



Windsor Academy Trust
(Great Wyrley Academy)

Educational Visits Policy	
Responsible Committee:	Windsor Academy Trust, Board of Directors
Date revised by Board of Directors:	June 2019
Next review date:	October 2021

Educational Visits Policy Statement

1. Introduction

- 1.1 Windsor Academy Trust (WAT) is committed to child protection and safeguarding, protecting the health, safety and welfare of all its pupils/students in all of its activities. Educational visits are activities arranged by or on behalf of the academies, and which take place outside the academy grounds. WAT considers that off-site activities can supplement and enrich the curriculum by providing different experience. All off-site activities must serve an educational purpose, enhancing and enriching our pupils/student's learning experiences. Visits will usually take place within the academy day, but not exclusively.
- 1.2 It is our policy to embrace diversity and to promote inclusiveness so that all children/young people can where eligible, participate in educational visits. We may seek guidance from parents/carers to help us adapt our programme, and we will make any reasonable adjustments to our itineraries to include a child/young person with disabilities.

1.3 **WAT is committed to supporting off-site visits and activities aimed at:**

- **Enhancing the curricular and recreational opportunities** for our pupils/students.
- **Providing a wider range of experiences** that could not be provided on the academy site alone.
- **Promoting the independence of our pupils/students as learners** to enable them to experience new learning environments.
- **Promoting inclusiveness across all years groups** in participating in short excursions and longer residential visits.
- **Enabling our pupils/students to grow and develop**, supporting their progress in both life skills and knowledge of the curriculum.

1.4 The range of visits and activities may vary between our primary and secondary academies and may include, but are not limited to:

- Sporting fixtures involving travel to another school or venue.
- Visits to local amenities (sacred spaces, towns and villages).
- Day visits within the UK.
- Residential visits within the UK.
- Overseas visits including exchange visits.
- Adventurous activities including the Duke of Edinburgh Award.

1.5 **WAT will ensure that its employees are provided with:**

- Appropriate guidance relating to educational visits and Council for Learning Outside the Classroom (LOtC) activity.
- Access to training to support guidance.
- Suitable systems, processes and procedures to ensure that staff are suitably trained and are kept up to date.
- Access to advice, support and further training from appointed advisers that have proven experience and professional understanding of the guidance, the training and expectations set by current good practice.

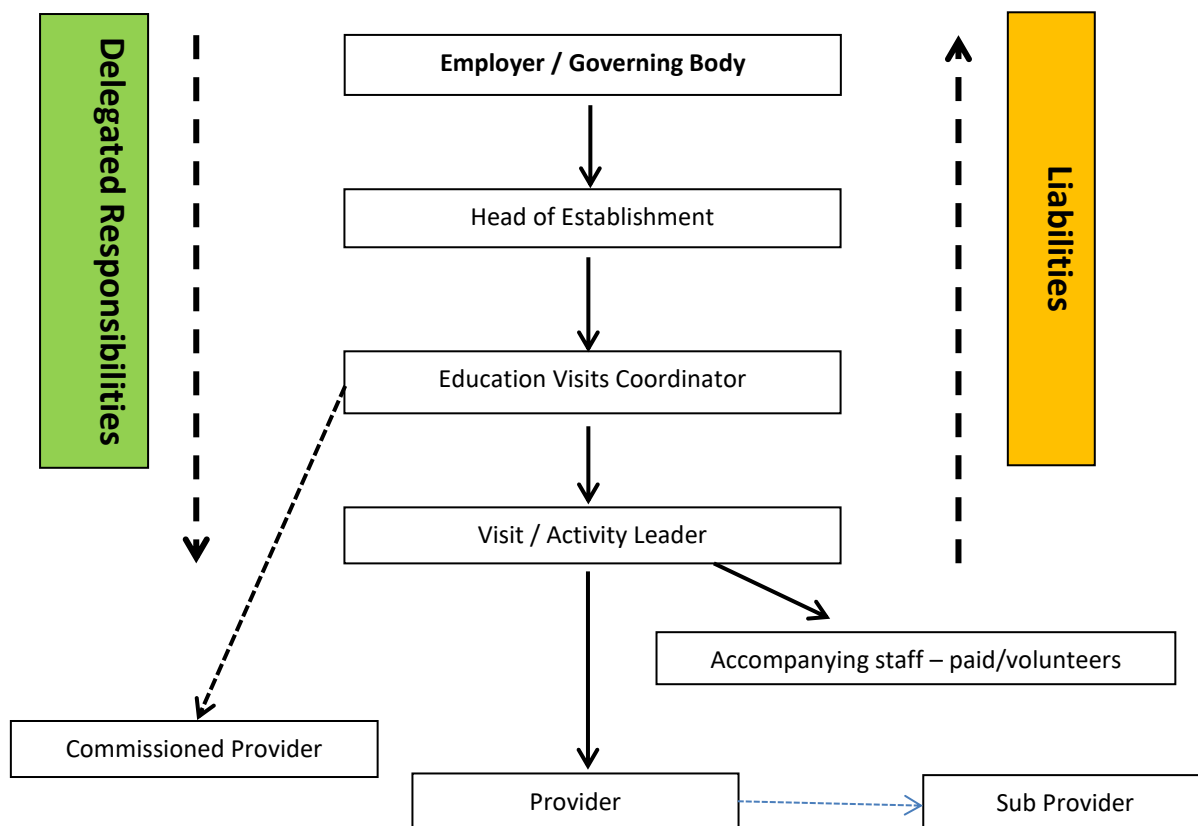
2. Purpose

- 2.1 In this policy document we seek to establish a clear and coherent structure for the planning, delivery and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum in protecting the health, safety and wellbeing of all pupils/students at all times.

3. Approach

- 3.1 WAT has formally adopted the Outdoor Education Advisers' Panel's (OEAP's) 'National Guidance' as its own Employer Guidance and is the principal source of guidance and information regarding practice for educational and offsite visits. It is a legal expectation that all employees work within the requirements of their employer guidance; therefore employees must follow the requirements of this policy in conjunction with the OEAP National Guidance. This guidance can be found on the following website:
<http://oeapng.info>
- 3.2 Where there may be variance of policy/practice between National Guidance and this policy clarity should be sought from the Headteacher or a designated Educational Visits Coordinator (EVC).
- 3.3 This policy and OEAP National Guidance is applicable to all employees whose work involves:
- Direct supervision of pupils/students undertaking experiences beyond the boundary of their normal operational base.
 - Direct supervision of pupils/students undertaking experiences that fall within the remit of Learning Outside the Classroom (LOtC).
 - Facilitating experiences for pupil/students undertaking experiences beyond the boundary of their normal base.
 - Deploying staff who will supervise or facilitate experiences for pupils/students undertaking experiences beyond the boundary of their normal operational base.

The flow diagram below illustrates the lines of responsibility and liability



- 3.4 Where an employee commissions a LOtC activity they must ensure that such commissioned agents have systems and procedures in place where standards are not less than those required by the employer and/or OEAP National Guidance.

4. Governance

- 4.1 The Headteacher will have an overview of all educational visits and make suitable arrangements for authorisation of these. The Headteacher will provide the Local Advisory Body (LAB) with an overview of educational visits and activity. The LAB will approve all visits abroad.
- 4.2 The WAT executive must be notified of the full details of all overseas or high risk adventurous educational visits for prior approval at least one month before the visit is due to commence.
- 4.3 The notification and approval process is as follows:

Category A (Defaulted if using eVisits) – Simple low risk ‘everyday’ activity (usually within the school day). Requested information to the EVC (normally no later than 6 weeks prior to the visit). These visits will normally be checked / approved by the Educations Visit Coordinator (EVC).

Category B (Default or Overnight if using eVisits) – Medium risk activities. Requested information to the EVC (normally no later than 8 weeks prior to the visit). These visits will normally be checked / approved by the EVC and if appropriate by the Outdoor Education

Adviser.

Category C (Adventure or Abroad eVisits) – Higher risk activities. Requested information to the EVC (normally no later than 6 months prior to the visit). These visits will be checked / approved by the EVC / Headteacher / Outdoor Education Adviser.

