

**BLUE COAT CHURCH OF ENGLAND
SCHOOL AND MUSIC COLLEGE**



**EDUCATIONAL VISITS & LEARNING
OUTSIDE THE CLASSROOM POLICY**

Updated: June 2015
Policy duration :
Committee:

Introduction

The following terms shall be interpreted as indicated below when used hereinafter within this policy:

- a) 'Trustees' refers to the registered trustees of the Coventry Blue Coat Church of England School Foundation, registered charity number 511793
- b) 'Academy trust' refers to the holding body of the Academy namely, Blue Coat Church of England Academy Ltd, registered company number 7594562
- c) 'Blue Coat School' refers to the physical entity of Blue Coat Church of England School and Music College
- d) Any reference to their 'the school' or 'the academy' contained within this policy is taken to refer to the appropriate given body within context.
- e) 'Educational Visits' and 'Visits' refers to any activity which takes place outside the boundaries of Coventry Blue Coat Church of England School and Music College.

The school aims to provide a rich and varied programme of opportunities for students to engage in learning outside the classroom; within the school, the local area and further afield. The programme of visits must be structured and progressive, to gradually develop young peoples' confidence, independence, sense of responsibility, cultural awareness, and specific learning objectives.

Roles

Roles are defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Emergency Contact, LA, Head Teacher, Governing Body and Employer. There is specific guidance and information for each of the above roles on the Outdoor Education Advisers Panel National Guidance website: www.oeapng.info. Within the school all roles are covered and managed by staff and the Governing Body.

The school has a trained EVC, who is: **Matthew Connor-Hemming (Assistant Headteacher – External Relations)**.

All visits will have a named visit leader and assistant staff who are aware of their role and responsibilities contained within this policy, local and national guidance.

Volunteers are managed under the school volunteer policy, including relevant DBS checks.

Staff must be competent, confident and in good health in order to lead and accompany visits. Training courses are available from the LA and EVC to develop confidence and competence. There are national standards for staff who lead adventurous activities and the relevant qualifications must be held by staff in such circumstances. The EVC and Headteacher will assess the competency of members of staff who are proposing to lead and accompany visits. The EVC and Headteacher reserve the right to withdraw a member of staff from a trip in the interests of pupil safety.

Any member of staff **leading** a party needs to have had previous experience of having been on a similar visit in the past. Any member of staff **leading** a party within Category B or C visits must have acted as second-in-command on a similar visit in the past. At least one member of staff **within** a party must hold appropriate qualifications relevant to any planned activities. Any member of staff leading a party must have been involved in all of the following planning aspects:

- a) Risk Assessment and Visit Approval Stages
- b) Visiting Locations/Venues
- c) Liaison with Travel Companies and External Providers
- d) Insurance Cover
- e) Communication with Parents, including Letters and Meetings
- f) Addressing Language Problems in a Foreign Country
- g) Checking Expertise of any External Providers
- h) Appropriate First Aid Knowledge
- i) Skills Related to Planned Activities

Assessment of Policy's Impact

The effectiveness of this policy and its impact will be assessed by the Teaching and Learning Committee who will monitor the outcomes and impact of this policy every 3 years. The evidence base for assessment will be presented as agenda items at the Educational Visits Committee meetings.

This policy is to be used in conjunction with the 'Educational Visits Guidance' produced by the Coventry City Council Education Service

Members of staff leading educational visits, or any activity taking place outside the boundaries of the school, must have read both the above guidance, and this policy, and sign that they have done so on the date approval form (EDVIS00). Both documents can be found on the school pool drive and a hard copy is held at reception.

Principles

Educational Visits must:

- a) Be open and available to all eligible pupils
- b) Be co-educational unless gender biased
- c) Meet the needs of all pupils, who should be actively encouraged to take part.
- d) Have a stated educational or recreational objective
- e) Cover all areas of the curriculum at some point during the academic year.

Visit leaders have the option to refuse to take pupils on visits if:

- a) Their conduct within school has warranted such a sanction.
- b) Their conduct within school has been assessed by the visit leader as a potential risk to participants.

Provision is made for pupils, whose families are experiencing financial difficulties, including those for whom the school is in receipt of pupil premium funding, where appropriate. In order to ensure all pupils are able to participate in educational visits throughout their school career, a range of cost must exist between the visits available throughout each year.

Procedure

All visits require planning, preparation, evaluation and levels of approval. This varies according to aspects of complexity and distance. These are explained in **Appendix 1: Educational Visits Procedure**, which must be adhered to by all stakeholders.

Visit Categories and Authorisation

Category A visits include any sporting fixtures and non-adventurous activities which take place outside the boundaries of the school, within 20miles of the boundary of the city of Coventry. Visits to the Local Authority's filed studies centre at Plas Dol-y-Moch are included within this category. Authorisation of Category A visits remain with the Headteacher and EVC (Educational Visits Coordinator) for authorisation.

Category B1 visits include any non-adventurous activities which take place beyond 20miles of the boundary of the city of Coventry. The Governors have delegated the authorisation of Category B1 visits to the Headteacher and EVC with a monthly audit of such visits being presented to the Governors' Educational Visits Working Party.

Category B2 visits include any non-adventurous residential activities which take place within the United Kingdom or overseas. Category C visits include any adventurous activities which take place within the United Kingdom or overseas, including any being undertaken as part of the Duke of Edinburgh Award Scheme. Category B2 and C visits require authorisation by the Governors' Educational Visits Working Party on the recommendations of the Headteacher and EVC, before being taken to Full Governors for ratification.

Risk Management

As outlined in **Appendix 1: Educational Visits Procedure**, all visit leaders must complete a full and comprehensive Risk Assessment, and attach this to Evolve. All visit leaders must use the model risk assessment (**Appendix 2**) as the basis for this risk assessment.

First Aid

The presence of a qualified first aider may not be relevant for all off site activities and visits. The need to have a first aid trained member of staff accompanying a visit will be dependent on the nature of the visit. A basic level of first aid support must be available at all times. First aid and other medical needs should always be considered in the process.

of planning and the risk assessment of any visit. In circumstances where a nominated first aider is not appropriate, and therefore not accompanying the visit, the visit leader, or a visit assistant leader, must be nominated to take responsibility for accessing qualified first aid support in the event of an emergency. In all circumstances, one or more of the staff leading the visit must:

- have a working knowledge of simple first aid and be competent to use first aid materials carried with the group
- know how to access, and be able access, qualified first aid support
- have agreed to administer an 'Epipen' or 'Inhaler' if a student with such a condition is present on the visit
- during coach travel in which more than one coach is being used, ensure where students have a particular medical condition, such as asthma or allergies, the coach in which these students are travelling is staffed by those staff who have agreed to administer an 'Epipen' or 'Inhaler'.
- Have read this policy in conjunction with the school policies covering safeguarding of children with identified medical conditions.

