# West Park
# Church of England
# Primary School

## Off-Site Educational Visits including Sports Activities & Matches Policy

‘Let your light shine’ Matthew 5

| | |
|---|---|
| Date of approval | July 2026 |
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## Policy Statement

1.1. West Park CE Primary School provides many opportunities for its children to learn and develop through Learning Outside the Classroom (LOtC) activities and visits and recognise the key role they play in the development of an active curriculum. This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, and adventurous activities. Our aim is to ensure every member of our school community accesses LOtC activities throughout their curriculum and that LOtC is considered as an educational entitlement.

1.2. The value of LOtC activities and visits are well recognised by the Governing Body and fully supported throughout the school by all staff. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. The safety culture is such that children and young people are encouraged and supported to recognise hazards and manage risk in a way that supports their learning and development. Learning Outside the Classroom must be well managed with information communicated and responsibilities recognised as with any other learning that takes place within the school.

1.3. This document outlines the specific policies and procedures for West Park CE Primary School. It supplements and follows the advice and guidance contained within the following significant publications:

- WSCC's Regulations and Notes of Guidance for Learning Outside the Classroom Activities and Visits.
- WSCC's Adventurous Activities Reference Document.
- The Department for Education (DfE) published guidance Health and Safety on Education Visits www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- OEAP National Guidance www.oeapng.info.
- DfE advice on health & safety: responsibilities and duties for schools https://www.gov.uk/government/publications/health-and-safety-advice-for-schools
- The Health and Safety Executive statement: "School Trips and Outdoor Learning Activities – Tackling the Health & Safety myths. available at: http://www.hse.gov.uk/services/education/school-trips.pdf

## 2. Roles of Headteacher, Trip Leader, Supervisors and Children

2.1 The **Governing Body** satisfies itself that the appropriate procedures, risk management processes and control measures are in place and that the documented guidance notes are being followed. All residential experiences

need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.

2.2 The **Head Teacher** is delegated by the Governing Body to approve all LOtC activities and off-site educational visits of a low risk, local, daily or regular nature. This is recorded through use of the **Local Area Visit from on EVOLVE/ an Internal Permission/Cover Arrangements/Checklist form.**

2.3 The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.

- Ensure that Disclosure & Baring Scheme disclosures are in place where necessary

- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event. **(see appendix 8)**

- Keep records and make reports of accidents and "near misses"

- Review and regularly monitor policies and procedures

- Liaise with the Outdoor Education Adviser where necessary to ensure the proposed visit complies with the WSCC policies for Learning Outside the Classroom.

2.4 The Group Leader is responsible for identifying the purpose and outcomes of the visit. A risk assessment is necessary for all off-site visits. Significant hazards and their control measures will need to be recorded and attached to the EVOLVE visit form (available at http://www.westsussexvisits.org).

This will take account of:

- Generic hazards.

- Event specific hazards as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the competence of the staff team, the group and other factors such as transport.

- On-going hazards identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose, outcomes and the risk management process.

- All policies that exist within the school that must be applied when working off-site, for example safeguarding, behaviour policy, managing medicines etc.

2.5 **Participants** are encouraged to consider hazards involved in LOtC activities and off-site educational visits and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the visit and understand expectations of behaviour. They will be able to evaluate the experience and the impact it has had on their learning.

## 3. Planning Visits

### Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that :

3.1 All group leaders will familiarise themselves with the published advice and guidance. Further information is available from the Evolve web-site (www.westsussexvisits.org). Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Access to such training is also available through the Outdoor Education Adviser.

3.2 In order to plan an off-site activity the EVC (***and Department/Year Lead***) should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

3.3 Parental Consent. Copies must be available for the Emergency Contact and the Group Leader to take on the visit. This can include digital copies and may utilize IT solutions. ***See Appendix 5.***

3.4 Internal Approval Form. ***See Appendix 3.*** This local form is to achieve any necessary cover arrangements.

3.5 The Local Area Visit Form available on EVOLVE is used to approve regular, low risk or routine visits such as sports fixtures.

3.6 An Evolve Visit form must be completed for all residential visits abroad or for all adventurous/hazardous pursuits whether on-site or off-site. Out of county visits are also required to use this system. The form will need to be submitted to, and approved by, the Head of Establishment (or EVC) one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing body's approval. School Journey Insurance is automatically covered by the Local Authority unless the establishment has 'opted-out' of the WSCC arrangement with Chartis (AIG). (NB: this cover is not included within a Service level Agreement with academies.) Off-site Group Leaders should check to see if such cover is already being provided by a tour operator, or external provider.

3.7 OE2 form: This optional form provides information on what WSCC expects an external provider to deliver. It should be sent to any provider being

considered for the first time and attached to the evolve form as evidence of the planning process (Appendix 6).