4.4 This procedure may be facilitated by a suitable electronic system.

5. Education Visits Coordinator

5.1 A competent appointed group leader will be responsible for running the activity. This will normally be a teacher or employee of the academy.

5.2 The academy's EVC will support the planning and management of all off-site visits as required. The duties and role of the Headteacher and the EVC should be considered in conjunction with WAT's Health and Safety Policy and procedures

5.3 The EVC is responsible to the Headteacher for ensuring that:

- There is careful planning and preparation of the trip to include a suitable and sufficient assessment of the risks and benefits of all activities.
- The academy procedures for educational visits are implemented and adhered to.
- All academy visits comply with all regulations in every respect.
- Off-site activities are properly supervised, and that the pupils' health, safety and well-being are paramount.
- The competency of all supervising staff and volunteers is checked.
- Staff involved in educational visits are fully aware of their responsibilities regarding the off-site policy and have access to it.
- Risk assessments (as appropriate) are completed by the visit leader well in advance
- support is provided to the Headteacher and the LAB in their decisions regarding approval
- Related staff training is organised.
- All accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks
- Records of visits are kept, and that there is access to suitable generic assessments of the risks (for example road-crossing) where there are frequent/regular visits to local venues (for example a swimming facility).

6. Responsibilities of Staff

6.1 Staff arranging or otherwise involved in educational visits/off-site activities must familiarise themselves with this policy and the regulations, advice and procedures available through OEAP National Guidance <http://oeapng.info>.

6.2 Where staff are proposing to arrange an off-site activity, they must seek and obtain prior written approval which should be retained/recorded and a comprehensive visit plan should be provided by the member of staff to allow an informed decision to be made.

6.3 For academies using the eVisits system, this system contains details of providers who hold the Council for Learning Outside the Classroom Quality Badge. These providers do not require safety or quality checks.

Risk Assessments

6.4 Staff planning an off-site activity should, where possible, make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into

account the probable weather conditions at the time of year proposed for the trip, and the visit leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils/students. They will also consider the venue's own approach to security and to health and safety. Venues providing their own staff led activities or organising events will have their own risk assessments in place for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if she/he lacks the skills required to make informed judgements about the risks it may involve. The EVC will not give approval for the visit unless satisfied with the venue, its staff and their risk management procedures.

- 6.5 A risk assessment must also cover transport to and from the venue.
- 6.6 A copy of the completed risk assessment must be retained/uploaded on the recording system and sent to the EVC. All adults supervising on the visit should also receive a copy of the completed risk assessment.
- 6.7 It is important to assess and record any significant health, safety or security issues that are identified during the preliminary assessment. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of any preliminary visits will be met by the academy, and should be built into the overall financial arrangements for the visit itself.

7. Effective Supervision

- 7.1 Effective supervision should be determined by consideration of the following:
- Age of pupils/students in the group.
 - Gender issues.
 - Ability of group including special or differing needs.
 - Nature and location of the activity.
 - Staff experience/competence.
- 7.2 Visits should normally have sufficient employees taking part to provide the following ratios:
- 1 adult for every 15-20 students in Year 7 onwards
 - 2 adults for visits abroad
 - School led/delivered activities e.g. The D of E Award – Outdoor National Governing Body or DofE Award requirements should be followed
- 7.3 **Please note:** These are **minimum** requirements, and may **not** provide adequate supervision in all cases. Please remember that 3rd party provider 'free staff place' ratios may not reflect those shown above.

8. Staff Competence Requirements

- 8.1 Education Visits Coordinators: -
- There will be at least one nominated senior member of staff to act in the capacity of EVC.
 - The EVC will undertake formal OEAP revalidation on a minimum 3 year cycle
 - EVCs should be specifically competent, ideally with practical experience in leading and managing a range of visits.

8.2 Visit Leaders: -

- Leaders should be current in their knowledge and expectations regarding good and safe practice.
- It is recognised as good practice for newly qualified staff or staff involved with higher risk activities to attend recognised OEAP Visit Leader Training for which there is no current requirement to revalidate.

8.3 The EVC will support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits.

9. First Aid

9.1 Before undertaking a visit the Visit Leader should assess the level of first aid cover required. Whilst there is no statutory requirement for qualified first-aiders all staff should have a good working knowledge of first aid and ensure that a first aid kit is available. They should also be familiar with how to contact the emergency services.

9.2 The minimum first aid provision for a visit is:

- A suitably stocked first aid kit.
- Person/persons appointed to be in charge of first aid arrangements.

9.3 Other considerations when considering first aid include:

- Numbers in the party and the nature of the activity
- Likely injuries and how effective first aid would be
- Duty of Care requirements
- Distance to the nearest hospital
- Venue/providers first aid availability
- All minibuses are required by law to carry a first aid kit

10. Disclosure and Barring Service (DBS) Checks

10.1 Employees and volunteers who work are working in Regulated Activity either with young people or carrying out certain activities for adults, must undergo an enhanced DBS check as part of their recruitment process. With specific reference to LOtC activities and Offsite Visits, Regulated Activity for Children is defined as any adult (staff or volunteer) carrying out **unsupervised activities at least once a week, 4 or more days, or once overnight (between 2am and 6am) in a 30 day period.**

10.2 For the purposes of this guidance, “activities” are to: teach, train, instruct, care for or supervise children, provide advice/guidance on well-being, provide relevant personal care, e.g. washing or dressing, or drive a vehicle only for children.

10.3 Volunteers used on a temporary or occasional basis or supervised volunteers no longer fall within the scope of regulated activity and are not entitled to an enhanced DBS with barred list check, although the academy can still carry out an enhanced DBS without barred list check. The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a common sense risk-benefit assessment process has been considered.

10.4 It is normal practice that all academy staff (employees / volunteers) having access to pupils/students will be DBS and barred-list checked.

- The use of volunteers should only be permitted by the Headteacher or EVC. Permission will be based on knowledge of the volunteers and their previous experience and training.
- All volunteers will require a current DBS check.
- Volunteers have responsibility to follow the instructions of the visit leader.

11. Transport

11.1 Careful consideration must be given to planning transport to support educational visits in accordance with local policy for the use of school minibuses and national guidance <http://oeapng.info>. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and therefore staff must follow statutory and good practice requirements – coaches/private cars/minibuses/public transport.

Minibuses

11.2 The driver of the vehicle cannot safely drive and supervise passengers at the same time. Therefore a risk assessment should be undertaken to ascertain the likely behaviour and individual needs of pupils/students.

11.3 Considerations should include –

- The length of the journey and time of day when it takes place
- The nature of the group (age/maturity/special needs/behavioural issues) and the level of behaviour management or support they are likely to require during the journey
- The overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers)

11.4 Based on an assessment of these factors, it may be prove satisfactory to have only a driver present in the vehicle (no supervisor/s). It may also demonstrate the need for additional staff to share driving duties or to act as supervisors.

11.5 Any driver should have access to a mobile phone and have available school contact details in case of difficulty or emergency.

11.6 Where more than one minibus is being used to provide transport to the same destination vehicles should normally travel in convoy.

11.7 Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Staff using Private Cars

11.8 Staff must consult the EVC / Headteacher regarding the use of their own vehicles. Should permission be granted it will be subject to the following –

- The vehicle has tax and is roadworthy
- The driver has business use insurance cover
- Parents/carers have given permission
- Child seat and seat belt laws are adhered to

11.9 Child and Seat Belt laws state that children in cars, vans and other goods vehicles must be carried in an appropriate child restraint from birth until either they are 135cm (4'5") tall or 12 years old, whichever comes first. There are very few exceptions (the rear of mini-

buses being one). They must then use a seat belt (although it would be preferable to use a booster seat until they are 150cm (5') tall).

- 11.10 Where possible there should be 2 staff present in the vehicle and there should be male and female staff present if there are male and female students.
- 11.11 Academies may charge parents/carers if their children are transported by the school. The charge covers the expenses of the journey only; no profit is made from this.

12. Charging for Visits

12.1 Funding for off-site activities is provided mainly by parental contributions. The academy's charging policy should follow the legal framework for charging, voluntary contributions and remissions as set out in the Education Act 1996. No pupil/student may be excluded from an activity because of the unwillingness or inability of the parent/carer to make a contribution.

