



LEARNING OUTSIDE THE CLASSROOM / EDUCATIONAL VISITS POLICY AND PROCEDURES

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THE NORTH SCHOOL

LEARNING OUTSIDE THE CLASSROOM / EDUCATIONAL VISITS POLICY

1 GENERAL

The Governors believe that every young person should have the opportunity to experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. These are often the most memorable learning experiences and help students to make sense of the world around them by making links between feelings and learning.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what the students learn but more importantly how and when they learn.

The school has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. The DfE has published guidance on safety during school visits: *Health and Safety of Pupils on Educational Visits*, (HASPEV 1998) and is available online at: www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics

Further school procedures have been agreed with the Governing Body to ensure that good practice is followed (see Appendix 1) which must be read in conjunction with this document.

Anyone planning a visit should refer to The North School Visit Procedures (Appendix 2). Completed Going off Site (GOF) (Appendix 3) forms need to be agreed by the Line Manager and then sent to the Educational Visit Co-ordinator (EVC) for checking. One of the EVC's responsibilities is to assess the competence of staff to lead visits. If the EVC is happy with the proposed visit, he/she will act on behalf of the Headteacher to approve the visit. A copy of the GOF and copies of parental consent forms must be retained at school whilst visits are in progress. These forms contain enough information to allow the EVC/EVC Administrator/Headteacher to coordinate action if any problems or emergencies arise.

In addition to school approval, visits and/or activities that include adventurous activities and/or an overnight stay (residential) require Local Authority (LA) approval from the KCC Outdoor Education Unit. Visits outside Kent also need to be notified to the Unit.

Access to both the KCC Visit Notification and Approval system is via EVOLVE, an on-line facility operated by the Outdoor Education Unit. There are tight deadlines on EVOLVE which must be adhered to (details in Appendix 2).

2 AIMS AND PURPOSES OF EDUCATIONAL VISITS.

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours' clubs (music, drama, art, science, sport, homework, etc.)
- School teams
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms, Julie Rose Stadium, Stour Centre)
- Day visits
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk.

3 APPROVAL PROCEDURE AND CONSENT

The Headteacher has nominated Pam Allon as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Senior Leadership Team and has nominated the Headteacher and EVC as signatories, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents/carers (for all references to parents below, please read "parents/carers"), the Headteacher's approval must have been obtained by the Visit Leader.

Visits that include adventurous activities and/or a residential element will require approval by the Local Authority (LA) via the on-line Visit Notification and Approval system. 'EVOLVE' Usernames and Passwords will be managed by the EVC/EVC Administrator.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered (Notification) on the above system (EVOLVE) by the School's EVC Administrator.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the students. All payments for the visit will be made through the School's accounts.

For any visit lasting a day or more, parents will be asked to sign a "Consent Form", which consents to their child/ward taking part. This will include medical consent. The School has a standard Consent Form which should be used for this purpose.

The school has separate policies for 'Charging and Remissions' and 'Single Equality' (Equality and Diversity) which apply to all educational visits.

4 STAFFING

The School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils. Occasionally schools within the Swale Academies Trust will join together as agreed by the Headteacher to make staff/student ration equitable.

The staff: student ratios will not exceed those recommended by the Local Authority.

The School does not support additional people accompanying educational visits who are not students at the school or part of the agreed staff complement; this includes family members accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the students.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, meeting parents, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments. Please note that any costs associated with exploratory visits must be included in the overall cost of the trip.

5 THE EXPECTATIONS OF STUDENTS AND PARENTS

The School has a clear code of conduct for school visits based on the school's 'Behaviour and Discipline Policy'. This code of conduct will be part of the conditions of booking by the parents. Failure to adhere to the policy may lead to the potential of withdrawal of a student prior to and during the visit. Any costs associated with this will be borne by the parents.

6 EMERGENCY PROCEDURES

Please refer to Appendix 4.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

7 EVALUATION

All visits will be evaluated by the Visit Leader with the EVC and a short evaluation report will be made available for the Governing Body.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The Visit Leader is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

EDUCATIONAL (OFF-SITE) VISITS PROCEDURES

INTRODUCTION

This section covers all occasions when students leave the school premises on an organised out-of-school visit. Any visit/activity that takes students out of school requires Senior Management approval.