3.8 Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place. A new on-line accident reporting procedure is now available. If such a form was completed at the venue, there is a need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit is possible, within 28 days, through the EVOVE visit form. This can inform future visits and may be a useful check on the value of the risk assessments undertaken.

3.9 Risk Assessment forms (eg. RAOS1) should be completed and attached to the Evolve form when risks are perceived as significant. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See **www.aala.org.uk** ) If this is the case, the provider's licence number should be quoted instead of copies of their risk assessment documentation.

3.10 Providers that hold a LOTC (Learning Outside the Classroom) Quality Badge have been externally assessed and are acceptable as a 'checked' provider on the EVOLVE site.

## 4. **Meetings**

It is important that the headteacher and all people participating in a trip are briefed at the relevant stages. Such meetings will include:

4.1. With headteacher:-
- initial proposal
- risk assessment
- final full discussion

4.2. With teaching staff:-
- initial planning
- detailed planning
- risk assessment
- final full detailed briefing covering all aspects of safety, supervision and emergency procedures

4.3. With volunteers and small group leaders (depending on the activity)
- a briefing before the visit with a written copy of the Risk Assessment
- briefing before departure

4.4. With children:-
- giving objectives, dealing with behaviour, discussing risk assessments
- behaviour, objectives, emergency plans, travel policies, curriculum briefings

4.5. With Governors:-
- permission from full governing body for the academic year in September

Details of what should be covered in these briefings are outlined in the appropriate sections of:-

- the WSCC guidance
- HASPEV
- Handbook for Group Leaders

## 5. Travel

5.1. Follow the school policy for coach travel (Appendix 6)

- WSCC guidance sections A12, A13, A14, A15
- HASPEV Chapter 6 pages 23-26 inclusive
- Handbook for Group Leaders page 5

Pupils must always be seat-belted for car and coach transportation.

### 5.2. Travel by Car

Cars must be insured at the level of fully comprehensive and have a current MOT. Children must be rear seat passengers unless a parent who is driving a specific car volunteers to allow his/her child to travel as a front seat passenger. Ensure that booster seats are provided by parents for their own child if required.

Teachers will need business use insurance if they are willing to transport pupils.

Parents must have a current driving licence.

Trip leaders should obtain a signed statement from each parent car driver that attests to the currency of his/her driving licence, for the MOT and insurance level of the car that he/she is using.

A parent driver must not be put in the position that he/she is alone with a pupil in a car except for where it is his/her own child.

Also see WSCC Guidance section A15 and HASPEV paras 136, 137 and 138.

### 5.3. Outside Visits – Children as Pedestrians

Children should be fully briefed about appropriate behaviour required and reminded of any rules which the trip leader feels are required. These may include – walking in pairs, not blocking pavements for other pedestrians, staying away from the road side of the pavement, etc. Ideally adults should be walking on the roadside of the children and spaced at distances which allow for full supervision of the group. Different year groups will require different guidance for children and need to be considered as part of the risk assessment.

When crossing a road children should wait to be told when to cross by an adult supervisor. When crossing a road not by a controlled pedestrian

crossing, priority should be given to the traffic and traffic must not be held up for any significant period. Adults should wear high visibility jackets on any walking journey of a significant distance.

## 6. Types of Visit

Additional information needs to be considered where pupils are close to water and other hazards. Swimming must be dealt with separately (including paddling – see HASPEV paras 187-189 inclusive and WSCC guidance, pink sheets para 3.11 for swimming other than in pools.) It must be noted that no swimming should occur without the permission of the headteacher and the governing body.

There is specific guidance now for farm visits. When these visits are planned the group leader must read the relevant advice (HASPEV paras 190-193 inclusive; WSCC guidance, section A10).

It is the trip leader's responsibility to ensure that children and supervisors are well briefed on this advice before departure and where necessary during the visit itself.

## 7. Policy for Charging

Refer to school policy on Charging.

## 8. Risk Assessments

Risk assessment is a process for looking at what can cause harm, how likely and severe the harm could be, and what can be done to prevent it. There is no such thing as zero risk - risk assessment is a way of deciding what must be done to allow an activity to proceed, reducing the risks to an acceptable level, so the benefits of the activity far outweigh the risks. Written risk assessments should be completed before the visit and approved by a member of the SLT.

How to do a risk assessment

This is only a basic guide, as there is no best way to do each of these steps. Try to choose the most straightforward, practical, structured way to follow them, which fits the circumstances.

- Identify the hazards. You can ignore anything inconsequential or trivial. It can help to involve others in this process.
- Identify who will be exposed to the hazards. Think about anyone or groups who will be more vulnerable.
- Work out how likely each hazard is to cause harm and how bad the consequences could be. Again, think about how it could affect different groups. Take into account the control measures that are already in place.
- Find out about any specific legal requirements relating to the hazard e.g swimming

- Introduce control measures that reduce the risks. You should aim to reduce the risks as far as is reasonably practicable and always do whatever is necessary to meet any legal requirements.
- Specify how these control measures will be put in place, monitored and reviewed to make sure they will be effective, and stay effective.