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

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for

12.3 The timetable for the payment of parental contributions should allow the EVC to make a decision regarding the financial viability of the activity in reasonable time.

13. Insurance

Pupils/Students

13.1 The academy provides limited Insurance cover for pupils/students regarding delays / curtailment, personal belongings or accidental personal injury. Visit Leaders should check that the Insurance cover in place is sufficient.

Staff

13.2 Employer's Liability Insurance is a statutory requirement and academies must hold a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to persons who are acting in a voluntary capacity as assistant supervisors.

13.3 The academy must also hold Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

13.4 Some level of Personal Accident Insurance is provided for all employees in the course of their employment, providing predetermined benefits in the event of an accident. Staff are advised to consider taking out additional personal accident cover privately, or obtain cover through a professional association.

14. Communication with parents/carers

- 14.1 The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents/carers must give their permission in writing before a child can be involved in any off-site activities.
- 14.2 For simple low risk everyday activities taking place within the academy day (including after school sports fixtures), a one-off permission / consent slip will be sent out to parents / carers at the start of the academic year (blanket consent).
- 14.3 For medium or higher risk activities specific consent must be sought from parents /carers.

15. Emergency Planning and Critical Incident Support

- 15.1 A critical incident is an event where any member of the group undertaking an offsite activity has:
- Suffered a life threatening injury or fatality
 - Is at serious risk
 - Has gone missing for a significant and unacceptable period
 - Or an event which is beyond the normal coping mechanism of the Visit Leadership Team
- 15.2 The academy must provide an emergency 'base' contact number which should be carried by visit leaders at all times during an offsite activity. This should only be used in the case of a genuine emergency. Under no circumstances should these numbers be issued to students or to their parents/carers.
- 15.3 For medium and higher risk visits parents /carers may be issued with the academy's mobile number carried by the visit leader, in case they need to speak urgently to the visit leader, accompanying staff or students.
- 15.4 The visit leader needs to ensure that they collect phones, first aid kits, emergency action plan cards and the first response emergency recording sheet before they depart on a visit or activity from the EVC administrator.

16. Further Health and Safety Considerations

- 16.1 All adults accompanying a party must be made aware, by the visit leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the academy number, but where an activity extends beyond the normal school day the home or mobile telephone number of the designated emergency 'base' contact person should be provided.
- 16.2 Before a party leaves school the EVC administrator or academy office should be provided with a list of everyone, pupils/ students and adults, travelling with the party, together with a programme and timetable for the activity.
- 16.3 The safety of the party, and especially the pupils/students, is of paramount importance. During an activity the visit leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that pupils/students are both safe and well looked after at all times.
- 16.4 Prior to an activity, if it is felt that the behaviour of an individual pupil/student is likely to compromise the safety of others or the good name of the academy/Trust, the visit leader should discuss with the EVC the possibility of excluding that pupil/student from the activity.

17. Visit Leaders' Planning

- 17.1 Visit leaders must be familiar with the contents of this policy document and relevant information available through OEAP National Guidance. The EVC is available to provide advice or support if required.

18. Visit Plan

- 18.1 The visit plan for intended educational visits must include the following:

- risk assessment
- report on preliminary visit/assessment
- applications for approval of visit
- general information
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- travel schedule
- accommodation plan (where applicable)
- full plan of activities
- fire precautions and evacuation procedures (where applicable)
- intended arrangements for supervision
- insurance arrangements for all members of the group
- emergency contacts and procedures
- general communications information
- guidance for visit leaders
- guidance for the emergency contact and Headteacher
- medical questionnaire returns
- first-aid boxes

19. Monitoring

- 19.1 The academy will periodically review arrangements, develop and share best practices and learning by ensuring that there is sample monitoring of visits and LOtC activities. Monitoring will be in keeping with the recommendations of OEAP National Guidance. Updates will be provided to the LAB and Board of directors on any matters warranting specific attention, particularly those matters that have wider implications for the Trust.

20. Retention of Records

- 20.1 Whilst there are no legal requirements to retain information after a visit the following information should be available:

- The range of opportunities that the academy provides for students
- A record of staff experience in leading visits and outdoor learning
- Staff qualifications relevant to visits
- Submitted risk assessments
- Details of previous visits entered onto the system by the visit leader

- 20.2 Any records carried by the visit leader and accompanying staff containing personal information should be disposed of after the visit in accordance with WAT's Data Protection policies.

In the event of an accident

20.3 Reference should be made to WAT's Health and Safety Policy. Whenever there has been an accident or incident the academy will consider whether the nature of any accident or incident might, in the future, give rise to an insurance claim or a civil claim for damages. Where this is considered to be a possibility, or where an incident was reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR), sufficient information regarding the visit and incident will be retained to allow for an investigation, and, if necessary, defend any actions:

- Full details of the incident and any related report/witness statements/follow-up actions.
- The plan for the visit (including risk management and individual care plans)
- Names of the pupil/students and adults on the visit.
- The programme of activities that took place on the visit.
- A copy of the information about the visit sent to parents prior to the visit.
- A copy of the completed parent/carer consent form(s) for anyone directly involved in the accident or incident.

20.4 Due to the time limits on civil claims for negligence, such records should be kept until the young person reaches age 21, or for 3 years following the incident in the case of an adult.

20.5 Other policies and procedural documents related to this policy include:

- Health and Safety
- Emergency and Business Continuity policy, plans and procedures
- Charging and Remission Policy
- Inclusion/Equality/SEND
- Student/Staff Behaviour
- Child Protection and Safeguarding
- The Duke of Edinburgh's Award
- School Minibus
- First Aid

21. Local Arrangements

21.1 In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored to meet the needs of their own local circumstances. Such arrangements will be supported and informed by WAT's Health Safety Advisor and other specialists advisors. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. A reference copy of the full document is to be kept in the academy premises and must be readily available.

22. Communication

22.1 This policy statement must be brought to the attention of all members of staff involved in arranging or delivering educational visits.

23. Policy Review

23.1 This policy and local arrangements will be reviewed regularly and as a minimum of every 2 years.

Paragraphs 24 - 35

The Duke of Edinburgh Award – Expeditions and Ventures

The Duke of Edinburgh Award – Expeditions and Ventures

24. Introduction

- 24.1 Due to the progressive nature of the Award programme in developing young person's confidence, resilience and ability to work as part of a team a specific operational document has been developed. The DofE operational document **MUST** be used in conjunction with this Educational Visits Policy.

25. Operating Guidelines - DofE Expeditions

- 25.1 WAT secondary academies may support students in participating in the Duke of Edinburgh's (DofE) Award Scheme Expedition at Bronze, Silver and/or Gold level. Great Wyrley is a Direct Licensed Centre (DLC) and the award is delivered by Richard Lowe, DofE Manager and staff volunteers supported by external Expedition Supervisors with relevant National Governing Body (NGB) qualifications for the appropriate Level.
- 25.2 All staff volunteering as Leaders/Expedition Supervisors/Helpers must undergo training to ensure they are capable and competent to operate at the level they assist in delivering. This training is in line with DofE Training Framework.

26. Safety

- 26.1 As a Direct Licensed Centre (DLC) the DofE Manager is responsible for the safety and well-being of participants and staff during DofE expeditions and expedition training. The DofE Manager approves Leaders/ Expedition Supervisors/Helpers and Expedition Assessors. The DofE Manager organizes necessary training for the academy staff supervising and volunteering on DofE expeditions in line with in line with the DofE Expedition Training Framework
- 26.2 The DofE Manager will ensure suitability of expeditions, safety aspects, adequacy of training, and emergency procedures. This will be in consultation with External Technical Advisor and DofE Supervisors.
- 26.3 The DofE Manager must be satisfied that participants are capable of undertaking the planned expedition, and the necessary Risk Assessments are in place.
- 26.4 Expedition Supervisors must also accept responsibility for the safety and welfare of participants on behalf of the DofE Manager.
- 26.5 Once deployed on expeditions, including training, the DofE Supervisors will be responsible for dynamic risk assessments made during the expeditions and will accept responsibility for the safety and welfare of all during the expeditions. This person will be identified to all staff.

