
Day of trip:	
Collect packed lunches from kitchen	
Hand in a copy of up to date minibus list (copy to the office/self)	
Collect school mobile and trip I-pad (for blogging)	
Staff to sign out	
After trip:	
Hand in phone/I-pad	
Complete any order forms for expenses (attach receipts)	
Evaluate trip on Evolve	
Hand in your copy of the minibus lists showing all children returned	

Appendix 2:

Base Contact Action Card for Accident/Serious Incident Whilst on an Offsite Visit.

As Base Contact, if an incident has occurred whilst a visit is in progress you should receive notification from the Group Leader or deputy. A list of questions to gather essential information from the Group Leader is below.

Remember your Group Leader will be under a degree of pressure so he/she may not initially have all the information to hand and they will also want to manage the welfare of the group they are looking after. However, this information is important to determine the level of response required.

ENSURE YOU KEEP A LOG OF ALL ACTIONS & DECISIONS TAKEN

Once you have gathered all the information below as best as you can, follow the notification procedures and inform those identified.

What is the nature of the incident – have as much detail as possible.

- nature of incident
- where did the incident occur?
- when did the incident occur?
- what is the likely duration?

Have the emergency services been notified and are all casualties being dealt with?

Is everyone accounted for?

What is your current location? Grid Reference (if appropriate):

What is the phone number you are calling from?

Is a landline available nearby?

Have the police been informed?

What are the contact details of the police officer in charge?

What is the incident number?

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Confirmed Fatalities:

How many:

Details (*names of individuals*):

Persons Injured:

Number of injured:

Details (*names of individuals and nature of injuries*):

Witnesses (*provide details*):

Are the media at your location?

What assistance/support do you require?

Any other information that's likely to be of assistance?

**Appendix 3:
Group Leader Action Card for Accident/Serious Incident Whilst on an Offsite Visit.**

As Group Leader, once you are out of any danger, handed over to the emergency services and in a safe environment your primary role is to liaise with the Base Contact having gathered as much information as you can about the incident that has occurred.

ENSURE YOU KEEP A LOG OF ALL ACTIONS & DECISIONS TAKEN

Inform your Base Contact that an incident has occurred and have the following information available:

What is the nature of the incident – have as much detail as possible.

- nature of incident
- where did the incident occur?
- when did the incident occur?
- what is the likely duration?

Have the emergency services been notified and are all casualties being dealt with?

Is everyone accounted for?

What is your current location? Grid Reference (if appropriate):

What is the phone number you are calling from?

Is a landline available nearby?

Have the police been informed? If so, what is the incident number?

What are the contact details of the police officer in charge?

Confirmed Fatalities:

How many:

Details (*names of individuals*):

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Persons Injured:

Number of injured:

Details (*names of individuals and nature of injuries*):

Witnesses (*provide details*):

Are the media at your location?

What assistance/support do you require?

Any other information that's likely to be of assistance?

Appendix 4:

**ACCIDENT/INCIDENT/NEAR MISS REPORT
FORM**

<u>FOR HEALTH AND SAFETY TEAM USE ONLY</u>			SELIMA INCIDENT NUMBER
SELIMA? YES / NO	DATE	OH&S ADVISER	
RIDDOR? YES / NO	DATE REPORTED	OH&S ADVISER	RIDDOR INCIDENT NUMBER
DATE RECEIVED	FURTHER ENQUIRIES		FURTHER INVESTIGATION

SECTION A - TO BE COMPLETED BY THE PERSON INVOLVED, OR THEIR REPRESENTATIVE, AND PASSED TO THE LINE MANAGER RESPONSIBLE FOR THE ACTIVITY/PREMISES

1. PERSONAL DETAILS OF THE PERSON INVOLVED (PLEASE PRINT)

Employee	<input type="checkbox"/>	Surname	Forename(s)
Member of Public	<input type="checkbox"/>	Home Address	_____
Contractor	<input type="checkbox"/>		_____
Agency	<input type="checkbox"/>	Postcode	Home Tel. No
Service User	<input type="checkbox"/>	Age	DOB
Pupil	<input type="checkbox"/>	Job Title	M/F
Other (Please Specify)		Directorate	Division
		Based At	Employee No
_____		_____	_____

2. ACCIDENT/INCIDENT/NEAR MISS DETAILS

Date _____ Time _____ AM/PM

Time Started Work _____ Normal Finishing Time _____ Time Finished _____

Address _____

Exact Location (Office, Kitchen, Poolside, etc.) _____

Give Full Details, Including Nature Of Activity Being Undertaken (Include Diagrams Or Photographs If Appropriate)

(Continue On A Separate Sheet If Necessary)