It is important to remember that risk assessments occur throughout the visit as circumstances change. A blank Risk Assessment form is available. (Appendix 7)

## 9. **Post-Trip Evaluation and Accident Forms**

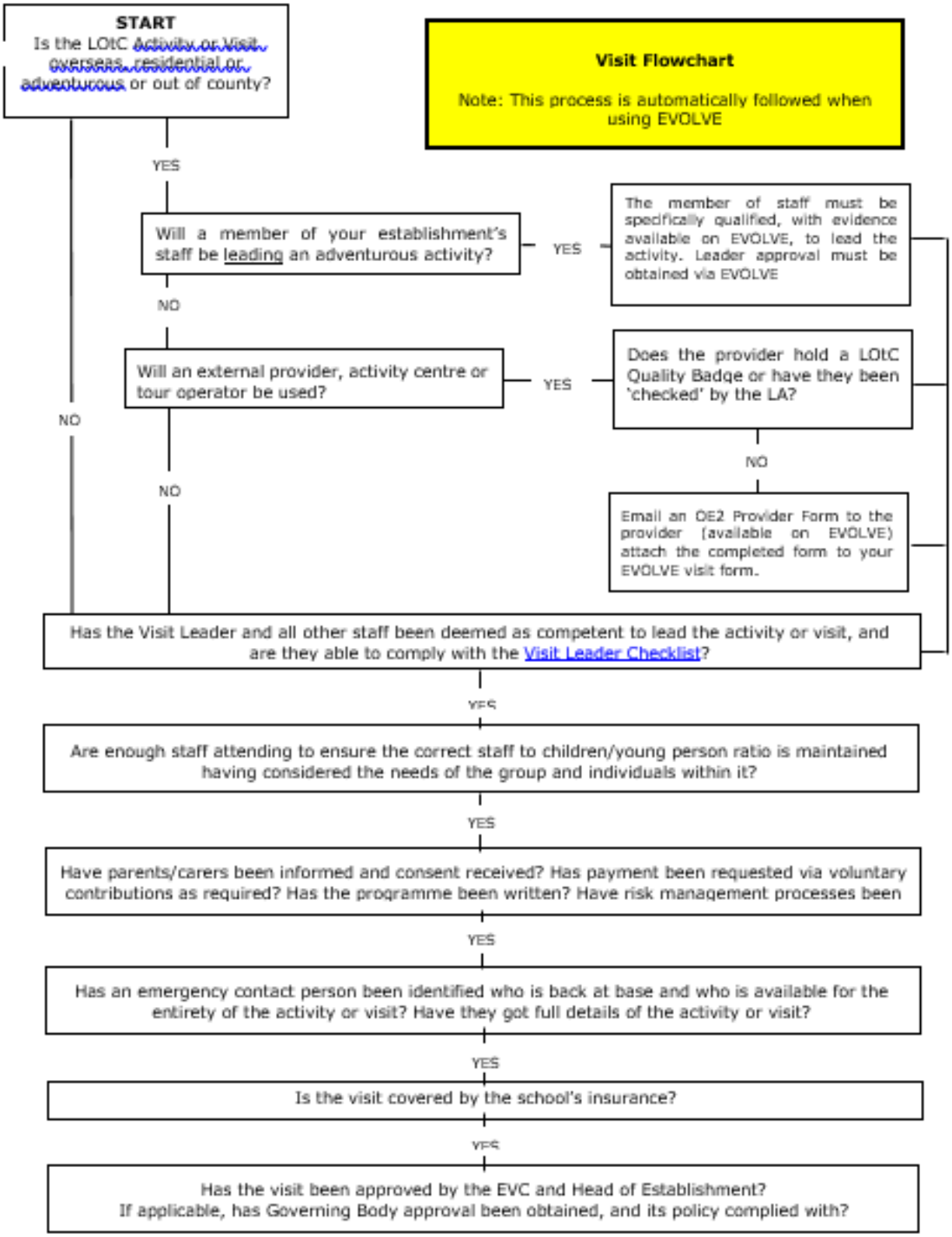
On his/her return to school the trip leader must fill in an accident form for any pupil/adult who has had any accident other than minor cut or grazing. The form can be obtained from the school business manager. Once checked by the headteacher, it must be forwarded to the LA with a copy to the Off-Site Visits office.

An evaluation of the risk assessment should be made on the risk assessment form by the trip leader.