Emergency Procedures

Schools must have emergency planning procedures in place in the event of a critical incident. Every visit leader, and all assistant leaders, must be familiar with emergency planning procedures and reporting mechanism. This forms part of the training delivered to EVCs and visit leaders.

The school's emergency procedure plan is located with the Headteacher and Executive Business Manager. This policy integrates into the School Emergency Plan, which addresses all critical incidents.

An Emergency Based Contact (EBC) must be appointed by the Visit Leader for any trip planned to take place outside of normal school hours. In these circumstances, the EVC will send a copy of **Appendix 4: Guidance for Emergency Base Contact** to the appointed EBC. Both the Visit Leader and the EBC should follow this guidance.

Parental Consent

The EVC will obtain blanket parental consent at the start of each academic year, which will cover all **Category A** trips and visits within school hours. Parents will be asked to complete **blue** consent forms, which will be stored in the school office, and copies of which will be made and taken on all **Category A** trips by visit leaders. By completing these forms, parents give their consent for their children to be taken on **Category A** trips and visits. Where there occur in the school day, there is no further requirement for visit leaders to communicate with parents. However, out of courtesy, a letter or text should be sent to parents in such circumstances.

For **Category B and C** trips and visits, formal parental consent must be requested for each individual visit by letter, with consent provided in the form of a **yellow** consent form. These forms must be collected by the visit leader and taken on the visit.

In all cases, communication with parents must only occur following successful completion of Evolve, with all communication including a trip number and being counter signed by the EVC. All formal trip letters must be sent, in draft form, to the school office. Clerks will transfer the draft text to headed note paper and add the standard paragraphs, as outlined in this document, before sending to the Headteacher, EVC and Business Manager for checking. The letters must be signed by both the trip leader and EVC before being sent to parents.

Pupil Behaviour

Whilst wishing to provide opportunities, both educational and social, the school retains the right to refuse an individual pupil from participating in a visit if he/she could not be trusted to behave in an acceptable manner, or where it was considered inappropriate for other reasons, such as a pupil who has misbehaved prior to the visit and it was felt wrong to reward him/her by allowing participation in a particular visit.

Parents must be informed of the right to refuse pupils from participating in trips on the grounds of behaviour, by the EVC via letter at the start of each academic year, and by each visit leader via the first letter informing parents of the trip. The following paragraph must be used:

Acceptance on this trip is subject to good behaviour and a satisfactory reference from the student's Pastoral Learning Manager. Pupils who are poorly behaved will forfeit their right to attend and lose any monies paid.

Vetting procedure – Curriculum Visits

- Pupils should **not be excluded** from a curriculum visit, except on grounds of previous misbehaviour in the lessons to which the visit is related
- The visit Leader must check with class teachers and the CLM to establish if any pupils should be excluded on such grounds
- Reference to the PLM may be thought appropriate, but the final decision will reside with the EVC, after primary consultation with the CLM
- In such circumstances the CLM is responsible for contacting parents, by letter, stating the reasons
- Any parental objection should be referred to the EVC.

Vetting procedure – Extra-curricular, cultural and social Visits

- Pupils **should not be allowed** to participate in such visits if their behaviour prior to the visit has been unacceptable. This can include where a pupil has engaged in poor behaviour on a previous visit.
- The visit leader will make a list of interested pupils and provide a copy for all relevant PLMs

- The PLM discusses with relevant tutor(s) and makes a decision to refuse participation for any pupil whose behaviour has caused serious concern in the immediate period.
- Where behaviour has improved, due recognition should be given for this. Pupils must be able to demonstrate that they have modified their behaviour.
- Where a PLM and/or visit leader feels there are circumstances in which a pupil should be excluded from a visit, this should be brought to the attention of the EVC, in the first instance.
- Where the EVC feels the pupil's inclusion in the planned visit will compromise the health, safety and good conduct of other students and/or be inappropriate for the reasons outlined above, a recommendation for exclusion will be made to the Deputy Head (Inclusion, Student Welfare and Worship) for final decision.
- The Deputy Head (Inclusion, Student Welfare and Worship) will take account of the behaviour record of the pupil under consideration.
- Any dispute or parental objection will be resolved by the Deputy Head (Inclusion, Student Welfare and Worship), in consultation with the EVC.

Pupils with Disabilities

The Disability Discrimination Act 2002 (Section 20) set out the reasons and conditions that could apply if a service provider wished to show that declining to accommodate a disabled person was justified.

From September 2002, the 'education exemption' of Section 19 of the Disability Discrimination Act 1995 was removed by virtue of the Special Needs and Disability Act 2001. Schools were then under a new duty not to treat disabled pupils less favourably than their non-disabled peers without justification.

A school may, of course, exercise its professional judgement to decline to take a pupil, regardless of disability, on a voluntary, extra-curricular school visit, if such a decision is thought reasonable by the EVC. A record of non-conformity to school rules or of recklessly hazarding the safety of other pupils would be regarded as reasonable, though each case would turn on its particular circumstances. What cannot be allowed is the blanket declining to take pupils on a visit merely on account of disability and without careful consideration of each set of circumstances.

As with all aspects of school life, the health, safety and welfare of all pupils need to be the paramount consideration.

Finance

The Educational Visit Committee of the governing body are concerned that every educational visit organised under the name of Blue Coat has fully audited accounts. Therefore, all monies must be passed through school fund, which falls under the general school audit, and no further action is needed. All educational visits must aim to be cost

neutral, unless a subsidy from school fund has been agreed at the approval stage of the trip being planned. After all costs have been met, any surplus monies must be returned to the parents of participants in equal share. The school, including members of staff, trustees and governors must not profit from monies collected for the purposes of educational visits.

The school finance department must be informed by the EVC of all planned educational visits, on approval, via a copy of the *Educational Visit Date Approval Form (EDVIS00)*. Thereafter visit leaders should liaise with the school finance department in all aspects of trip finance.

School Administration Officers and/or visit leaders must send the school finance department a copy of all planned communication with parents regarding finance for approval. The finance department are responsible for the checking that all financial information within the correspondence is correct prior to the communication being sent.

Parents must have sufficient notice of charges for trips and visits to enable them to make payments, and communication should include a cut-off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled. The visit leader is responsible for informing parents of arrangements that the school has for any pupils that cannot afford the visit.

The collection of all monies, the accurate recoding of payments received the reimbursing of refunds or overpayments, the payment of invoices, and the identification of outstanding payments are the responsibility of the school finance department. No other members of staff are authorised to undertake such tasks, especially the collection or handling of monies. Parents should make payments for educational visits via the *Wisepay* system, or via the 'payments box' located in the main school reception.