Completed Going off Site (GOF) forms (see Appendix 3) need to be agreed by the Line Manager and then sent to the EVC for checking. One of the Educational Visits Coordinator's (EVC) responsibilities is to assess the competence of staff to lead visits. If the EVC is happy with the proposed visit, they will pass to the Headteacher who has ultimate responsibility for approval. A copy of the GOF and copies of parental consent forms must be retained at school whilst visits are in progress. These forms contain enough information to allow the EVC/Headteacher to coordinate action if any problems or emergencies arise.

In addition to school approval, visits and/or activities that include adventurous activities and/or an overnight stay (residential) require Local Authority (LA) approval from the KCC Outdoor Education Unit. Visits outside Kent also need to be notified to the Unit.

Access to both the KCC Visit Notification and Approval system is via EVOLVE, an on-line facility operated by the Outdoor Education Unit. There are tight deadlines on EVOLVE which must be adhered to (details in Appendix 2).

DfE GUIDANCE

The DfE has published guidance on safety during school visits – *Health and Safety of Pupils on Educational Visits* (HASPEV 1998) is one of the DfE Good Practice Guides. www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics

It was produced after extensive consultation and contains advice on safety issues that can arise when a visit is being planned or during the visit itself. There is detailed advice on planning and managing visits, risk assessments, preparing students and communicating with parents/carers. There is also advice about supervision arrangements, transport and insurance. The guidance points out that emergency procedures must be included in the planning for a visit and there is detailed advice on these procedures. There is also a section on visits abroad.

EDUCATIONAL VISITS COORDINATOR

A school's EVC may be the Headteacher or another senior member of school staff appointed by the Head and acting on his or her behalf. The degree of competence required will relate to the size of the school and the types of educational visit proposed.

The EVC's work includes:

- risk assessment (this includes assessing the competence of leaders, other staff and adult helpers);
- supporting individual leaders;
- supporting the Headteacher and Governors in their decision-making roles;
- organising induction and training for leaders, other staff and adult helpers;
- organising emergency planning;
- record keeping, monitoring and review

The EVC for the North School is Pam Allon and the responsibility for passing trips information to the Outdoor Education Unit and issuing passwords on EVOLVE (see below) lies with her in collaboration with Rachael Steatham.

RISK ASSESSMENT

Risk assessment should be part of the planning. In maintained schools, risk assessments, which employers are legally required to do, are delegated to the school and are usually undertaken by the Visit Leader, although the Outdoor Education Unit have a number of generic risk assessments available. For routine trips a generic risk assessment may be used but an individual risk assessment is required for trips which involve a higher than normal risk.

Risk assessments should be completed well before the visit and be approved by the EVC.

The risk assessment process involves identifying the hazards, assessing the risk and then taking steps to control the risk. Activities should not proceed if risks are assessed to be too high.

A number of factors will be relevant in assessing risks. These include:

- the activity/activities and how well these are matched to the group;
- the venue;
- the quality and suitability of any facilities and equipment;
- travel arrangements;
- the experience and qualifications of supervisory staff;
- staff/student ratios;
- the group members' ages, competence, fitness and temperament as well as the special educational or medical needs of the students;
- seasonal and environmental conditions, including the weather;
- communications;
- emergency procedures.
- Visits to London or surrounding areas will require further risk assessment and guidance sought from Kelsi regarding the level of threat.

The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit with details of the measures they should take to avoid or reduce the risks. Risk assessments should form part of the decision-making process. When the written risk assessments have been completed, particularly for activities involving an adventurous element, copies should be attached to the GOF form before being given to the EVC for approval.

Refer to the DfE guidance for more information on risk assessments.

STUDENTS AND PARENTS

Both students and parents/carers have important roles to play in school trip safety. Parents are responsible for ensuring that the school is aware of any medical and/or dental health problems, or any personal problem that could affect their child/ward during the trip. All documentation from the school should be fully and accurately completed. Parents should also ensure that their child understands his/her responsibilities during the trip.

The School will provide parents with key contact details and other important information about the trip. Parents should carefully keep details of the itinerary and timetable and who to contact if there is an urgent need to get in touch with their child during the trip.

Students have an important role in health and safety management. Schools should involve students as fully as possible in the process of risk management and encourage them to take responsibility for managing risk at the earliest age possible.

Before the trip students should know who is in charge, how to behave and the code of conduct for the trip and what to do if they get lost or into difficulties.

SUPERVISION

The North School follows the LA guidance on ratios for school trips which as a general guide should be:

- Day trips not involving adventurous activities: one adult for every 15-20 students;
- Visits abroad not involving adventurous activities: one adult for every 10 students;
- Adventurous activities: one adult for every 6 students where possible.