# Appendices to the Off-Site and Educational Visits Policy

1. Planning Checklist Off-Site Activities Flowchart
2. Trips Checklist at West Park School
3. Internal Approval Form
4. Final Details Form
5. OE2 External Providers Form
6. Coach, bus, train travel guidance
7. Lost Child, Young Person or Staff Member
8. Risk Assessment blank planning sheet
9. Flow Chart for Emergency Procedures

**Appendix 1**


START
Is the LOtC activity or visit overseas, residential or adventurous or out of county?
Visit Flowchart
Note: This process is automatically followed when using EVOLVE
YES
Will a member of your establishment's staff be leading an adventurous activity?
YES
The member of staff must be specifically qualified, with evidence available on EVOLVE, to lead the activity. Leader approval must be obtained via EVOLVE
NO
Will an external provider, activity centre or tour operator be used?
YES
Does the provider hold a LOtC Quality Badge or have they been 'checked' by the LA?
NO
NO
NO
Email an OE2 Provider Form to the provider (available on EVOLVE) attach the completed form to your EVOLVE visit form.
Has the Visit Leader and all other staff been deemed as competent to lead the activity or visit, and are they able to comply with the Visit Leader Checklist?
YES
Are enough staff attending to ensure the correct staff to children/young person ratio is maintained having considered the needs of the group and individuals within it?
YES
Have parents/carers been informed and consent received? Has payment been requested via voluntary contributions as required? Has the programme been written? Have risk management processes been
YES
Has an emergency contact person been identified who is back at base and who is available for the entirety of the activity or visit? Have they got full details of the activity or visit?
YES
Is the visit covered by the school's insurance?
YES
Has the visit been approved by the EVC and Head of Establishment?
If applicable, has Governing Body approval been obtained, and its policy complied with?

**Appendix 2**

**TRIPS AND VISITS CHECKLIST AT WEST PARK CE PRIMARY SCHOOL**
(Please also refer to the LA's Flow Chart (Appendix 1) to ensure all steps have been completed)

| | TASK/ACTION | COMPLETED |
|---|---|---|
| 1 | **Trip Leader** to discuss possible visit with Headteacher and to confirm with Head's PA suitable date for visit | |
| 2 | **Trip Leader** to visit site (if necessary) | |
| 3 | **Trip Leader** to liaise with EVC to arrange transport provisionally | |
| 4 | **Trip Leader** to complete Internal Approval form (A) | |
| 5 | **Headteacher** to authorise and return form to **EVC** to record details and return a copy to the Trip Leader | |
| 6 | **EVC** to check with Head's PA that date of visit has been recorded in school diary | |
| 7 | **Trip Leader** to write letter to parents stating details such as:<br>• Date, time and purpose of visit<br>• Cost/charging policy including ParentPay details<br>• Clothing<br>• Packed lunch requirements<br>• Pocket money<br>• Request adult helpers when needed<br>• Consent via ParentPay | |
| 8 | **Trip Leader** to pass letter to **Headteacher** to approve letter to parents | |
| 9 | **Headteacher** to pass letter to **CWa then to SHu** for ParentPay offer to be set up | |
| 10 | **EVC** to confirm booking with coach company | |
| 11 | **EVC** to record payments received via PArentPay. Inform Headteacher/School Business Manager (SBM) of non-payers and concerns about financial viability of the trip | |
| 12 | **Trip Leader** to liaise with **SBM** regarding availability of First Aiders | |
| 13 | **Trip Leader** to liaise with **EVC** to ensure all consent and payments have been received **at least 1 week before the trip/visit** so that parents can be contacted where necessary | |
| 14 | **Trip Leader/First Aider** to liaise with **Medical Room** to arrange for first aid equipment to be ready | |
| 15 | **Trip Leader** to organise payment if required at least 3 days before with **Finance Officer/SBM** | |
| 16 | **Trip Leader** to hold meeting prior to trip with adult helpers if necessary | |
| 17 | **EVC** to provide a class set of consent details from ParentPay | |

**ON THE DAY**

| | | |
|---|---|---|
| 1 | **Class teachers** to complete normal class register | |
| 2 | **Trip Leader** to complete Final Details Sheet (B) | |
| 3 | **Trip Leader** to collect school mobile if required | |
| 4 | **First Aiders** to collect first aid kits and medical information | |
| 5 | **Trip Leader** to collect cheque(s) if required | |
| 6 | **Trip Leader** to discuss arrangements with adult helpers | |
| 7 | **Trip Leader** to have a credit card on them for unexpected circumstances | |

**Appendix 3**

**WEST PARK C.E. SCHOOL**
**INTERNAL APPROVAL FORM (A)**
**MEMORANDUM TO HEADTEACHER FROM PARTY LEADER**

**A**

Proposed visit to …….

Date ……...

Purpose of visit ……..

Number of boys ……Number of girls ……...

Age group …….

Classes involved ……

---

If in school time will there be any pupils left behind? YES/NO
If YES, please attach list of names and reasons.

Name of party leader …….

**B**

Names of accompanying staff - do not put all Teachers and LSAs 1:1s

……..……

……...

……...

Means of transport ……

Time and place of departure …….

Recommended dress …….