27. Supervisor Qualifications

- 27.1 To facilitate expeditions the academy should ensure those staff members who have not undertaken a NGB qualifications are safe and suitably experienced to supervise expeditions with training delivered by suitably (NGB) Qualified Instructors, or Instructors that have been approved by the DofE Manager as having the necessary skills and experience to deliver aspects of training.
- 27.2 This does not replace NGB qualifications WAT believes that the best way of proving competence is by undertaking National Governing Body Qualifications (NGB) such as Basic Expedition Leader (BEL), Lowland Leader (LL), Hill and Moorland Leader (H&ML),

and Mountain Leader (ML).

- 27.3 The leader's qualifications need to be matched to the terrain in which the expedition teams will be working and for simplicity this terrain has been split into three distinct categories.

Terrain Level	Description of Terrain	NGB Qualification	Internal Verification	First Aid required
Bronze	<p>Normal rural countryside</p> <p>Low-lying rural countryside, farmland, valleys, woodland and small areas of forest.</p> <p>Lowland glens and valleys from which reliable access to communication or external assistance is feasible without undue delay and without reliance on any portable communications device.</p> <p>Gentle to moderate rolling terrain with no steep slopes to negotiate.</p>	<p>Basic Expedition Leader (BEL)</p> <p>Lowland Leader (LL)</p>	Level 1	8 Hour First Aid Course

Silver	<p>Normal rural, open countryside or forest, which is unfamiliar to the participants. The environment should be more demanding for participants than at Bronze Level. Where possible the expedition should all be in, or at least include areas of open country or forest</p> <p>open, uncultivated, non-mountainous high or remote country known variously as upland, moor, bog, fell, hill or down</p> <p>areas enclosed by well-defined geographical or man-made boundaries such as classified roads (areas that merge with mountain regions and do not have well defined boundaries are excluded)</p> <p>areas of remoteness that are easily exited in a few hours, returning to a refuge or an accessible road</p> <p>areas where movement on steep or rocky terrain is not required (in either a planned or unplanned situation)</p>	<p>Lowland Leader (LL)</p> <p>Hill and Moorland Leader (H&ML)</p>	Level 2	16 Hour First Aid Course
Gold	<p>Wild Country (defined as remote from habitation) which is unfamiliar to participants. The environment should be more demanding for participants than at Silver level. Remote estuaries, marshes, fens and coastal areas may provide an appropriate environment for an expedition with the emphasis on exploring rather than journeying</p> <p><i>(DofE Gold expeditions should be through, rather than over wild country - it is about solitude not altitude.</i></p>	<p>Hill and Moorland Leader (H&ML)</p> <p>Mountain Leader (ML)</p>	Level 3	16 Hour First Aid Course

28. Internal Verification

- 28.1 The academy DofE Expedition Supervisor and/or DofE Manager will undertake internal verification of helpers where they do not hold National Governing Body Qualifications,

this process will be limited and does not equate to an NGB. Verification will be for a limited amount of time and will need to be repeated yearly. Internal training takes place before a member of staff can assist on a DofE. The helpers are measured on the competence on the skills on the DofE training Framework. The DofE Manager and Expedition supervisor have the relevant NGB for Level 1 and 2 and have vast knowledge of the area known. At level 3 Expedition Supervisors will hold relevant NGB.

29. Scope of Qualifications

- 29.1 All National Governing Body Qualifications and Terrain 1, 2 and 3 listed in the matrix on page one are for operation in summer conditions only April - October

30. The Delivery of Expeditions and Training

- 30.1. DofE Leaders delivering Expeditions and Training must at all time follow the appropriate policies of WAT and the Guidance as laid down in the DofE Award Handbook, Programmes Pack and Expedition training framework Guide.

31. Ratios of Adults to Young People.

- 31.1 Each DofE Expedition Group can consist of up to 7 young people - these groups can be mixed gender. There can be multiple Groups out walking. The aim of the expedition is that the Group completes its expedition without support or interaction from others, including Supervisors.
- 31.2 The training format for students is generally supervised walks and training, building up to remotely supervised expedition practice.
- 31.3 DofE Groups on final practice and qualifying expeditions, should be self-sufficient, and be able deal with any incident or know what to do in the event of an emergency.
- 31.4 There must be a minimum of 2 adults with any DofE Expedition that takes place, where there are both male and female participants then it is advisable to have an adult staff member of each gender. Ratio 1:7
- 31.5 When training novice groups, a qualified Expedition Supervisor may lead up to two expedition teams with the support of one other adult providing they are within the same, contained geographical area, or in close proximity. For example, on the same route but separated in time, or on parallel routes close together, in close enough contact for the appropriately qualified leader to be able to assist if necessary. If there are sufficient assistant supervisors then an appropriately qualified Expedition Supervisor will be able to move between the two groups.
- 31.6 New staff/volunteers should shadow an experienced Expedition Supervisor until deemed competent by the designated DofE Manager/Expedition Supervisor.
- 31.7 Where more than two expedition teams go out then the ratio of staff to young people must be as follows:
- There must be one member of staff for each independent expedition group
 - A Qualified Expedition Supervisor may supervise up to two teams with the support of another Helper
 - Helpers are there to assist with driving and pastoral care primarily

32. First Aid

- 32.1 All Supervisors/Helpers ideally would hold have a valid first aid certificate. (See Terrain Level Table) Students are trained to deal with their own First Aid issues.
- 32.2 All staff should have a good working knowledge of first aid and ensure that a first aid kit is available. They should also be familiar with how to contact the emergency services.
- 32.3 The minimum first aid provision is:
- A suitably stocked first aid kit
 - Person/persons appointed to be in charge of first aid arrangements
- 32.4 Other considerations when considering first aid include:
- Numbers in the party and the nature of the activity
 - Likely injuries and how effective first aid would be
 - Duty of Care requirements
 - Distance to the nearest hospital
 - All minibuses are required by law to carry a first aid kit

33. Recruitment of Volunteers/ Expedition Supervisors

- 33.1 Academies will require a copy of all National Governing Body qualifications. It is WAT policy to undertake a Disclosure and Barring Service (DBS) check on all DofE Expedition Supervisors and helpers. As per EV guidelines.

34. Notification of intention to run DofE Expeditions or Training

- 34.1 All DofE Expeditions must be entered onto the recording system. In addition any DofE training that takes place away from the usual meeting place must be notified
- 34.2 Notifications must be sent in a minimum of 8 weeks prior to the activity taking place. Where an expedition is taking place in a Wild Country Area (as defined by the Duke of Edinburgh's Award) then the notification must be received at least 8 weeks before. In addition the appropriate Green form must be completed and sent to the Wild Country Panel with a copy being sent to the DofE Manager.
- 34.3 Expeditions will be approved by DofE Manager or EVC who will use the matrix of qualifications and terrain to decide on the appropriateness of the planned expedition.

35. Insurance

- 35.1 DofE has limited personal accident insurance in place to cover Participants and Staff for injury or damage while doing a DofE program.

Students

- 35.2 The school provides limited Insurance cover for students regarding the following: –delays / curtailment, personal belongings or accidental personal injury. Visit Leaders should check that the Insurance cover in place is sufficient.

Staff

- 35.3 Employer's Liability Insurance is a statutory requirement and academies will hold a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to persons who are acting in a voluntary capacity as assistant supervisors.
- 35.4 The academy must also hold Public Liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.
- 35.5 Some level of Personal Accident Insurance will also be provided for all employees in the course of their employment, providing predetermined benefits in the event of an accident. Staff are advised to consider taking out additional personal accident cover privately, or obtain cover through a professional association.
- 35.6 To ensure cover, staff must be a member of the DofE Staff team at the academy, Young People must have signed up and be logged on to eDofE.