Parents must be informed of payment methods by the EVC via letter at the start of each academic year, and by each visit leader via the first letter informing parents of the trip. This should include the total amount payable, the final date by which payments must be made, and information regarding payment plans where appropriate. The following paragraph must be used:

*The preferred method of payment is by 'Wisepay' (trips and visits) via the school website. However, we are still happy to accept payment by either cash or cheque. If you are paying by the latter method then the reply slip and all monies need to be brought in to school in an envelope clearly marked with your child's name and class, and the words '[INSERT NAME OF TRIP]' and the amount enclosed. Cheques should be made payable to **Blue Coat CE Academy Ltd** with your name, address or cheque guarantee card number on the reverse. Please place the envelope in the finance box located in pupil reception.*

Visit leaders should provide the finance department with a list of students eligible to participate and the maximum number of spaces available on the trip. The finance

department and visit leader should liaise with each other regarding the monitoring of payments. Unless a prior arrangement has been made between parents, the visit leader and the finance department, full payment must be received by the school prior to the trip taking place.

The school finance department is responsible for the booking of all aspects of educational visits, including transport, where these are not booked by an external provider as part of a package.

Expenses incurred by the visit leader and other members of staff are only reimbursed following production of full receipts.

Insurance

The Governors are responsible for ensuring that all trips and visits organised by the school are fully insured, with cover for all party members at least to the level of that provided by the local authority. The school finance department, in conjunction with the Executive Business Manager, is responsible to the administration and updating of the school insurance policy, which includes global travel insurance, winter sports and adventurous activities. The finance department are responsible for ensuring trip leaders with information regarding insurance.

The cost of travel insurance for all party members on trips and visits is met by the school, and this will not be built into the price of individual trips. Parents and/or adult party members are within their rights to take out additional travel insurance, but this is optional and the school will not take responsibility for any aspect of this cover.

The school will provide parents with insurance company details upon request, except in the case of global travel or adventurous activities, when the visit leader should provide parents and adult party members with these details in advance. Parents and adult party members are responsible for making insurance claims, and any excess fees, and should abide by the conditions stated within the insurance policy. The school is not responsible for providing financial compensation for monies lost or the company's refusal to honour a claim where parents or adult party members have not adhered to the conditions of the policy.

Where parents accept a place on a trip or visit and then wish to withdraw their child from the visit due to any reason, including possession of an invalid passport and/or medical reasons, the school is under no obligation to refund any monies paid. As outlined in the behaviour section of this document, the school reserves the right to withdraw a pupil from a trip or visit on the grounds of poor behaviour within school. In such circumstances, the school is under no obligation to refund any monies paid.

Evaluations

The governors require that all trips and visits are fully evaluated and accurate records kept until pupil participants are 21 years of age, or 25 years of ages in the case of looked after children. The visit leader is responsible for completing an evaluation form (Appendix 3) for the trip within three days of the visit, including the recording of any incidents and near incidents, any first aid or medical treatment administered, and a list of all participants. Each evaluation should be reviewed by the EVC before being placed, together with appropriate trip planning documentation, in the school archives.

Help and Support

Support, advice, training and professional discussions will be available from the EVC in conjunction with the local authority.

APPENDIX 1: Educational Visits Procedure

Educational Visits' refers to any activity which takes place outside the boundaries of Coventry Blue Coat Church of England School and Music College.

This procedure must be used in conjunction with the 'Educational Visits Guidance' produced by the Coventry City Council Education Service

Members of staff leading educational visits, or any activity taking place outside the boundaries of the school, must have read the above guidance, the procedure below, the school policy on Educational Visits, and sign that they have done so on the date approval form (EDVIS00). The guidance can be found on the school pool drive and a hard copy is held at reception.

The EVC is Matthew Connor-Hemming (Assistant Headteacher – External Relations)

Stage 1 – Initial Approval:

- Visit Leader submits *Educational Visit Date Approval Form (EDVIS00)* to EVC:
 - Paper Copy available from outside Headteacher's office to send via pigeon hole
 - E-form available on P:ACTIVITIES/EDUCATIONAL VISITS/FORMS to send via email
- EVC approve/decline request based on information provided and consideration of:
 - Full completion of Approval Form
 - Other events already on school calendar
 - Number of teaching staff requested and availability of cover
 - Approval by the Governors' Educational Visits Working Party in the case of Category B2 or C
- If declined, EVC will return *Educational Visit Date Approval Form* to Visit Leader:
 - Rationale for declining the visit and how this could be overcome provided
 - Visit Leader should resubmit the amended Approval Form for reconsideration
- If approved, Visit Leader should proceed to EVOLVE. EVC will have:
 - Entered the visit on the school calendar, SIMS and the visits spread sheet;
 - Informed: Cover Administrator of any cover requirements; Finance Office for appropriate financial support;
 - Attendance Clerk or Post-16 Administrator of students likely to be absent; the Canteen if appropriate.
- If ANY information provided during Stage 1 changes after approval, the visit leader must inform EVC of the changes via email.

Stage 2 – Evolve:

Visit leader completes EVOLVE (www.coventryvisits.org.uk):

If unsure of **Username/Password** contact EVC via email;

Evolve should be completed **before** any letters are sent home to parents requesting financial contributions.

Letters may be sent to gauge initial interest after approval by EVC;

Emergency Base Contact:

Must be appointed if any part of the Visit takes place outside school hours;

The contact telephone number of this person must be included;

This person must be able to access local vicinity of the school for the duration of the visit.

Ideally this person should be a member of SLT.

Pupil/adult ratios:

Any adult driving a mini bus/coach must not be counted as a supervising adult (B or C visit).

Gender balance of the pupils/adults should be taken into consideration. In the event of a mixed gender party being led by staff of a single gender, the party leader must assess risk and make contingency plans to meet the needs of all students. In this case, parents must be informed where the trip is residential.

Category A ratios for staff/pupils: Post-16 1:10-20; KS3-4 1:10-15

Category B1 ratios for staff/pupils: Post-16 1:10-20; KS3-4 1:10-15

Category B2 ratios for staff/pupils: 1:10-12, with a minimum of 2 staff.

Category C ratios for staff/pupils: 1:10-12, with a minimum of 2 staff.

Risk Assessment:

Must be completed by the Visit Leader and attached to Evolve.

The Model Risk Assessment provided on the P Drive (P:/ACTIVIIES/EDUCATIONAL VISITS) MUST be used a basis for the Risk Assessment and attached to Evolve.

Visit Leader should save the document to their own file, delete any irrelevant statements, complete all information requested, and add any further statements appropriate to the visit being planned.

Visit Leader must assess the risk, taking into account the needs of all participants.

External provider Risk Assessments must will not be accepted in place of a Risk

Assessment having been completed by the visit leader.