How many pupils who would normally have a school meal will not do so on account of the trip?

……..

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**C**

Total anticipated costs:

i. Coaches Total: ……..
ii. entry charge – no. of pupils …… @ £ ……. Total: ……..
iii. insurance (Coach trips only) – no. of pupils ….. @ £ 1.00 Total: ……..
iv ParentPay @ 2% gross Total ……
Final date for free cancellation from suppliers ……

Total of all costs ……

Cost per child: ……..

Total of anticipated receipts ……..

Approved (signed) …….. (Headteacher)

Date ……..

**Headteacher to return form to EVC**

**Appendix 4**

**WEST PARK C.E. SCHOOL**
**Educational Visits**
**Final Details - B**

Please complete for school records and hand into Front Office on the morning of departure. *Please ensure that all details are accurate.*

Year Group/Class: ……...

Teacher in charge: ……...

Trip Leader to have a credit card on them for unexpected circumstances **YES/NO**

Contact number if not taking emergency phone**……..**

No. of children: ……...

Teachers or adults who will accompany them including parent volunteers ……...

……...……

……...……

Venue: ……...

Date: ……...

Depart time ……...

Return time ……...

Travelling by train/coach/minibus/private car/walking……...…….

Parents Informed of trip? ……..……

Names of children not taking part including children who are absent today and any arrangements that have been made for them:

……...…….

……...…….

**TO BE FILLED IN BY OFFICE:**

Name of coach hire firm ……...

Telephone No . ……..……..

Insurance Arranged ……..……..

**Appendix 5**

# PROVIDER STANDARDS FORM OE2

For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments

**Name & address of provider/organisation: -**

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed for all visits. Section B (adventurous activities) must be completed if applicable.

**Section A – ALL PROVIDERS**

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection. ☐
2. Accident and emergency procedures are maintained, and records are available for inspection. ☐
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups. ☐
4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere. ☐
5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people ☐
6. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff. ☐
7. The provider has public liability insurance for at least £5million, ***(please attach a copy of your certificate of public liability insurance cover) (please note £10 million may be required for sub aqua and airborne activities).*** ☐
8. The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001. ☐

☐

9. The provider encourages responsible attitudes to the environment as an integral part of the programme.

10. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment. ☐

11. A current fire certificate covers all accommodation – or advice from a fire officer has been sought and implemented and a fire risk assessment has been completed. ☐

12. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation. ☐

13. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision. ☐

**Section B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES**

14. The provider meets the requirements of the Adventure Activities Licensing Service (AALS) ☐

**For AALS licensable activities the specification in this section may be checked as part of an AALS inspection. However, providers registered with the AALS are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.**

15. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and are informed by a risk assessment. ☐

16. The provider operates a policy for staff recruitment, induction and training which ensures that all staff, with a responsibility for participants, are competent to undertake their duties. ☐

17. The provider maintains a written code of practice, for each activity, which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards. ☐

18. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser. ☐

20. **Please list the adventurous activities you will be providing along with the <u>minimum</u> qualification or training your instructor will have**. Where appropriate please give details of the nature of the location to be used:

| **ACTIVITY** | **MINIMUM QUALIFICATION/TRAINING** | **LOCATION** |
|---|---|---|
| *e.g. Canoeing* | *e.g. BC Paddlesport Instructor* | *e.g. Sheltered Lake* |

……
……
……
……
……
……..*(continue on a separate sheet if necessary)*

21. Visiting groups will have access to appropriate first aid. Provider staff are practised and competent (appropriately qualified where required) to respond to accidents and incidents. ☐

22. There is a clear definition of responsibilities between the provider's and visiting staff regarding supervision and welfare of participants. ☐

23. All equipment used for activities is suited to the task and adequately maintained in accordance with current good practice. ☐

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If any of the above specification overleaf cannot be met, or are not applicable, please give details:

Details of any accreditation e.g.: 'Learning Outside the Classroom' Quality Badge Award, AALA license number, National Governing Body, BAPA, Tourist Board etc.:

*I certify that the organisation I represent complies fully with the requirements set out above,* ***except where I have deleted or crossed out the item****. The organisation will observe the above conditions during any visit from a West Sussex establishment*

Signed:

Date:

Name:

Position in Org:

Email (general):

Website:

**Outdoor Education**
**The Grange, 2nd Floor,**
**County Hall**
**CHICHESTER**
**West Sussex**
**PO19 1RG**
**e-mail:**
**outdoor.education@westsussex.gov.uk**

***Thank you for completing this form.***
***Please return it, along with a copy of your Public Liability Insurance Certificate, to the school/establishment that sent it to you, or alternatively send it to:-***

**Appendix 6**

**TRAVEL BY BUS OR COACH (also refer to LA Guidance)**

**Standard Operating Procedure for Coach Travel**

The following process will be followed whenever a coach is used to transport children or young people.