Recommended or required ratios should not be seen as automatically safe; they are statements of minimum levels of supervision.

In assessing supervision needs, relevant considerations will include:

- the age of the students and the gender mix of the group;
- their previous experience away from home or school;
- their general capabilities, maturity and discipline;

- their previous experience and training in specific activities included in the trip;
- the experience of accompanying staff;
- the location and travel arrangements.

There may be other factors to consider, e.g. there may be students with special educational or medical needs. Activities may include sports or hazardous activities, for which there will need to be appropriate supervision.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the students.

Supervisors should be properly briefed. They should understand the aims and objectives of the trip and be familiar with the venue. Supervisors should carry a list of all the group members and regularly check that the entire group is present.

LEADERS

The DfE identifies the competence of the leader as a crucial factor. In adventurous activities in particular it is essential to ratify the competence of the leader. There should be a proper assessment of the leader's competence made by a person who is in turn competent to make that assessment. Competence comes from the possession of relevant qualifications but appropriate expertise and experience are also required.

The DfE describes the acquisition of competence as the process of learning from accumulated experience. Whilst technical competence can be gained through training, the ability to make safety judgements comes from personal experience of the activity and the environmental conditions.

One teacher, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should have been appointed or approved by the EVC/Headteacher. The group leader should:

- obtain the head teacher's prior agreement before any off-site visit takes place;
- follow LA and/or governing body regulations, guidelines and policies;
- appoint a deputy;
- clearly define each group supervisor's role and ensure all tasks have been assigned;
- be able to control and lead students of the relevant age range;
- be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place;
- be aware of child protection issues;
- Ensure students wear an emergency action lanyard
- ensure that adequate first-aid provision will be available;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment.
- review regularly undertaken visits/activities and advise the Headteacher or EVC where adjustments may be necessary;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to students is appropriate for the needs of the group.
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- ensure that group supervisors have details of the school contact;
- ensure that group supervisors and the school contact have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- observe the DfE published guidance stated in the Introduction.

OUTDOOR ACTIVITIES CENTRES

In September 1994 the DfE issued Circular 22/94, *Safety in Outdoor Activity Centres: Guidance*. This circular refers specifically to visits to outdoor activity centres but has a general relevance to all visits out of school.

Each visit should have clear aims and objectives which are appropriate to the particular part of the curriculum and also contribute to the safety of the visit. The Circular acknowledges that it may not always be feasible to make a preliminary visit to each activity centre but letters seeking assurances should be sent and satisfactory answers received before entering into any contract.

A clear onus is put on the organisers of the visit to assess the risks before and during the visit as an on-going process. The circular makes it clear that where organisers remain doubtful about any aspects of safety then the visit or the particular activity should not proceed.

Advice is also given on the problems of children with disabilities or special needs. Such participants should not be discouraged from taking part in outdoor activities, but their special needs must be considered independently and catered for specifically. In cases of doubt, advice from a qualified doctor should be sought.

Staff should be "suitably qualified". Since the Headteacher retains overall responsibility for all of the arrangements on behalf of the employer (LA and/or governing body) it is for the Headteacher to determine what qualifications are suitable for a particular activity. Specific skill training might be important but a more likely requirement will be experience of managing groups in an outdoor or residential context.

An area of difficulty is when teachers are working with centre staff. Circular 22/94 recommends that, in advance of the visit, schools should obtain in writing the occasions in which the centre's staff will hold responsibility. At all times the students must be aware of who is in charge at that moment.

Information should be both given to and sought from parents. Parental consent forms are an integral part of the organisation of a visit. While such forms cannot indemnify schools against any negligence, they do act as a check on the parents' understanding and acceptance of the arrangements, and allow parents to indicate allergies, illnesses and dietary requirements. The right to refuse participation, if the completed form is not returned, should be exercised. Parents are entitled to be informed of all the details and especially the emergency procedures. A parents' briefing is strongly recommended.

ACAC CODE OF PRACTICE

The Activity Centre Advisory Committee (ACAC) Code of Practice was issued to schools with DfE Circular 22/94 and is intended to complement the advice given to schools. It is intended to be a statement of principles and expectations for responsible provision of outdoor adventure activities, "whilst allow(ing) 'providers' to develop their own operating procedures".

ACAC does not accredit institutions, but this is voluntary on the part of the provider. The assessment is based on an independent inspection and an assurance given by the provider that the Code of Practice is adhered to.

Providers are expected to be clear about the aims and objectives of any course and be fair in describing the activities and facilities they offer.