First Aid:

It is not compulsory to take a First Aider on all trips and visits. In such circumstances, where a qualified First Aider is not identified, another assistant leader must be nominated as being responsible for obtaining first aid assistance if required, in the absence of a qualified First Aider accompanying the trip.

Insurance:

The school does not buy into Coventry LEA's insurance policy. Therefore, when answering this question, answer 'No' and then 'Yes' when asked if the school has an alternative AND 'Yes' to: 'Is this cover as comprehensive as the LEAs?'

Joint visits with another school or establishment:

Visit Leaders are only responsible for students from Blue Coat School or students on

consortium arrangements from another school through Blue Coat Sixth Form. Ideally, Visit Leaders should state 'No' when asked if this trip is a joint trip, unless staff from other establishment are responsible for Blue Coat students as part of ratios. In this instance, the Visit Leader must make sure that the EVC at the other establishment completes Evolve.

Exchange Visits:

The Visit Leader must ensure that UK parents are either DBS checked or complete a 'Host Family Stay Information Form', available on the P Drive (P:/ACTIVITIES/EDUCATIONAL VISITS)

The exchange school should also be sent a 'Host Family Stay Information Form' in the appropriate language and should ensure that all host families complete a form BEFORE students leave the UK.

The use of these forms should be stated in the Risk Assessment. Forms should be logged by the EVC.

External providers:

Visit Leader must make sure the provider has an up to date LOTC badge.

If not, the Visit Leader must ensure the provider completes an 8p provider questionnaire, available on the P Drive (P:/ACTIVITIES/EDUCATIONAL VISITS).

Upon completion of EVOLVE, Visit Leader presses send:

EVOLVE form is sent to EVC, who checks, approves and then authorises the visit on behalf of the Headteacher:

Where an overseas and/or adventurous visit is planned, LEA approval is also required. Therefore, EVOLVE forms must be submitted at least TWO MONTHS prior to the visit taking place.

When a visit is fully approved and authorised, the Visit Leader will be notified via email.

Where a visit is not approved, the Visit Leader will be notified via email and informed as to the reason. The Visit Leader should make necessary amendments and resubmit the EVOLVE form as quickly as possible.

Where information changes, after submitting Evolve, this should be passed to the EVC via email, who will make amendments on the paper copy held on file.

Stage 3 – Communication with Parents:

Evolve must be completed before letters can be sent to parents, unless by prior agreement with the EVC.

Visit Leader writes letter to parents, outlining as much information about the visit as possible, including:

Departure and Arrival times and locations;

Visit costs and what this does/doesn't include;

Arrangements for lunches/meals/accommodation;

Transport Arrangements

Dress Code, Clothing and any special equipment needed;

Relevance to the curriculum

The process for guaranteeing a place on the trip.

Standard paragraphs for all letters including behaviour and payment methods:

“Since this visit is taking place during the normal school day, payment is voluntary, but it must be understood that without these voluntary payments the visit will not be able to take place. Parents who may experience difficulty with the cost should approach the school in confidence.”

“The preferred method of payment is by 'Wisepay' (trips and visits) via the school website. However, we are still happy to accept payment by either cash or cheque. If you are paying by the latter method then the reply slip and all monies need to be brought in to school in an envelope clearly marked with your child's name and class, and the words '[INSERT NAME OF TRIP]' and the amount enclosed. Cheques should be made payable to Blue Coat CE Academy Ltd with your name, address or cheque guarantee card number on the reverse. Please place the envelope in the finance box located in pupil reception.”

“Acceptance on this trip is subject to good behaviour and a satisfactory reference from the student's Pastoral Learning Manager. Pupils who are poorly behaved will forfeit their right to attend and lose any monies paid.”

Visit Leader must pass the letter to appropriate departmental clerk or administrator in the school office who will:

Type up letter onto official headed paper in the correct format;

Check letter with Deputy Headteacher, EVC and School Business Manager;

Send back to Visit Leader for any amendments;

Contact EVC for Visit Number (Letters can't be sent without this);

Ensure the letter is signed by the Visit Leader and EVC.

Pass to reprographics for photocopying.

Consent Forms:

Visit Leaders should ensure parents give consent for their son/daughter to accompany the visit. These forms must be sent out with the letter and be returned with the reply slip and payment.

Parents need to provide full details regarding local emergency contact details, medical conditions, food allergies and other appropriate information.

Category A visits:

Parents should have completed a generic BLUE form to cover their son/daughter for the entire academic year for visits anywhere within a 20 mile radius of the school.

These are collated and stored in the main office. Visit Leader must ensure that these have been completed by parents of all students going on the trip, and that these are taken on the visit.

Where an Emergency Base Contact is required, Visit Leader is responsible for ensuring EBC has a copy of the consent form information.

No student can be taken on an education visit unless this form has been completed.

Category B or C visits:

Parents will be required to complete new YELLOW forms specifically for this visit. Visit Leader must ensure that these have been completed by the parents of all students going on the trip, and that these are taken on the visit. Where an Emergency Base Contact is required, the Visit Leader is responsible for ensuring the EBS has a copy of the consent form information. No student can be taken on an education visit unless this form has been completed. Forms are available from Reprographics and, ideally, should be sent out with initial letters.

Visits Abroad/Residential Visits:

Visit Leader must make sure that students are in possession of appropriate documentation, such as a valid passport and European Health Card (where appropriate) well in advance of the departure date.

Visit leader should also organise an information evening for parents, outlining the itinerary and providing an opportunity for parents to meet visit staff and ask questions.

Visit leader should make sure parents understand that information provided by pupils *during the visit* is not always reliable, and any issues should be brought to the attention of the Emergency Contact in the first instance.

Visit leader should ensure that parents have been provided with the School-based contact's telephone number and the contact details for the insurance company.

Collection of Money:

Visit Leader should ensure that all monies have paid in full well in advance of the visit.

Visit staff, including the visit leader, should not handle money or payments themselves.

Pupils should pay money to the Finance Office via the box at pupil reception or via Wisepay.

Liaise with the Finance Office, Business Manager and parents as appropriate.

A set number of places should be established, and a list of eligible students given to the Finance Office. Once the number of places is filled, on a first come first served basis, a waiting list should be established. This process should be clearly stated on the letter to parents.

Pupil Premium Students may well qualify for financial assistance and the Visit Leader should contact Business Manager regarding this.

If a visit takes place during the school day, and is therefore part of the curriculum, the Visit Leader should make it clear that students whose parents have may experience difficulty making payment should approach the Visit Leader. In these circumstances, Visit Leaders should discuss this with Business Manager to negotiate a payment plan for parents to pay in instalments, or for the student's place to be paid out of school or departmental funds.