If Fall From Height, Please Give Distance

Was Work Equipment Involved YES / NO _____ Was It In Operation YES / NO _____

Details of Above (Type, Model, Make, Part Causing Injury, etc.) _____

Give Details Of Any Damage Or Defects To Property/Vehicles/Work Equipment _____

3. VERBAL/PHYSICAL ABUSE DETAILS

Assailant Surname _____ Assailant Forename(s) _____

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Home Address _____	
Is The Person ?	<input type="checkbox"/> Employee Service User <input type="checkbox"/> Member of Public Pupil <input type="checkbox"/> Contractor <input type="checkbox"/> Agency <input type="checkbox"/> Other (Please Specify)
<i>If an Employee - Please Add The Following Details</i>	
Job Title _____	Directorate _____ Division _____
Was The Incident	<input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Sexual <input type="checkbox"/> Other (Please Specify) <input type="checkbox"/> Face-To-Face/Telephone (Please Specify) <input type="checkbox"/> Racial <input type="checkbox"/> Neither
Is The Occurrence	<input type="checkbox"/> New <input type="checkbox"/> Regular <input type="checkbox"/> Occasional
4. INJURIES/ACTION	
Parts(s) Of The Body Affected (State Left or Right) _____	
Nature And Extent Of Injuries/Ill Health (Bruise, etc.) _____	
Treatment Given/Action Taken _____	
Who Administered Any Treatment	Did The Person Go To Hospital YES / NO
Doctor/Nurse <input type="checkbox"/> Self <input type="checkbox"/> First Aider <input type="checkbox"/> Paramedic <input type="checkbox"/> Other _____	If Yes Time Spent In Hospital _____ Date _____ Immediately From Scene YES / NO
5. WITNESSES	
Name _____	Name _____
Address _____	Address _____

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Contact Number _____	Contact Number _____
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6. UNION MEMBER (OPTIONAL INFORMATION)

Are You A Member Of A Union YES / NO If Yes, Please State Which Union _____

Ask Your Manager If You Want A Copy Of This Form For You To Forward To Your Union Safety Representative

TO THE BEST OF MY KNOWLEDGE THE ABOVE INFORMATION IS CORRECT

Person Completing The Form _____

Job Title _____ Signature _____

Date And Time First Reported _____ To Whom? _____

SECTION B - INITIAL INVESTIGATION, TO BE COMPLETED BY INVESTIGATING OFFICER/LINE MANAGER

Investigator's Name (Please Print) _____	Job Title _____
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Are You Satisfied That The Details Given In 'Section A' Are Correct?

If No, Please Give Details _____

Is It Likely That The Person Will Be Absent For More Than 7 Days As A Result Of The Incident? _____

Was The Person Involved Performing Work Related Duties?

Directly Supervised?

Working In Accordance With Procedures?

Protective Clothing/Equipment	Was Any Required To Carry Out the Task/Activity?
	Was Any Issued?

Was It Being Used At The Time?

Had A Risk Assessment Been Completed For This Task/Activity?

Immediate Cause of
Incident?

Underlying Cause of
Incident?

Immediate Action To
Prevent Recurrence?

Future Action To
Prevent Recurrence?

Is Further Training Required?
If Yes, Please Specify

Was Feedback Provided To The Person Involved Following The Investigation?

Who Was The Person's Line Manager At The
Time?

TO THE BEST OF MY KNOWLEDGE THE INFORMATION PROVIDED IS CORRECT

Signature of
Investigator

Date

Counter Signature of Manager

Signature

Job
Title

Name (Please
Print)

THE COMPLETED FORM, ALONG WITH ANY SUPPORTING DOCUMENTATION, IS TO BE FORWARDED TO THE HEALTH AND SAFETY TEAM, BICKERSTAFF HOUSE TELEPHONE: 01253 477264 FAX: 01253 477266

Appendix 5:

A Checklist For Risk Assessment : Visit and Journeys		
<p>1. People</p> <p>Staffing</p> <ul style="list-style-type: none"> o Confidence and expertise o Necessary qualifications o Non teacher supports/supervision e.g. Parents, Coaches, NNEB's ancillary helpers, students, older pupil etc. <p>Type of Group</p> <ul style="list-style-type: none"> o Ratios o Pupils special needs/medical considerations o Individual needs o Knowledge of medical background o Expertise of extra adult help o Informing centre staff 	<p>2. Context</p> <p>Equipment</p> <ul style="list-style-type: none"> o Checked o Spare/Emergency checked o Satisfies any BSI etc standards o Use equipment for purpose it was designed o Suitability of equipment for activity o Maintenance of equipment o Handling, carrying, sitting o Procedures for use <p>Security of accommodation</p> <ul style="list-style-type: none"> o What Freedom o Doors – which locked o Staff bedrooms o Patrolling o Hotel security arrangements o Fire certification <p>Seasonal Consideration</p> <ul style="list-style-type: none"> o Clothing o Equipment o Weather Forecast o Duration of Event o Journey Details left with another person o Preparation and training of the group o Any need to amend staffing ratio o Any need to amend programme o Any need to amend back up <p>Working Area</p> <ul style="list-style-type: none"> o Limits Defined o Potential Hazards identified and pupils forewarned o Potential hazards minimised o Sufficient space o Staff familiarity with area 	<p>3. Organisation</p> <p>Activity Programme</p> <ul style="list-style-type: none"> o Large group organised into small sub groups o Responsible adults identified for pupils o Pupils involved with/informed of potential hazards o First aid kit o Necessary details left with responsible person o emergency procedures known o Suitability of activity for age/experience o Progression in activities o Procedures in case of injury o "free time" carefully thought through o Activity requirements met <p>Journey</p> <ul style="list-style-type: none"> o Small sub group for monitoring o Organisation for embarking/disembarking o Organisation for points at which mode of transport changes e.g. Coach to ferry o Procedures on ferry, at airports etc o Sufficient seating o Driver regulations/legislation o Organisation for large groups walking on/crossing roads o Teacher/adult responsibilities o Pupils made aware of procedures o Potential hazards identified and pupils/staff forwarded o Appropriate standards of behaviour set <p>Assembly/Dispersal</p> <ul style="list-style-type: none"> o Register group o Safe assembly point o Check essentials are bought o Clear arrangements for dispersal