The Code emphasises that the centre is expected to have written operating procedures in place, ensure qualified personnel are employed and that a list is available, that a chain of responsibility is in place, a written accident and emergency report procedure exists and that staff are practised in these.

Responsibility must be clearly defined at all times. Supervisors must be on site when accommodation is utilised. Enquiries must be made as to whether the participants have any special needs and it should be ensured that this information is communicated and utilised. In addition, the psychological, as well as physical, effects of the programmes offered must be taken into consideration.

The Code of Practice also covers facilities, standards, environmental concerns, statutory obligations, insurance and sub-contractors.

ACTIVITY CENTRES (YOUNG PERSONS' SAFETY) ACT 1995

The Activity Centres (Young Persons' Safety) Act 1995 applies to all activity centres, both LA and commercial, which provide activities for young people under 18 years of age. A central inspection and licensing system is set out in the Act which came into effect in 1996. It is an offence for an operator to provide false or misleading information to the licensing authority or to act contrary to the terms of any licence granted by, for example, providing an activity for which the operator is not licensed.

Visit leaders should know whether a particular centre is licensed. **On no account should a centre that does not have current licence be considered.** It should not be assumed, however, that the existence of a licence negates the need to carry out checks to establish that a satisfactory standard of service is actually being provided. The Visit Leader can carry this out by the completion of Risk Assessment Forms or by a visit to the centre, prior to the trip, in person. The costs associated with this should be incorporated in the overall budget.

From 1 October, 1997 licensed activity providers are able to offer the following activities:

CLIMBING <i>(on natural outdoor feature)</i>	WATERSPORTS <i>(on most lakes, fast flowing rivers and the sea)</i>	TREKKING <i>(in remote moorland or mountain areas)</i>	CAVING
Rock climbing Abseiling Ice climbing Gorge climbing Ghyll scrambling Sea Level Traversing	Canoeing Kayaking Dragon Boating Wave Skiing White-water rafting Improvised rafting Sailing Sailboarding Windsurfing	Hillwalking Mountaineering Fell running Orienteering Pony trekking Mountain biking Off-piste skiing	Caving Pot-holing Mine exploration

SCHOOL-LED ADVENTURE ACTIVITIES

The DfE’s position regarding school-led adventure activities is that although schools do not need to be registered under the Adventure Activities Licensing Regulations they should achieve the same standards as those required by the Regulations. The DfE advises that adventure activities should be categorised according to potential risk so that schools can identify activities for which special measures are required. The DfE suggests the following categories.:

1. Category A: these are activities that present no special risks. Examples are walking in parks or non-remote country paths. The school can follow its standard procedures.
2. Category B: these activities are particular risks. Examples include walking in open country and camping and for these activities, the leader should be designated as a competent person.
3. Category C: these include activities covered by the Adventure Activities Licensing Regulations (e.g. hill and moorland walking, climbing, and swimming in the sea or inland waters). For these activities the leader should have relevant experience, completed a recognised course of training and been assessed as competent to lead.

The DfE highlights the importance of taking into account environmental factors, such as weather conditions and terrain, in deciding in which category an activity should be placed.

EMERGENCIES

School trips rarely run tight to schedule. The unforeseen usually occurs. Although problems are rarely emergencies, it is necessary for schools to have procedures in place if things go wrong.

The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency school contact, including the home contact details of parents and next-of-kin, as appropriate.

Minor emergency problems could include:

- A vehicle breakdown
- A delay on the roads
- A delay with public transport
- Bad weather causing a delay

Some problems that directly involve students require prompt and efficient action by the teacher in charge. For example, a student may sustain an injury which is not life threatening. This could be a cut, a sprain, dislocation, or a fracture. First aid may be all that is needed or the student may need hospital attention. In this situation communication is the key. The teacher in charge will need to:

- Organise first aid treatment so that a member of staff stays with the student
- Call for help if necessary
- See that the remainder of the group are safe
- Phone the school contact to report the incident
- Follow procedures for informing the student's parents of the position

The level of seriousness increases if:

- The injury to the student is very serious or life threatening
- There is a fatality
- A student goes missing
- There is an accident involving all or part of the group

If an accident occurs, follow the advice given in "Emergency Procedures on a School Trip" in Appendix 2b.

The Visit Leader will take with them a copy of the school's document "Emergency Procedures on a School Trip" (Appendix 4), which contains the contact details of the appointed emergency school contacts.