Stage 4 – Prior to The Visit :

Visit Leader should:

Appropriately brief all Visit Staff, including providing a copy of the risk assessment, lists of students and emergency contact details

Aim to be cost neutral. Visit leaders should liaise with Business Manager for support

with costing. Visits must not make a profit and any monies remaining after a visit has returned should be divided and repaid to parents.

Ensure that nil returns by students are followed up

A trip leader should not assume a child is not intending to go on a visit just because they haven't paid/returned consent form. Ensure all lists of students are up to date, monies have been paid and consent forms returned

Ensure all students are appropriately briefed in terms of expectations of personal conduct, equipment and clothing requirements, emergency procedures and rules

Ensure the Emergency base Contact has been fully briefed, including being given contact numbers for the adults accompanying the visit

Liaise with Finance Staff in the booking of coaches/mini-buses (including the school mini-bus) and check arrangements the day before departure.

Provide a full and accurate list of all students accompanying the visit to the following:

EVC

Attendance Clerk (main office)

Post-16 Administrator (Post-16 Office, if appropriate)

Staffroom notice board.

Stage 5 – During The Visit :

Visit Leader must:

Collect the School Mobile phone from reception OR leave contact numbers for the adults accompanying the visit.

Collect the Emergency Contact Card

Collect the First Aid Box

Ensure that if any students who are absent or miss the start of the trip, reception are informed.

Take the Emergency Contact Forms.

In the event that a student arrives for the trip without a consent form having been completed, the Visit Leader should phone parents to gain verbal consent.

If this is not given, the student should not be taken on the trip.

Follow Risk Assessment Plan

Make on going judgements and adapt to changing circumstances while not deviating from guidance/policies

Contact the Emergency Contact in the event of any emergency situation

Contact parents in the event of an injury or if pupil has been in need of medical attention, and that on-going communication is maintained with parents.

All Staff must:

Remain sensitive to the needs and feelings of students, avoiding disparaging remarks

Ensure that, following any accident or incident, that no serious injury has been sustained before students commence activities

Stage 6 – Following The Visit :

Visit Leader should:

Return School Mobile phone, Emergency Contact Card, First Aid Box and Emergency

Contact Forms to reception.
Complete Visit Evaluation form and return to EVC

Blue Coat Church of England School & Music College
APPENDIX 2: EDUCATIONAL VISIT RISK ASSESSMENT

Date of Assessment	
Person completing assessment	Name: Position on Trip: School: Blue Coat Church of England School
Visit Description (Activity Provider, Location, Dates)	

I have checked existing control measures against the standard controls in the checklist below and confirm that the visit is broadly in compliance. Activity Risk Assessments have been completed as necessary, and overall risks are adequately controlled to an acceptable level.

Signature: _____ **Date:** _____

Details of General Hazards	Persons at risk
<ul style="list-style-type: none"> • Slips, trips and falls • Impact with moving vehicle • Getting lost or separated from the rest of the group • Behaviour (presented by individuals) • Child protection issues (unsuitable contact/abuse) • Weather extremes (exhaustion/hypothermia/ sunburn) • Accidents and emergencies • Leader incapacitation • 'Unplanned' entry into water, drowning • Additional hazards: 	Pupils/young people Staff and volunteers Members of the public Others (driver etc.)

Checklist of Generic Measures and Precautions for ALL VISITS	In Place Yes/No or n/a
Visit Leader has confidence in activity and accommodation providers or tour operators that there are suitable and sufficient health and safety management systems, competent staff, accident and emergency arrangements, safe vehicles and public liability insurance etc. compliant with the laws that apply to that country.	
Where an external provider has been used, they have an in date LOTC Quality badge and/or A completed 'Provider Questionnaire (National	

Guidance document 8p)	
All visit staff are appropriately briefed, experienced and qualified to competently fulfil their roles and responsibilities.	
Visit leader will remain in <i>loco parentis</i> throughout the trip and will take reasonable steps to promote the welfare and safety of the young people in their care, including deployment of supervising visit staff.	
Visit leader has involved all staff and students in the risk assessment process and will brief all of them regarding hazards and controls.	
Parents have been informed of arrangements prior to visit (and written consent given if necessary).	
Visit leader will consider possible weather conditions, plan activities appropriately and have contingency plans in place.	
The visiting group will wear suitable clothing and footwear and be sufficiently equipped for the conditions and with due regard to the weather forecast. This includes application of sun protection.	
The visiting group will be provided with specialist personal protective equipment for the activities undertaken and with due regard to conditions in which group members are placed.	
Supervision ratios will be appropriate and sufficient to manage group safely and respond to emergencies.	
Young people will be instructed to remain in groups and use buddy system at all times. The Group will be briefed what to do if separated.	
Visit staff will conduct regular head counts and monitor condition of individual members.	
The school/group has an emergency plan for dealing with an incident on a visit. The emergency base contact has been briefed and provided with contact details for party members. All staff members and parents have been provided with the base emergency contact's telephone number. Visit staff are briefed/ trained in action to take if leader incapacitated.	
Visit leader will duplicate copies of paperwork that the assistant leader holds so that if visit leader is incapacitated the assistant has access to relevant documentation.	
Visit leader has assessed the extent and nature of first aid to be provided. At least one visit staff will have a current first aid qualification where there is no immediately available external first aid cover provided. Visit leader has taken the school first aid box on the trip.	
Visit leader has up to date information regarding special/medical/ dietary needs of all group members.	
Individual needs and associated specific risks have been identified and recorded and will be shared with all relevant persons.	
Visit staff are fully briefed regarding those with special/medical/dietary needs, and trained to treat/respond accordingly.	
Group members briefed and monitored on codes of conduct and behaviour required throughout the visit. Parents provided with the code of conduct.	
Visit staff will not be under the influence of alcohol such that their ability	

to recognise hazards or respond to emergencies is in any way restricted. One member of staff will always be on duty having consumed no alcohol at all.	
Visit staff will not smoke in front of students or engage in any inappropriate activity that could be considered as contravening the school's staff code of conduct, the teaching standards or which could bring the school into disrepute.	
Parents/guardians and young people will be fully informed about collection arrangements after the visit.	
Young people will not be left alone and will be properly supervised after the visit until they have been safely collected or dropped-off. A clear procedure will be agreed for young people not collected.	
Any additional precautions (Please list):	

Visit Abroad:	Country(ies):	
Details of Hazard	Persons at risk	
<ul style="list-style-type: none"> • Risks associated with host country e.g. natural disaster/war/terrorist threat/health issues • Road traffic abroad – accidents • Accommodation hazards • Remote supervision – getting lost or separated from the rest of the group • Child protection issues – unsuitable contact/abuse • Additional hazards: 	Pupils/young people Staff and volunteers Members of the public	
Control Measures and Precautions		In Place Yes/No or n/a
Safety advice and guidance obtained from relevant sources such as the Foreign and Commonwealth Office Travel Advice unit prior to visit. Visit Leader will take embassy contact details of relevant country.		
Group members briefed on safety advice and guidance, including local customs, laws and regulations, and potential hazards specific to the country visited.		