- Coaches will be only be booked from licenced operator whose details have been checked at https://www.gov.uk/find-vehicle-operators
- Where reasonable coach operators with one of the following will be contracted:
  - Coach Marque https://www.coachmarque.co.uk/operators/?q=
  - BUSK Benchmark https://www.busk-uk.co.uk
  - Road Operators Safety Council Safe Driver Award http://rosco-uk.org/safe-driver-awards/
- On arrival a member of the visit leadership team will meet the coach and ensure the driver is fully briefed, to include destination, timings, numbers, specific requirements.
- The member of staff will visually inspect the coach to ensure it appears safe key safety features are present for example fire extinguisher.
- The member of staff will raise any issues found with the driver.
- The member of staff will also satisfy themselves that the driver is fit to drive i.e. does not smell of alcohol, is not unduly tired.
- All participants will be briefed before leaving the school on how to board and disembark the coach this should include:
  - Wearing seatbelts at all times, if fitted
  - No standing whilst the coach is moving
  - What to do if they become ill
  - Information about eating and drinking on the journey
  - To remain seated on arrival until told to move by staff
- Staff will sit next to all emergency exits, if this is not possible as a minimum a member of staff will sit in the centre seat and at the rear of the coach and either at the middle exit or the front seat of the coach.
- First Aid A suitably trained first-aider should travel on each coach and carry an appropriate first-aid kit and supplies to deal with illness, etc. This will be organised by the first –aider with support from the admin staff. Ideally, a plastic bottle of water is carried by the first-aider on longer journeys.
- On arrival a member of staff will disembark first to ensure it is safe for the children and young people and identify a safe rendezvous point.
- If the journey requires rest stops children and young people should be instructed on what to do and timings before leaving the coach. On return a register must be taken, head counts are not recommended.
- On the return journey a full register must be taken before departure, head counts are not recommended. The briefing given on the outbound journey should be repeated.

**Coach Breakdown**

If a coach suffers a breakdown the Visit Leader will discuss the best course of action with the driver to safeguard the children and young people. On a motorway the likelihood is that all passengers will be instructed to leave the coach and gather beyond the crash barriers.

The Visit Leader must notify the Emergency Contact as soon as possible.

All staff will monitor the use of mobile devices by the children and young people.

**Coach Accident**

The Visit Leadership must check everyone for any injuries and treat as necessary.

The Visit Leader must notify the Emergency Contact as soon as possible.

Advice given by the emergency services must be listened to and acted upon.

**Standard Operating Procedure for Rail Travel**

All staff, children and young people will be briefed in advance of any visits utilising rail travel, including underground trains and trams. This must include behaviour expectations, group members and leader, what to do if they miss the train, that they must not to operate doors or windows.

Large groups will be divided into sub-groups each with a competent adult leader. Children and young people will be assigned a 'buddy' with whom they must remain at all times whilst travelling.

Group leaders will complete a register before entering the station.

Group leaders will ensure the group moves in an orderly fashion.

Group leaders will ensure everyone stays well back of platforms edges.

Where required only group leaders will press door open buttons.

Leaders will board and disembark last.

If trains are overcrowded it may be necessary for small groups to travel independently of the main group, if this is the case pre-determined and agreed meeting points must be known to all adults.

Wherever possible children and young people will be seated.

If a pair miss the train, they should remain on the platform from which the train departed and ideally wait with a member of station staff for the school member of staff to return.

If travelling in London the Visit Leader should advise TFL beforehand to take advantage of any additional assistance that may be available on platforms and with boarding and alighting from Tube trains
**https://tfl.gov.uk/info-for/schools-and-young-people/**

In the event of an incident or accident instruction given by the transport staff must be followed.

## Lost Child, Young Person or Staff Member

To minimise the risk of a child, young person or adult being lost registers will be taken by the Visit Leader or Group Leader at key points, these include before departure, on arrival, when working in smaller groups, on return from activity, at break times and before departure. Head counts should be avoided especially when volunteers are being used who do not know the children or young people.

Staff, children, and young people may be issued with emergency contact details, this can be recorded on a card, lost child wrist band, labels or similar.

The following suggested actions are dependent on the age of the person missing, time of day, location, ability, known risks and should not be read as a definitive list of actions.

**On discovering a member of the party if missing**

- Gather everyone together, ensure their safety and keep them together,
- Send a member of staff to check the last place the missing person is known to have been,
- Send a member of staff to any key points where the missing person may have returned,
- Try to contact the missing person via phone or messaging service,
- Contact the Emergency Contact,
- Notify local police, tour operator if applicable,
- Discuss with emergency contact/member of school leadership team whether group should continue with the visit as planned or be moved to another appropriate location,
- Group moves on to next destination leaving a member of staff and tour company representative or other local expert to continue search (under direction of leadership team member and local authority),
- Keep in regular contact with the member of staff left behind and with school's emergency contact,
- Warn students and parents/carers in advance of the use of social media and the unnecessary concern this can cause,
- Following any incident, all present not to use social media, mobile phones, or text home until you have given them clear information and permission. This will be after you have discussed with the Emergency Contact.