DE-BRIEFING

School trips because of their very nature rarely go entirely to schedule. This has to be accepted. One of the qualities of a good leader is to be able to change plans when the unexpected occurs. When assessing problems or mishaps that have occurred on a school trip the key issue is whether safety has been compromised. The assessment of the trip should be in writing. Good points should be recorded for future use as well as problems.

A review of the trip may lead to suggested changes to the itinerary, to supervision arrangements, communication arrangements or to the addition of new items during the preparation stages. An issue may emerge which suggests that school or LA procedures need to be modified.

If there has been a serious incident there will be a formal investigation. It should be made clear that an investigation does not imply fault or negligence by any of the supervisory staff. The primary function of an investigation is to establish what happened and whether lessons can be learnt.

SKIN CARE

The North School recognises the importance of educating children about the dangers of the sun. The NICE (National Institute for Health and Clinical Excellence) guidelines [NICE guidelines for skin cancer prevention](#) recommend that Headteachers should take action to protect children from over-exposure to UV rays. The guidelines recommend that schools "*develop, implement and monitor a specially tailored policy to ensure people are protected as much as possible*". SunSmart information for schools gives information about preventative measures that can be taken can be found via the Cancer Research UK website <http://www.sunsmart.org.uk/schools/schoolsresources/#Secondary>

THE NORTH SCHOOL - VISIT PROCEDURES – PLEASE KEEP FRONT SHEET FOR YOUR RECORDS

1.	As Visit Leader it is your responsibility to make sure everything is in place for your visit.	✓
2.	Before making any arrangements, check with your Line Manager that the visit has sound educational values. Research cost, travel etc. carefully as any overspend will come from Subject budget. Post-16 trips must be agreed with S. Matthews, Head of Sixth Form.	
3.	Blue cover forms must be completed and approved for the proposed staff before anything else is agreed.	
4.	Supervision ratios should be 1:15-20 for low risk activities, 1:10 for foreign visits, and possibly lower for adventurous activities. For mixed residential visits both a male and female staff member must be present, and is preferred for non-residential visits.	
5.	Visits that include an overnight stay and/or adventurous activities must obtain Local Authority (LA) approval via the e-Go online system. This must be applied for a minimum of 6 weeks before the visit. If you do not obtain the correct approval, or miss the 6 week deadline, your visit cannot go ahead. This EVOLVE process will also involve the LA vetting the activity/accommodation/venue provider which may take up to 12 weeks . There are thousands of providers already vetted on the e-Go database so in order to avoid the 12 week lead time, please contact the EVC/Administrator who can check whether a provider has already been vetted. Contracts with travel companies must not be entered into or deposits paid until the provider has been vetted.	
6.	Visits to locations outside of Kent and which do not include adventurous activities or a residential element will be recorded via EVOLVE as a Notification.	
7.	Complete all parts of the Educational Visits and Offsite Activities (GOF) form (next 3 pages) and pass to Line Manager for signing. Once cover has been agreed via Mandy Antin, the trip will be added to the school calendar. Pass to Pam Allon (EVC) for authorisation. If an adventurous activity is being proposed, risk assessments should be attached to the GOF to form part of the decision-making process. Ensure all staff are made aware of the visit in advance to allow staff to plan accordingly.	
8.	The signed GOF form must be returned to Rachael Steatham. (EVC Administrator)	
9.	Details will be requested from you about the visit to enable a letter and consent form to be composed. Please do not issue the letter yourself; details of your visit should be emailed to Steatham.R@north.kent.sch.uk	
10.	Give letters and consent forms received to Reprographics for photocopying.	
11.	The EVC Administrator will give you any relevant risk assessments for your visit and/or a blank pro forma for you to complete your own risk assessment. These must be read and signed by all staff members going on the visit.	
12.	The signed consent forms and risk assessments must be photocopied and taken with you on the visit. The originals must be with the EVC Administrator before the trip leaves.	
13.	A complete list of students on the visit must be given to Attendance in advance and a copy given to Main Reception. A register must be taken on the day (before you leave) and passed to Attendance to update records.	
14.	A list of students eligible for Free School Meals attending your visit should be given to the canteen at least 2 days before the trip, so packed lunches can be prepared if required.	
15.	Visit leaders should check SIMS for any pupils that may have Healthcare Plans (or contact the SENCO for a current list).	
16.	Please note that a First Aid Kit is available to take with you via the Healthcare Manager.	
17.	A school mobile telephone is available via the Finance Office. A satnav is also available.	
18.	If your visit takes place before 7.30am or after 6.00pm, a Pink 'Mitie' Form will need to be completed to guarantee access to the school site.	
19.	The EVC Administrator will notify KCC of the requirement for insurance.	
20.	If staff or students are injured on a school visit, you must report this to the medical room as soon as possible so that it can be logged in the Accident Book.	
21.	If the students are returning later than expected and it is before 5.00pm, please call the Main Reception at the school (01233 614600) to advise them of the new time of return so that they can advise parents who phone in to the school.	