Staff will hold student passports while travelling and Visit Leader will secure passports and student spending money in the hotel safe where possible.	
Supervision ratios are sufficient to keep order and maintain discipline and to deal with emergencies e.g. need to accompany sick or injured group member for medical assistance or return home. An extra member of staff/supervising adult is accompanying the visit.	
Contingencies (including staff cover) have been made to deal with emergency.	
Group leader or visit staff have visited the host country before and are aware of potential hazards.	
At least one of the visit staff will have command of the language of the country and will be able to deal with emergencies.	
A guide, who can act as an interpreter, will accompany the group and will assist in the event of emergency.	
Consideration of medical and health issues, including appropriate inoculations (with time allowed for course to be completed prior to travelling), European Health Insurance Cards (if travelling in EU).	
Financial contingencies have been made to cover costs surrounding immediate emergency health care.	
Visit Leader checks that any activities are suitably risk assessed and managed.	
Pupils to carry local coinage, maps and plans, contact telephone numbers and emergency contacts in case they get lost.	
Pupils to carry Identity cards and note in local language asking for directions to host lodgings/rendezvous points.	
Pupils instructed to meet a member of staff at predetermined time/ intervals at set rendezvous points.	
Any additional precautions (Please list):	

Residential:	Accommodation Details:
Details of Hazard	Persons at risk
<ul style="list-style-type: none"> • Accommodation hazards • Remote supervision – getting lost or separated from the rest of the group • Child protection issues – unsuitable contact/ abuse • Slips, trips and falls • Behaviour (presented by individuals) • Additional hazards: 	Pupils/young people Staff and volunteers Members of the public

Control Measures and Precautions	In Place Yes/No or n/a
Visit leader has evidence of safe, appropriate accommodation provided for staff and students prior to visit.	
Visit leader will brief young people to remain together in groups of three and to be responsible for each other. Clear geographical boundaries around the accommodation will be set and students will know where staff can be found at all times. The whole party will gather at predetermined times (usually meal times) in order that visit staff can conduct regular head counts and monitor condition of individual members.	
Visit leader will brief young people with instructions as to how to behave around the accommodation and at each new activity or period of time. Visit staff will enforce these instructions. Parents provided with the code of conduct at information evening.	
Supervision ratios are sufficient to keep order and maintain discipline and to deal with emergencies e.g. need to accompany sick or injured group member for medical assistance or return home.	
Contingencies (including staff cover) have been made to deal with emergency. Each member of staff issued with, and will carry on them at all times, a comprehensive list of emergency contact numbers of all party members in case of emergencies and health problems.	
Visit Leader will ensure all part members are roomed appropriately, with young people in single gender rooms and instructed that, under no circumstances should they enter the room of young people of another gender. Students have been judged suitably mature to obey this instruction, which will be enforced by visit staff.	
Where rooms have a balcony, or other specific hazard, these will be allocated to students judged as suitably mature to cope with rules regarding appropriate actions.	
Visit leader will brief students on rules regarding smoking/drinking alcohol on the trip. Visit staff will enforce these rules. Any young person found violating rules, stopped from taking part in activities the following day and remaining under constant supervision by a member of staff. The cohort of students going on the trip have been judged as having good behaviour and capable of adhering to this rule. If students are given 'free time' away from the accommodation, visit staff will check bags on their return to avoid the purchase of alcohol/cigarettes by the students.	
Visit leader has up to date information regarding special/medical/dietary needs of all group members, including where students are required to take medication.	
Contingencies, including financial, have been made by the visit leader surrounding provision for immediate emergency health care, including transportation from the accommodation to hospital or a doctor's surgery. In such circumstances, young people will be accompanied by	

a member of the visit staff.	
Visit Leader will ensure that a fire drill will take place in the hotel in arrival, so that everyone is fully aware of the evacuation procedure and assembly point.	
The school/group has an emergency plan for dealing with an incident on a visit. The emergency base contact has been briefed and provided with contact details for party members. All staff members and parents have been provided with the base emergency contact's telephone number. Visit staff are briefed/ trained in action to take if leader incapacitated.	
At least two members of staff will be on duty throughout the night to ensure young people are in rooms at the required time and are conducting themselves according to instructions	
Any additional precautions (Please list):	

Adventurous:	Activity Details:	
Details of Hazard	Persons at risk	
<ul style="list-style-type: none"> • Remote supervision – getting lost or separated from the rest of the group • Child protection issues – unsuitable contact/ abuse • Slips, trips and falls • Serious Injury/death • Behaviour (presented by individuals) • Additional hazards: 	Pupils/young people Staff and volunteers Members of the public	
Control Measures and Precautions	In Place Yes/No or n/a	
Prior written assurance obtained from activity and accommodation providers or tour operators that there are suitable and sufficient health and safety management systems, competent staff, accident and emergency arrangements, safe vehicles and public liability insurance etc. compliant with the laws that apply to that country.		
Visit leader will brief young people to remain together in groups of three and to be responsible for each other. Clear geographical boundaries around the activity will be set and students will know where staff can be found at all times. The whole party will gather at predetermined times in order that visit staff can conduct regular head counts and monitor condition of individual members.		
Visit leader will brief young people with instructions as to how to behave		

<p>during the activities and during breaks. Visit staff will enforce these instructions. Parents provided with the code of conduct at information evening.</p>	
<p>Supervision ratios are sufficient to keep order and maintain discipline and to deal with emergencies e.g. need to accompany sick or injured group member for medical assistance or return home. An extra member of staff/supervising adult is accompanying the visit.</p>	
<p>Contingencies (including staff cover) have been made to deal with emergency. Each member of staff issued with, and will carry on them at all times, a comprehensive list of emergency contact numbers of all party members in case of emergencies and health problems.</p>	
<p>Visit Leader will ensure all young people will only take part in activities with a qualified instructor and must wear protective equipment/clothing, such as a helmet when skiing, at all times. Young people are under the protection of the qualified instructor during activities and breaks. These instructors are trained to deal with emergencies and safety issues. Young people will be clearly briefed and judged to suitably mature enough to obey the rule that they DO NOT undertake activities unsupervised.</p>	
<p>Visit staff to enforce the wearing of correct equipment at all times while undertaking adventurous activities.</p>	
<p>Visit leader has up to date information regarding special/medical/ dietary needs of all group members, including where young people are required to take medication.</p>	
<p>Contingencies, including financial, have been made by the visit leader surrounding provision for immediate emergency health care, including transportation from the accommodation to hospital or a doctor's surgery. In such circumstances, young people will be accompanied by a member of the visit staff.</p>	
<p>Visit leader will consider possible weather conditions, plan activities appropriately and have contingency plans in place.</p>	
<p>The school/group has an emergency plan for dealing with an incident on a visit. The emergency base contact has been briefed and provided with contact details for party members. All staff members and parents have been provided with the base emergency contact's telephone number. Visit staff are briefed/ trained in action to take if leader incapacitated.</p>	
<p>Any additional precautions (Please list):</p>	