**Risk Assessment for Year ……  trip to…….**
**DATE(S) OF TRIP.....**
**TRIP LEADER ……..**

SECTION 1

| Areas of concern | Those concerned | Control of risk | Post event review |
|---|---|---|---|
| 1.1. The Coach | | | |
| 1.2. Supervision | | | |
| 1.3. Supervisors of Groups | | | |
| 1.4. Behaviour | | | |
| 1.5. Insurance | | | |
| 1.6. Medical | | | |
| 1.7. Other relevant info | | | |
| 1.8. Walkie Talkies | | | |

## SECTION 2 - HAZARDS SPECIFIC TO THIS VISIT

| | | | |
|---|---|---|---|
| 2.1. | | | |
| 2.2. | | | |
| 2.3. | | | |

**Risk Assessment for Year……trip to…….**

| Areas of concern | Those concerned | Control of risk | Post event review |
|---|---|---|---|
| 2.4. | | | |
| 2.5. | | | |
| 2.6. | | | |

BACK UP PLAN IF ANY PROBLEM

SECTION 3 - Possible related hazards

| | | | |
|---|---|---|---|
| 3.1. | | | |
| 3.2. | | | |
| 3.3. | | | |
| 3.4. | | | |

Written by: ……

Approved by: …….
SLT Member

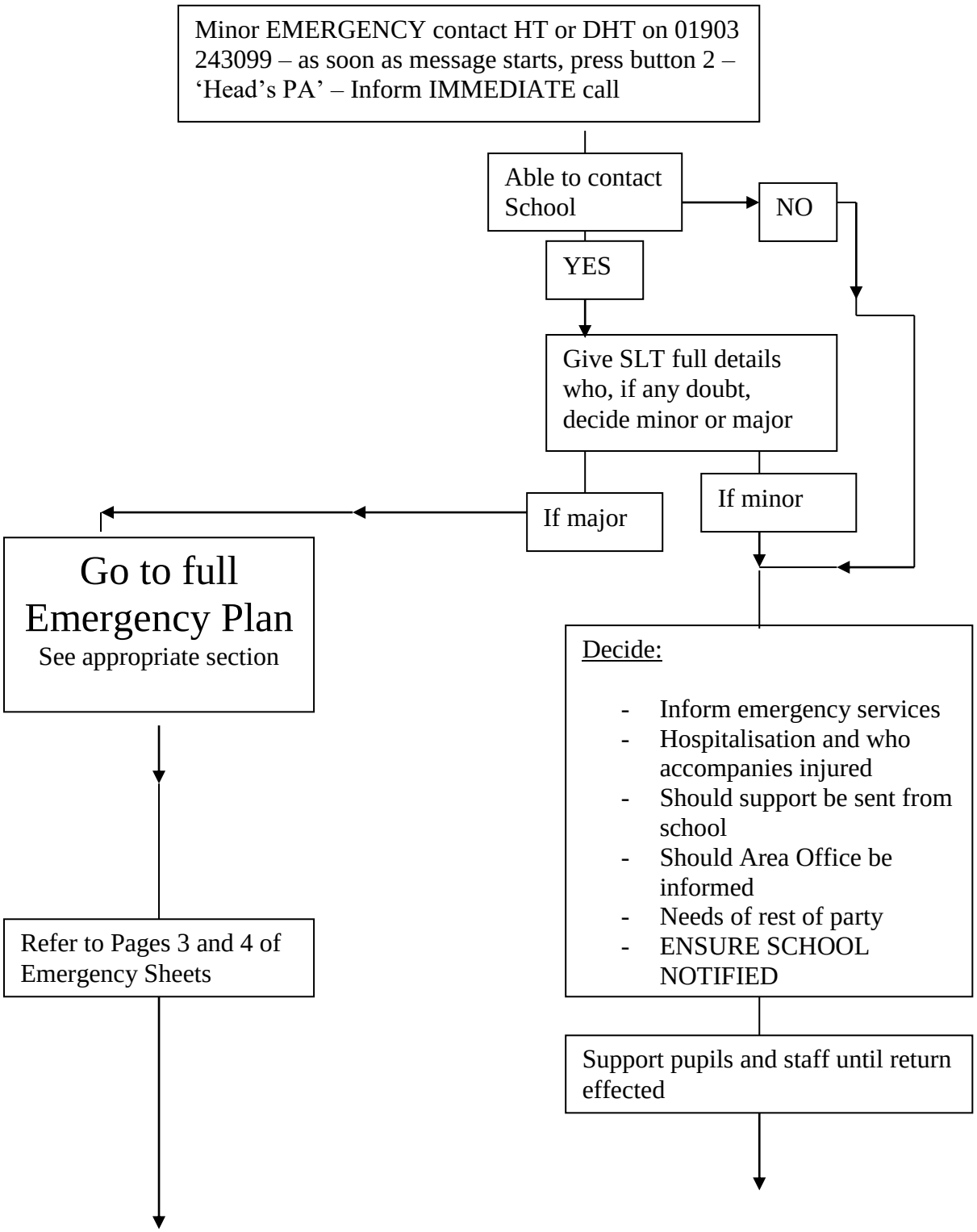
Date: ……

# WEST PARK CE PRIMARY SCHOOL
## EMERGENCY PLAN

**Definitions:** **Major** – severe injury or death to any person(s) involved with the party or continued absence of person after thorough search and need to inform emergency determined.

**Minor** – any occasion where a group leader feels he/she needs to consult SLT, requires additional support, person injured or short-term lost.

### MINOR EMERGENCY



## Minor Incident cont'd

Ensure communications link kept open using:
01903 240928

**AT SCENE**

- Ensure all injured have been supported
- Give details of injured to SLT who contact parents
- Maintain safety and happiness of group using deputy leader
- Maintain contact with school
- With school, determine whether visit continues or not and whether extra help is now needed or not

On return to school
- ensure statements are obtained
- FILL IN ACCIDENT FORM

**AT SCHOOL**

- DHT despatched as necessary to help
- Emergency plan at school triggered or not
  If YES go to * on page 3 and decide at each stage whether relevant or not to this minor emergency

- Parents called in as necessary
- Review needs of injured/ upset persons

<u>Same Day</u>
- Take statements
- Review need for LEA/Chair of Governors to be informed
- Fill in accident form

<u>Next Day</u>
- Support injured
- Meet parents/pupils
- Keep LEA informed
- Review statements, deal with current needs

- Full-scale review of accident
- Full-scale review of procedures

# If Major Emergency

At scene leader/deputy/senior uninjured teacher/LSA delegate roles to other uninjured paid staff/responsible parents

DEPUTY LEADER

LEADER

DELEGATES

DEPUTY/DESIGNATED LEADER to ensure best safety of all other personnel – remove from scene to nearest safe place/commandeer accommodation as needed; DO NOT let group separate