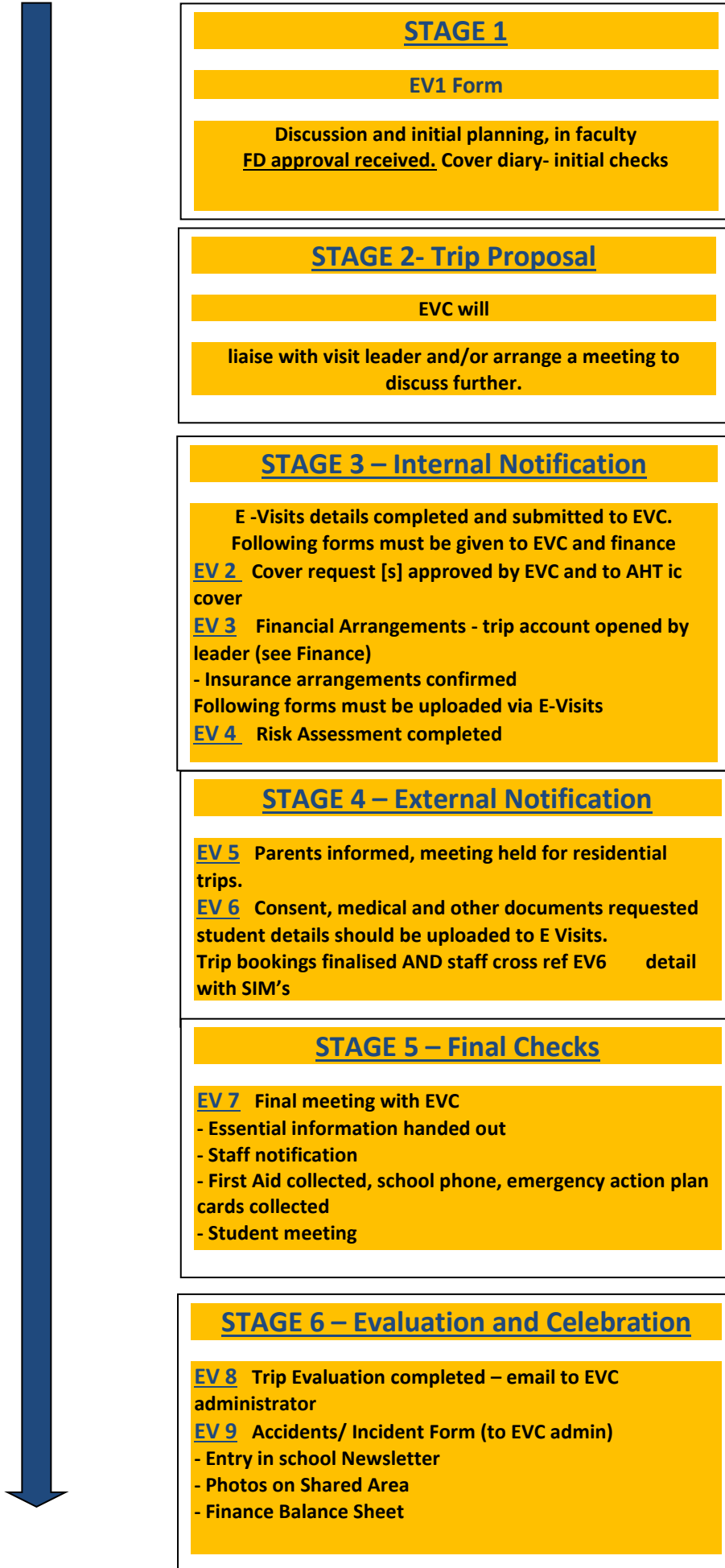
Glossary of DofE Terminology

Directly Licensed Centre (DLC)	A DLC is a type of Licensed Organisation which holds a license to deliver DofE programmes to young people on its own premises.
DofE centre	A location where the DofE is run
DofE Manager	Named person in a Licensed Organisation who is responsible for the day-to-day delivery of the DofE
DofE Leader	The adult responsible for a DofE Group. They lead, guide and encourage young people, agree their programme choices and approve their progress
DofE Group	A group of young people who are working together on their DofE program, with one or more DofE Leaders
DofE Team	This is to describe participants who are working on a specific sectional activity e.g. A Silver Expedition team will have four to seven participants
Expedition Supervisor	A Supervisor is essential for the Expedition section as they are responsible for supervising and supporting a team of participants to ensure their safety and well-being whilst they are doing their expedition
Helper	Any adult who volunteers to help a DofE Leader run a group. (These generally drive minibuses or are there to offer Pastoral Care)
eDofE	The online system for managing young people's progress through their DofE programmes

Appendix 1

Templates and Flow Charts

Educational Trips/ Visits Flow Chart



Educational Trip / Visit Proposal Form

Proposed Activity:					
Venue:					
Year Group(s):		Student Nos:	Boys _____	Girls _____	Total
Proposed adult/student ratio:		FD Approval _____	Date: _____		

	Name / Position in Academy	Relevant qualifications / experience for this trip
Visit Organiser:		
Visit Leader:		
Deputy Leader:		
Accompanying Staff:		

Proposed transport arrangements:

Main details of the Visit. *(Attach a draft of the proposed letter to parents)*

What are the skills / competencies required of the accompanying staff?

Has the Visit Leader or any of the staff above, taken groups before on visits involving the activities detailed above?

**What arrangements are in place for specialist instructions?
What are the relevant skills required of the provider?**

Does the proposed venue offer value for money?

What are the educational benefits and intended learning outcomes?
Where does the visit fit into the students' current curricular needs?
Is the aim being achieved in the most efficient and effective manner? <i>Could the same activity be undertaken as effectively on the academy site, nearby or at another time in the calendar?</i>
Are activities based on a foundation of skills, knowledge and understanding which may be extended in a progressive manner?
Are activities relevant to the needs of individual students and within the specific requirements of the subject, programme of work or wider curriculum?
Other, relevant information in support of visit?

I have read the academy policy document for educational visits and journeys and am aware of school Insurance arrangements:

Signed: **Visit Leader** **Date:**

Curriculum Approval:	Yes / No	Comments:
Cover Approval:	Yes / No	Comments:
Staffing Approval:	Yes / No	Comments:
Trip Approved: _____ (EVC)		
Date: _____	Comments	

RETURN TO TRIPS CO-ORDINATOR WITH AT LEAST 4 WORKING WEEKS NOTICE PLEASE

COVER REQUEST - VISITS

This form should be used for **approved educational visits** where you are unavailable during registration or lessons time

Name _____ Date _____

Trip _____

AM	P 1	P 2	P 3	P 4	P 5	P 6	P 7	PM	TWi

Write your timetable in each space that needs cover (including NC for any Non-contact periods you are unavailable)

Authorisation for Educational Visit: _____ Date _____

(EVC – Trips co-ordinator)

(subject to final cover check and authorisation)

Authorisation and confirmation of cover: _____ Date _____

(Person with oversight for Cover)

✂ -----

Date received	AHT/SDe use only
---------------	------------------

In Diary?	
On Sims?	

EV2

RETURN TO AHT IN CHARGE OF COVER WITH AT LEAST 4 WORKING WEEKS NOTICE PLEASE

COVER REQUEST - VISITS

This form should be used for **approved educational visits** where you are unavailable during registration or lessons time

Name _____ Date _____

Trip _____

AM	P 1	P 2	P 3	P 4	P 5	P 6	P 7	PM	TWi

Write your timetable in each space that needs cover (including NC for any Non-contact periods you are unavailable)

Authorisation for Education Visit _____ Date _____

EVC – trips co-ordinator

(subject to final cover check and authorisation)

Educational Visit – Financial Arrangements

To: _____(Finance) From: _____(Visit Organiser)

Please could you open up a Trip Account for the following visit that was approved on the
 (date) by(name)

For your records, I have attached a copy of the proposed letter to parents.

(Letters to parents should state that all payments made by students should be in sealed envelopes clearly labelled and include: student name and tutor group, trip name, amount – whether by cash or cheque).