Road Travel	Mode of Transport	Coach	
		Private Cars	
		Minibus	
	Coach Company Details:		
Details of Hazard		Persons at risk	
<ul style="list-style-type: none"> • Traffic accident • Injury accident • Separation from Group • Additional hazards: 		Pupils/young people Staff and volunteers Members of the public	
Control Measures and Precautions			In Place Yes/No or n/a
Visit Leader, EVC and SLT ensure coach companies and establishment minibus used meets LA recommendations. Drivers will be suitably qualified, insured and briefed in terms of LA codes of practice/guidelines.			
When abroad, visit leader and driver(s) will ensure regulations and requirements of the country being visited are understood and observed, briefing party members as appropriate.			
Visit Leader will ensure vehicles have seatbelts and visit staff to ensure that they are used by all party members for the duration of the journey. Buses without seatbelts to be avoided whenever possible and never used on high speed roads.			
Visit leader or Driver(s) will ensure luggage to be securely fastened, stowed and clear of aisles. Any luggage stored on the roof of a vehicle will not exceed 100kg.			
Supervision ratios are sufficient to keep order and maintain discipline and to deal with emergencies e.g. need to accompany sick or injured group member for medical assistance or return home. Vehicle drivers will not be responsible for supervision of young people and this is factored into ratios. An extra member of staff/supervising adult is accompanying the visit.			
Where more than one vehicle is in use, Visit Leader will appoint a suitably qualified member of the visit staff to act as leader of that vehicle.			
Visit staff will ensure Suitable embarkation points uses, such as Coach parks, onto wide pavements and safe area. Group members briefed on procedures prior to embarkation.			
Visit Leader and/or vehicle leaders will ensure close supervision and head-counts during any breaks in journey and getting on and off coach			
Visit leader will remain in <i>loco parentis</i> throughout the trip and will take reasonable steps to promote the welfare and safety of the young people in their care.			

The school's insurance policy allows for members of staff to transport pupils in their cars without additional business insurance. Drivers are responsible for the maintenance and breakdown cover/planning for the car and ensuring young people are transported in a safe way.	
The school/group has an emergency plan for dealing with an incident, including breakdown, on a visit. The Visit leader has briefed all staff with respect of the plan. The emergency base contact has been briefed. All staff members and parents have been provided with the base emergency contact's telephone number.	
Any additional precautions (Please list)	

Air Travel	Flight Details:	
Details of Hazard	Persons at risk	
<ul style="list-style-type: none"> • Air crash/hijacking • Slips, trips and falls • Getting lost or separated from the rest of the group • Impact from moving vehicles • Loss of Passports/Tickets • Additional hazards: 	Pupils/young people Staff and volunteers Members of the public	
Control Measures and Precautions		In Place Yes/No or n/a
Visit staff closely supervise departure/arrival of group members directly to the airport or from/to the coach or minibus in car park.		
Visit staff ensure that group members are fully aware of, and do not carry, items that are illegal or considered unsafe (e.g. knives). Visit staff will brief all group members on immigration and customs regulations, ensuring these are not contravened.		
Group members subdivided into 'travelling groups' with a member of staff responsible for the welfare of individual members. This includes regular headcounts at each stage of the process. Staff members will collect passports, tickets and boarding passes from the outset and only give them to students at the point of need before collecting them back in again for the duration of the journey and onward visit.		
Visit Leader to ensure that staff carry photocopies of student passports.		

In the event of a party member having been injured or receiving hospital treatment during the visit, visit staff will ensure that party member has relevant 'fit to fly' documentation from an appropriately qualified medical person prior to arrival at the airport for departure.	
Visit Leader briefs group about the importance of not joking about possession of bombs or other terrorist activity. Visit staff to ensure young people do not leave personal baggage unattended.	
Boarding and leaving the plane carefully supervised by visit staff, and a head counts carried out at each stage of process (e.g. passport control, baggage check, customs etc).	
Designated visit staff are the first and last to enter each stage of process.	
Visit staff ensure that group members read and/or listen to the airline's official safety instructions, and help explain emergency procedures to the group if required.	
Seats booked, wherever possible, in a single block to enable easier supervision.	
Any additional precautions (Please list)	

Exchange Visits	Country(ies):	
Details of Hazard	Persons at risk	
<ul style="list-style-type: none"> • Mismatch or clash between students/hosts • Unsuitability of hosts/other adults • Injury or illness • Additional hazards: 	Pupils/young people Staff and volunteers Members of the public	
Control Measures and Precautions	In Place Yes/No or n/a	
Families and young people are carefully matched for gender, age, diet, religious belief, special needs.		
Families are known to the host exchange school, CRB or similar host family exchange form completed.		
The host establishment has confirmed the families as suitable and safe for our English students.		
Contingency plans are in place in case it is necessary to move a young person at short notice.		
Young people will have access to a phone or mobile phone to call or send text messages to their establishment staff.		

Young people have an agreed <i>keyword</i> that they can use which means 'Come and get me/visit me immediately'.	
Consideration has been given to the safety and well being of the young people during travel, including appropriate drivers and transport whilst with the host family.	
Young people have been briefed about personal safety.	
Young people have been made aware of specific issues regarding learning culture and laws appropriate to the country in which they are staying.	
Young people and host families are aware of a 24 hour contact number and are fully briefed as to procedures should problems arise.	
Where work experience features as part of the exchange. Assessment has been made by an appropriately competent person about any significant hazards the work environment may present and insurance has been purchased in the host country for them.	
"Acceptable" and "unacceptable" activities on 'family days' have been discussed with parents prior to the visit.	
Any additional precautions (Please list)	

Blue Coat Church of England School & Music College
APPENDIX 3: EDUCATIONAL VISIT EVALUATION FORM

Visit Details

Educational Visit			
Leader			
Venue		Dates	
Purpose(s) of Visit			
Providers / commercial organisations used			

Please comment on any relevant areas (continue on a separate sheet if necessary)

Preparation and planning	In hindsight are there any aspects of this you would do differently?
Trips Applications Process/Support from EVC, SLT and Support Staff	How did you find the process of applying and organising the trip? How could the school have provided more support in assisting you to plan and lead your trip?
Aims and objectives	Any comments about the aims e.g. did the visit allow you to meet them, were they sufficiently focussed or too narrow?
Staffing	Any comments about staff ratios and levels of competence required
Travel / Transport	Suitability of arrangements, problems encountered. Please rate any commercial provider