DESIGNATED LEADER contact EMERGENCY SERVICES as required; deal with injured with school first aiders

RESPONSIBLE ADULT

LEADER/DEPUTY RESPONSIBLE DELEGATED ADULT contacts school: 01903 243099 TO SPEAK TO

IF NO RAPID CONTACT MADE with SLT or school

HT or DHT on IMMEDIATE call. Declare MAJOR EMERGENCY

*Inform SLT member of ACCURATE FACTUAL detail and available phone no. at scene for communication with school

Refer back to leader. Leader or deputy with accurate details:-

- contacts WSCC Emergency Planning 01243 642104 (Mon – Fri 8am – 6pm) out of hours ring 07623512200 an adult continues to contact SLT member. This must continue until contact made. Inform SLT whether Emergency Planning notified yet or not

## SLT Member

Take all possible load from those at scene:-

- contact Emergency Planning (Mon – Fri 8am – 6pm) 01243 642104; or 07623512200 (out of hours)
- inform senior admin staff to set up emergency control in front office;
- Head contacts Assistant Director of Education and WSCC Information Office
- Combine classes to relieve SLT re emergency and 2/3 team leaders to deal with in-school matters

**AT SCHOOL**

DHT(s) to travel to scene for support of group

- DHT/senior teacher to contact parents of injured.
- Bursar/Head's PA to contact parents of uninjured and Chair of Governors.
- Head to maintain contact with group and emergency services/County.
- Other senior staff released as necessary;
- Free hall for parents.
- Call in further governor help if necessary.

- SLT/senior admin maintain dedicated phone lines.
- All school pupils kept away from entrance hall, office and main hall.

- Office staff prepare hall for parents, tea, coffee, updated bulletins.
- Receive LEA team and prepare other spaces – music room, staff room, PW room for interviewing etc.

**AT SCENE**

- Where possible send adult to hospital with injured
- Maintain safety of all personnel – use police to assist, keep uninjured group together; keep them calm; explain actions to them
- Maintain contact with school for decisions; changes of venue
- Work with emergency services to find best venue for uninjured. Do not allow pupils access to phones/ media

- EVADE ALL CONTACT with MEDIA, refer them to WSCC Information office.
- Inform Police/emergency services about what news can be released by them
- "a school" , no names of persons under any circumstances.
- Keep uninjured group settled, safe, calm, explain what you are doing, do not discuss in front of pupils the nature of any person's injuries only 'Some people are hurt. They will be fine in hospital'.
- Maintain regular contact with school.
- If possible, in a quiet area, obtain witness statements