Visit Organiser:				
Date(s) of Visit:				
Destination:				
Total Cost- pupil/ student:				
Payment Due: (for one-off payments)				
Staged Payment Dates	1.	2.	3.	4.
Year groups involved: _____	Maximum Numbers: _____			
Number of students Travelling:				
Financial Plan: (A detailed breakdown of total Incomings and Outgoings- coach, entrance costs, air fares etc. – including contingency, where applicable) Continue on reverse if necessary	(All invoices / requests for payment must be signed by the Visit Organiser)			

Name: _____ Signed: _____ Visit Organiser / Leader
 Date: _____

Signed: _____ (EVC)
Signed: _____ Finance Officer

Date: _____
Date: _____

Venue / Activity / Group Specific Risk Assessment Form

Name of educational visit:			
Date(s) of visit / activity:	Visit Organiser / Leader:		
Number of pupil/ students:	Age Range:		
Specified nature of activity and environment / venue:			
Educational Objectives:			

1) Significant Hazards and Identification of Risks <small>(Any significant hazards peculiar to the specified visit / activity or group. Consider the phases of the visit in a chronological sequence and what happens within each phase- assembling, journey, breaks, arrival, activities, accommodation, visits, dispersal etc.)</small>	2) Those who might be harmed <small>(Number and age of pupil/ student participants. Number of participating staff. Any others at risk.)</small>	3) Control Measures <small>[Specific control measures/ precautions taken and to be rigorously employed to minimise any risk. Include any relevant sources of guidance and refer to the risk assessment policies of any providers that may be involved.]</small>	4) Residual Risk Rating <small>(Must be "Low" otherwise controls should be reassessed)</small>

Signed: _____ Visit Organiser / Leader Date: _____

Signed: _____ EVC / Headteacher Date: _____

Educational Visit Information to Parents

EV5

Notification / Information letters to parents/carers should include the following information:

- Educational aims and intended learning outcomes of the visit, relevance to course / curriculum.
- Details of travel and transport arrangements / visits
- Cost of trip, including details of staged payments, due dates and procedure for handing in monies
- Dates and times
- Accommodation (where applicable)
- All activities envisaged
- Visit leader and staffing, including relevant qualifications and experience
- Insurance arrangements
- Necessary forms / other required (photos / EHIC etc.- where applicable)
- Any special arrangements (clothing, packed lunch, monies etc.)
- Visit leader / or accompanying staff mobile and / or provider emergency contact numbers and names in case of emergency
- Request for completion of Parent Consent Form EV6 (where applicable)

Educational Visit Parental Consent Form - Exchange

Name of pupil/student:		Tutor Group:	
Educational visit to:			
Date(s):			

I confirm that I have read the information provided on the above, proposed exchange visit and the insurance arrangements.

I consent to my son / daughter.....taking part in the exchange. I have read the explanation of the scheme, have noted the financial arrangements and fully understand the principles of family to family exchanges and that when my child is in the care of the host family, the family will be responsible for their welfare.

Insurance: I have seen that the European Health Insurance Card is necessary for the visit and I agree to supply the information to the Visit Leader.

I agree to my son / daughter receiving any emergency or other medical treatment as deemed urgent, necessary and / or in the best interest of my son / daughter by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic's or blood transfusion.

I also agree to the release of relevant and necessary medical information to educational establishment staff by the GP **if** circumstances are deemed necessary and appropriate.

Any medical condition from which my son / daughter is suffering, to my knowledge, is described below.
(otherwise state none)

I have given information, below, of any special medical (such as drugs or treatment), religious procedures which may be required, or any special dietary requirements. **(Otherwise state none)**

I understand that if my child wishes to return home before the end of the exchange for reasons other than those covered by insurance, I am financially responsible.

Signature of parent / guardian:	Date:
Address	
Telephone number for use in an emergency:	
DOB of pupil/student	
GPs name and address	

	GPs Tel No:
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Educational Visit Parental Consent Form

EV6

Name of Pupil/Student:		Tutor Group	
Educational visit to:			
Date(s):			
<p>I confirm that I have read the information provided on the above proposed educational visit and the insurance arrangements.</p> <p>I consent to my son / daughter _____ taking part in the visit and, having read the information, declare my son / daughter to be in good health and physically able to participate in the activities mentioned.</p> <p>I have noted where and when the students are to meet and be released and I understand that I am responsible for my son / daughter getting to the meeting place and home safely.</p> <p>I agree to my son / daughter receiving any emergency or other medical treatment as deemed urgent, necessary and / or in the best interest of my son / daughter by the medical authorities present. This includes dental, medical or surgical treatment, the use of anaesthetic's or blood transfusion.</p> <p>I also agree to the release of relevant and necessary medical information to educational establishment staff by the GP if circumstances are deemed necessary and appropriate.</p>			

<p>Any medical condition from which my son / daughter is suffering, to my knowledge, is described below. (otherwise state none)</p>
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<p>I have given information, below, of any special medical (such as drugs or treatment), religious procedures which may be required, or any special dietary requirements. (Otherwise state none)</p> 	
Signature of parent / guardian:	Date:
Address	
Telephone number for use in an emergency:	
DOB of pupil/student	
GPs name and address	
	GPs Tel No:

Great Wyrley Academy EVC Check List

Form No.	Action / Preparation required:	Complete Y / N	Comments / Further Action Points:
eVisit request completed and sent	<ul style="list-style-type: none"> • Completed, reviewed and approved? 		
EV2 Cover request attachment via eVisits submitted	<ul style="list-style-type: none"> • Completed and approved? (at least 4 working weeks prior to departure date) 		
	<ul style="list-style-type: none"> • Special consideration should be given to the quality and type of cover left for any exam classes 		
EV3 Financial Arrangements attachment via eVisits submitted	<ul style="list-style-type: none"> • Financial plan completed with finance together with a copy of parent letter? 		
	<ul style="list-style-type: none"> • All payments received? 		
EV4 Risk Assessment Form via eVisits submitted (as applicable)	All RA documents in and checked with EVC? <ul style="list-style-type: none"> • School Generic? 		
	<ul style="list-style-type: none"> • Provider assurance obtained (if required)? 		
	<ul style="list-style-type: none"> • Transport? 		
	<ul style="list-style-type: none"> • Accommodation? 		
EV5 Letter uploaded via eVisits	Parents fully informed via parent letter of the following: (as applicable)		
	<ul style="list-style-type: none"> • Educational aims and learning outcomes? 		
	<ul style="list-style-type: none"> • Cost and staged payment schedule? 		
	<ul style="list-style-type: none"> • Insurance? 		

	• EHIC / passport details?		
	• Details of visit?		
	• Destination / Nature of trip?		
	• Planned activities?		
	• Departure and collection times?		
	• School emergency contact number for parents (if applicable)?		
	• Mode of transport?		
	• Eating arrangements?		
	• Accommodation?		
	• Dress code / specialist clothing / equipment?		
	• Extra monies required?		

EV6 Parental Consent Form	• Consent form fully completed, signed by parents and received from all students?		
	• Any serious medical conditions discussed with parents and care plans studies. copied for all visit		
	• Full medical overview of all students completed (residential trips)?		
EV7 Final Check List	Final meeting held with EVC to sign off and hand over a copy file of essential information (see below)		
	Bookings made and confirmations received?		
	Insurance arranged (of other than school insurance)?		
	Approved transport arranged and 24 hour contact details on file?		
	Parents meeting held? (residential trips)		
	EHIC / Passport information received from all students? (overseas)		
	Staff notified of trip details – activity educational aims		

Essential Information (To be held by the **EVC** and/or **EVC administrator** or **School Reception** for the duration of the visit)

- Full list of students
- All emergency contact details and telephone numbers (including staff)
- Detailed itinerary
- Provider contact numbers (as applicable)
- Travel and transport details and contact numbers
- Detailed medical overview of all students
- A copy of the EV6 parental consent forms, in alphabetical order, checked (**EVC**)
- Address and full contact details of accommodation and places to be visited (**EVC**)
- Completed Risk Assessment form (**EVC**)

Essential information (to be carried by all **visit staff for the duration of the visit**)

- Full list of students
- Individual staff group registers (for regular check-ins)
- All emergency contact details and telephone numbers (including staff)
- Detailed itinerary
- Travel and transport details and contact numbers
- Detailed medical overview of all students
- Address and full contact details of accommodation and places to be visited
- (**EVC**)
Completed Risk Assessment form (**EVC**)
- EV9 form (Accidents/Incidents)
- First Response Visit Emergency Telephone Form
- Emergency Action Plan Cards

Signed:	Visit Organiser / Leader	EVC
Date:		

Great Wyrley Academy

Educational Visit Evaluation Form (return to EVC administrator)

Activity:				
Trip Organiser / Leader				
Venue		Date(s):		
Year Group(s)		Pupil/student numbers:	Boys _____	Girls _____

Trip highlights / what worked well?