Venue	Suitability / appropriateness. Issues encountered or things you might change next time
Supervision	Any thoughts on the way supervision was provided – anything you may do differently next time?
First aid	Suitability of arrangements, first aid administered
Incidents or near accidents	Record here anything you feel was a potential problem for other groups which you would be aware of were to run the same visit again

Quality of Independent Providers (if applicable)

How would you rate the – provider (s)? Please tick:	Very good, will use again	<input type="checkbox"/>
	Good but minor issues need addressing	<input type="checkbox"/>
	Would only use again if significant issues were resolved	<input type="checkbox"/>
	Will never use again	<input type="checkbox"/>
Positive comments		
Negative comments		

Any additional comments

Completed
by

Date

As part of the EVC's role in monitoring educational visits, leaders are asked to complete and return this evaluation to **M Connor-Hemming** for all visits.

Blue Coat Church of England School & Music College
APPENDIX 4: EDUCATIONAL VISIT GUIDANCE FOR EMERGENCY BASE CONTACT

Dear colleague

Thank you for agreeing to act as emergency base contact for:

Trip Name:

Dates:

Trip Leader:

Trip Leader Mobile Number:

The following information acts as a guide for your duties in this role, particularly in the event of an incident or emergency. I would be grateful if you would take the time to familiarise yourself with this information and take action as necessary prior to the trip.

Matthew Connor-Hemming
Educational Visits Coordinator.

Guide for Emergency Base Contact for Educational Visits.

All educational visits taking place at times when the school office is closed must have an emergency base contact assigned to the trip. This person should be contactable and located in a reasonable distance from the school for the duration of visit.

A) Prior to the visit:

- Visit Leader (VL) to appoint a suitably qualified member of staff to act as the Emergency Base Contact (EBC) (Doesn't have to be a member of SLT). This person **must be prepared to have a personal contact number shared with parents/other staff or ensure they take the school mobile from reception for the duration of the visit;**
- EVC to ensure that VL has identified an EBC and that the person appointed has knowledge of this, an understanding of the role and that contact details are entered onto the Visits Spreadsheet and Evolve.
- VL will ensure that EBC has contact details for themselves and other visit staff while on the visit.
- VL will ensure that they have the EBC's contact details for the duration of the visit, and that these details are shared with other visit staff **and parents**. If this is not the personal details of the EBC, the number of the school mobile being used should be given.
- VL to provide EBC with a list of students going on the trip, along with parental contact details.
- EBC will obtain a contact number for the Head teacher or a delegated member of SLT, as appropriate.

- EBC should record the dates of the trip in their diary, together with key contact information, and contact VL prior to the departure date if any of the above has not been completed.

B) If an emergency occurs during the visit:

- EBC must ensure that they are able to be contacted throughout the duration of the visit, particularly when the school reception is closed.
- EBC provides reassurance to the VL, member of staff or parent contacting them, ensuring they are in control of the emergency, establishing the facts and if any assistance is required.
- EBC should remain aware that, in the event a parent is calling after receiving information provided by their child on the trip, the full facts need to be established through the trip leader and/or EVC before taking further action. All enquiries should be followed up, however the majority of such cases involve a misunderstanding which needs brief investigation and a reassurance to parents.
- In the event of being alerted to an emergency on an off-site visit, the EBC should use the following to immediately guide their actions:
 - STAY CALM: consider the actions you need to take and the people you need to contact to help you. Decide what immediate help you need and contact these people.
 - TAKE CHARGE of the incident until relieved by a more senior colleague, or until the issue is resolved. It is essential that one person is clearly designated as controller of the emergency response, and that it is clear to all who this is.
 - CONTACT the group in difficulty to reassure them, get up to date information of their actions, and keep them informed of your actions.
 - RECORD all information you receive and actions you take.
 - DELEGATE TASKS as and when possible/appropriate to allow you to manage the situation and allow for 'concurrent' activity.
- EBC should be aware that in most cases, the above will be a sufficient course of action. However, depending on the circumstances and the support required, the EBC may need to consider some or all of the following:
 - INFORMING of own senior manager and/or governors, LA, DBE communications team if possible media interest. If necessary, school and LA should implement a Critical Incident Plan in order to provide support to EBC, the party and parents.
 - LIAISE with SLT, governors, LA and DBE communications team over provision of links with emergency services, the media, tour operators, insurance companies, foreign embassies and other organisations as necessary.
 - ESTABLISHING an Emergency Support Team (EST), which may need to include the following roles:
 - Overall Controller

- Coordinator/Contact with group (one person to liaise with VL)
 - Communications (with parents, media and between EST)
 - Logistics (arranging transport, accommodation for group & travel team)
 - Resources (office space, reception for visitors, refreshments, admin support, site services)
 - Record/log keeper
- INFORMING parents and the emergency contact for all members of the trip party. It is important that they do not discover information about an incident or emergency situation from another source, especially the media. CONTROL communications and the flow of information to the affected group, parents, the media, other establishment staff (beware of rumours circulating).
- RECORDS: keep a log of all actions, communications and decisions, including people involved and times.
- ARRANGE alternative and additional phone lines so that incoming calls do not swamp communication channels. Consider other means of communication, such as internet, email and text.
- SUPPORT the visit leadership team through any means necessary, this could include a 'Travelling Team' to provide support at the scene.
- ENSURE the security of the school site, and ensure access gates are staffed to control access (elements of the press may seek to gain access, for example).
- Make ARRANGEMENTS for parents, relatives and other interested parties to be catered for on site, or nearby, while they wait for news and receive support.
- Make ARRANGEMENTS for the return or onward travel of the party, and/or arrange transport for parents to the scene/hospital.
- Make ARRANGEMENTS for meeting the group back from the visit and returning children to parents.
- CONSIDER the possible need for future emotional support and care for anyone involved, including staff, parents and the EST.

C) Following any visit:

- EBC should inform EVC of any reported incidents, or communications received, and provide written records.
- EVC will respond to any matters arising, making any changes to policy and procedures as necessary.
- EVC will store written records with all documentation relating to the trip, together with a list of participants and the trip evaluation form, and place in the school archive until all participants reach the age of 21, or 25 in the case of looked after children.

Emergency Numbers (for use only in an emergency for Educational Visits):

<u>Name</u>	<u>Position</u>	<u>Telephone</u>	<u>Mobile</u>
Francis Peacock	Interim Headteacher		
Matthew Connor- Hemming	EVC		
Douglas Tribe	Chair, IGB		
Sarah Atkins	LA Emergency Contact		