Areas for development?

Educational aims and learning outcomes		
Aim	Met?	Evidence

Signed _____

Date _____

Educational Visit

Accidents / Incidents Report Form

EV9

Visit:			
Visit Leader:			
Venue:		Date(s):	

Details of Accident / Incident

Surname_____	Forename_____	
Age_____	DOB:_____	Gender: M / F
Place where accident / incident occurred:		

Cause of accident / incident:	
Nature of injuries	
Action taken / by whom:	
If hospital attended, treatment given:	
Brief description of the circumstances leading to the incident / accident:	
Information to inform future risk assessments	

Signed Visit Leader:

Signed Headteacher:

Name:

Name:

Date:

Date:

Categories of Risk - Educational Visits

Category A (Default eVisits) – Everyday simple ‘Low risk’ activities

- Sports Fixtures (under 25 mile radius / residential activity)
- Swimming in Indoor pools (with lifeguard / swimming coach)
- Theatres and Museums
- Local Village / Town
- Local Parkland including simple water margin activity
- Sacred Spaces
- Country Parks
- Visits to Business – industry / commerce (not work experience)
- Study / Visitor Centres
- Countryside Walking (simple rural terrain)
- Theme Parks and similar visitor attractions (please bear in mind size of venue, possible interaction with general public and remote supervision issues)

Category B (Default or Overnight eVisits) – Not every day simple activity ‘Medium risk’ activities

- Larger Town / City visits (easy to manage environments / managed public interaction)
- Sports Fixtures (over 25 mile radius from school)
- Residential UK Visits (non-outdoor adventurous activities)
- Larger conference and exhibition venues or similar environments
- Lower level / non-wild terrain Field studies and Bushcraft (be aware of wild / mountainous areas, seaside locations and anywhere close to / in water)
- Angling (at recognised inland provider sites)

Category C (Adventure or Abroad eVisits) – More complex ‘Higher risk’ activities

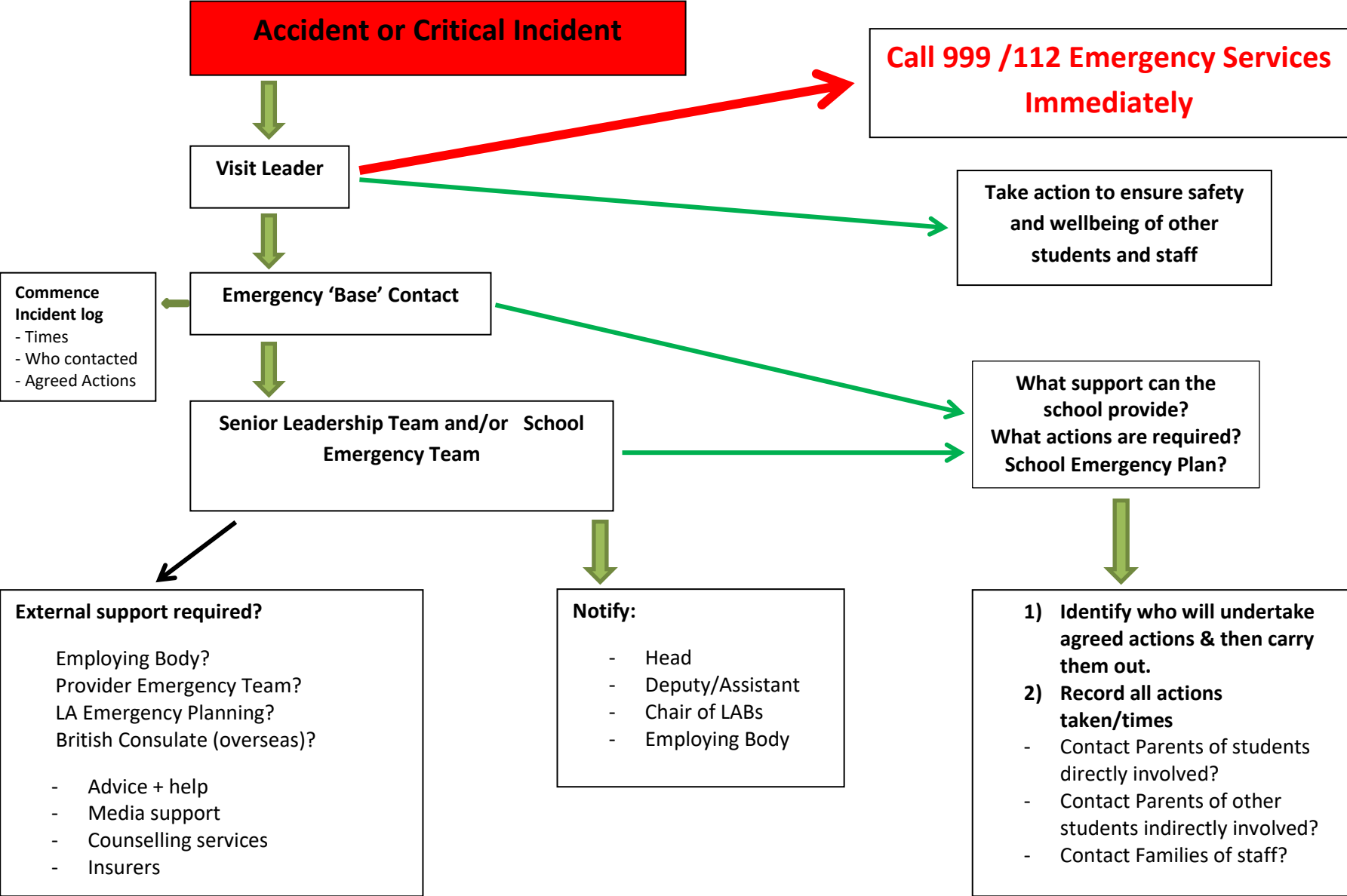
- All Overseas visits (including Twinning / Exchange visits when outside of the UK)
- All Outdoor and Adventurous Activity delivered through a provider*
- All Outdoor and Adventurous Activity self-delivered through the school*
- Field Studies undertaken in wild / remote terrain through a provider
- Field Studies self-delivered through the school (as above)
- Cycling on main / busy roads
- Large City locations (students on foot / use of public transport / difficult to manage public interaction)
- Motor Activities (including go-karts / quad bikes)
- Air Activities
- Paintballing (educational purpose?)
- Higher Level Ropes Courses / Aerial Runways
- Outdoor Swimming (sea / lakes)

*** The following are usually defined as Outdoor Adventurous Activities (OAA)**

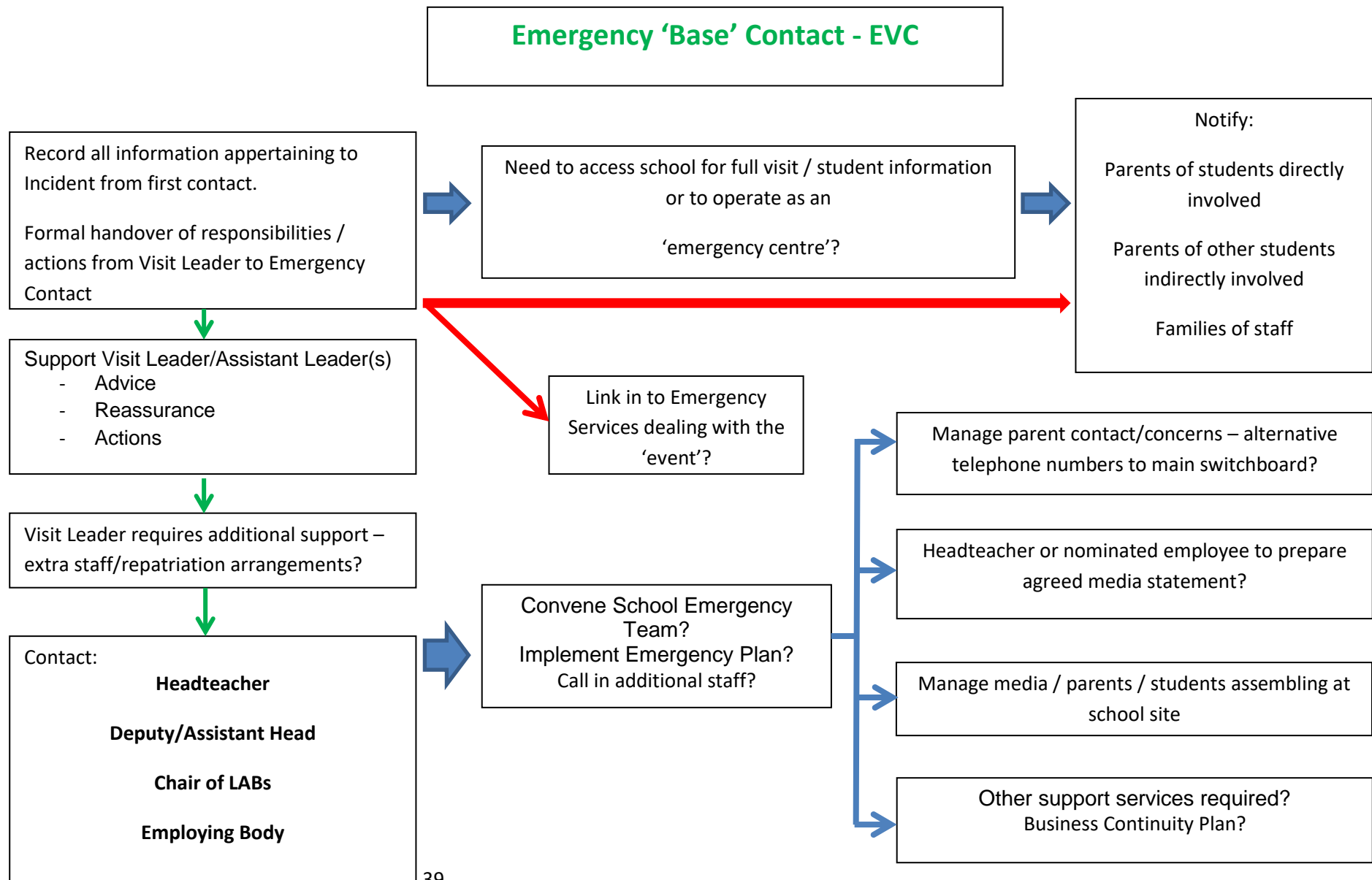
- Higher level Hill / Mountain walking
- Cave / Mine exploration (unless show caves or mines)
- The Duke of Edinburgh’s Award Expeditions and Ventures – Training / Practice / Qualifying B, S, G
- Rock climbing / Abseiling (indoor / man-made / natural rock)
- Mountain / All Terrain Biking
- Skiing / Snowboarding / Tobogganing (indoors / outdoors)
- Gorge scrambling / Canyoning
- Sea level traversing
- Improvised Rafting
- Canoe / Kayaking
- White-Water Rafting
- Sailing / Windsurfing / Paddle boarding
- Open Water Swimming (lakes / rivers / sea)
- Pony Trekking (wild / mountainous terrain)
- Higher Level Ropes Courses / Aerial Runways

This list is not designed to be exhaustive

EDUCATIONAL VISITS EMERGENCY OVERVIEW



EDUCATIONAL VISITS EMERGENCY ACTIONS – Out of Hours



First Response Visit Emergency Telephone Record

This document is designed to ensure that in an initial telephone discussion between a Visit or Assistant Leader in trouble and their designated Emergency Contact, **both parties have the same document to look at** and thereby ensure that all key factors are recorded. The document should be kept to hand by those designated as a Visit Emergency Contact and also carried by Visit Leaders and Assistant Leaders.

1. **Incident:** a situation dealt with by the Visit Leader, who remains in control and can cope
2. **Emergency:** an incident that overwhelms the coping strategies of the Visit Leader so that they refer to the Emergency 'Base' Contact for help
3. **Critical Incident:** an incident that meets the definition and is probably overwhelming the coping strategies of both the Visit Leader and the school's Visit Emergency Plan
4. **Major Incident:** declared as such by the UK Police or Foreign and Commonwealth Office etc.

Name of Caller	Role of Caller (Visit Leader? Assistant Leader? Helper?)
Caller's telephone number(s) – landlines/mobile	Time of this call Time of the incident
Name of Group Number and age of group	Which leaders are at the scene
Present Location	Is the group staying put or moving to a new location?
Nature of the Incident or Emergency	
Names of any casualties and their injuries	Names of any party members sent to seek assistance
Is the rest of the party safe and likely to remain safe?	
Weather conditions including any threatening environmental factors	

Emergency Services alerted / in-attendance?

Police *Fire/Rescue* *Ambulance* *Air Ambulance* *Mountain Rescue*
Coastguard/RNLI *Other*

Already alerted? **At what time?**

What is the caller asking you to do? For Information only, Advice or for Action?

Agreed Action Plan (visit leader / caller / emergency contact):

Additional Notes:

Emergency Action Plan – Visit Leader / accompanying staff

Immediate Action

1. Assess the situation, establishing the nature and extent of the problem but ensuring that the leaders do not put themselves at further risk.
2. Make sure all other members of the party are:
 - Accounted for.
 - Safe.
 - Adequately supervised.
 - Briefed to ensure that they understand what to do to remain safe.
3. Leaders should assume their allocated roles – ensuring that where one or more of the Visit Leadership Team is incapacitated then these roles are reassigned on a priority basis.
4. If there are injuries, take action to establish their extent and administer appropriate first aid.
5. Contact the appropriate emergency services if required - see *Communications 1* below

First Aid

Aim to:

- Preserve life.
- Prevent the condition worsening.
- Promote recovery – treat for shock – reassure and keep warm.

Communications

Direct contact with a Parent of a group member, from the scene of the incident should be avoided. This task should be carried out from the school home base by the Emergency contact person or nominated representative(s).

1. Contact the appropriate emergency service(s). They will guide you through the information they need but this will include:
 - Your name and the name of the group.
 - Location.
 - Nature of emergency and number of injured persons.
 - Action so far.
2. Control communications by the rest of the group. Rumours spread very quickly and can cause serious and unnecessary upset.
3. Alert the Academy's Emergency Contact: You may be in shock and need support. Also news travels fast and the academy will need accurate information.

Consider other people who may need contacting:

- Police (UK 999, EU 112).
- Embassy/Consulate if abroad.
- Local accommodation/contact.
- Tour operator/provider.
- Insurer.

DO NOT speak to the media. Refer all media interest/enquiries to the school.

Secondary Action

1. Arrange appropriate protection from the elements.
2. Uninjured group members should be moved to shelter or away from the immediate vicinity of any casualties. Ensure that they:
 - Are adequately supervised throughout.
 - Are returned as early as possible to base.
 - Receive appropriate support and reassurance.
3. Avoid splitting the group – unless it is the only way to get help – and leave nobody on their own.
4. Manage the incident – ensure that all appropriate actions have been/are being attended to.
5. It is useful to keep an accurate record of events and actions as close to real time as possible. Any leader with spare capacity should, therefore, keep notes – see the attached on recording an incident.
6. Ensure that an appropriate adult accompanies any casualties to hospital, taking with them parental consent forms and appropriate medical information for the injured persons.
7. Maintain contact with the emergency services and the School contact until the Emergency is over.
8. Monitor, reassess and review – ensure nothing has been forgotten and all leaders and young people are coping, cared for and secure.

Post-Incident Action

1. Consider the emotional needs of any staff or young people who may have been adversely affected.
2. Follow your School's reporting requirements, including completing any accident and incident forms and complying with RIDDOR regulations.
3. Review the lessons learned and ensure that these feed into future visit plans, emergency plans and staff training.
4. Share the experience and learning with colleagues.

Media/legal points

5. Do not admit anything.
6. Do not sign anything.
7. Avoid discussing legal liability with others.
8. Do not talk to the press – refer them to the schools media contact.
9. Record all events, times and details – establish witness contact details and get statements from leaders.

Recording and incident

Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused. Record the following:

1. Time, date and nature of the incident.
2. Accurate incident location.
3. Names of casualties.
4. Details of injuries.
5. Actions taken, including all communications
6. Names of others involved but not injured.
7. Details of any moves from the incident site (times, who moved, where to, how).
8. Names and contact details of witnesses.
9. Proposed actions.