EDUCATIONAL VISITS AND OFFSITE ACTIVITIES (GOF)

Approval for all visits must be granted before a visit takes place.

Visit Name		Visit Date	
Visit Leader Name		Line Manager Name	
		Line Manager Signature	

Please note: If the visit includes Adventurous Activities and/or an overnight stay (residential) the online EVOLVE process, including Pre-Check, must be undertaken and submitted to the Outdoor Education Unit. Please refer to the "School Visit Procedures form.

Name of Visit Leader:		[]	
Name of Assistant Leader:		[]	
Emergency contact telephone no. for period of visit:		[]	
Destination or Places to be visited:		[]	
Purpose of Visit/Educational Value:		[]	
Number of Students involved:		[]	
Year Group:		[]	
Approximate cost per student:		[]	
Date(s) of Visit		[]	
Time of Departure:	[]	Time of Return:	[]
Mode of Transport		[]	
If using Minibus with own drivers please state distance to destination (one way) miles/kms and complete section below:		[]	
Name of Driver	PCV licence Yes/No	KCC Approved Minibus Drivers Permit. Yes/No	Driving Licence checked to meet KCC regulations Yes/no
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Or if not using school minibus:

Name of Travel/Tour Operator or Company to be used	[]
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Please list all activities proposed for students:	[]
Are these adventurous or non-adventurous activities?	[]

(If you are unsure what constitutes an adventurous activity, please speak to Outdoor Education on 01580 715854 or email them at outdoor.education@kent.gov.uk)

If the programme activities are being led/carried out by Providers' staff (a Provider is any company/organisation/individual who is providing a service to the school, irrespective of whether they do or do not charge for this service, e.g. tour operator, coach, hotel, theme park, etc.) please complete the following section:

Name of Provider:	[[]]
Address:	[[]]
Telephone Number:	[[]]
Email Address:	[[]]
Date(s) of pre-visit to the venue(s):	[[]]

If there is more than one Provider, please attach a further sheet with the details to this form

If activities are being led /carried out by your own staff, please complete the following table:

Activity	Name of members of staff leading activity	M/F	Any activity qualification held relevant to the venture	Date obtained/updated
[[]]	[[]]	[[]]	[[]]	[[]]
[[]]	[[]]	[[]]	[[]]	[[]]

List of teaching staff, volunteers or other responsible adults who will have a supervisory role during the visit:

Name	M/F	Status. (Staff/Parent/Governor/Volunteer) Relevant experience/qualifications inc. First Aid	Expiry dates (where appropriate)
[[]]	[[]]	[[]]	[[]]
[[]]	[[]]	[[]]	[[]]
[[]]	[[]]	[[]]	[[]]
[[]]	[[]]	[[]]	[[]]

Insurance Arrangements: The visit is covered by -

Name of insurance provider: (KCC or other named insurer)	[[]]
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Please attach the following to this form:

- an outline programme of the visit - a brief daily programme for morning/afternoon and evening including activities, including areas to be visited
- If applicable, an accommodation plan (showing bedrooms allocated to group including staff rooms)

Visit Leader request for Approval

<i>RE: Proposed visit to:</i>	[]
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I confirm that the visit will be arranged in accordance with the Local Authority's policy and that written risk assessments have been carried out and will be referred to and followed in respect of this visit.

Consent forms, including medical consent, will be obtained from all participants and will be carried by the Leader throughout the visit.

Name: []

(Please Print)

Signature: []

Visit Leader

Date.....

EVC (Educational Visits Co-ordinator) APPROVAL

This approval confirms that I consider the visit to have significant educational value and that the arrangements are in accordance with the appropriate County regulations including KCC Safe Practice of Offsite Activities (CD) and the KCC Minibus Safety Code of Good Practice.

Signature: []

Pam Allon

Date.....

EMERGENCY PROCEDURES ON A SCHOOL VISIT

An emergency incident or crisis can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale which is beyond the normal coping capability of the school.

The emergency incident may involve significant threat, damage or injury to property and individuals, and may have a long-term impact on students, staff, governors and parents.

All involved in the planning, organisation and approval of off-site visits should recognise the risks involved. The safety of all participants will be maximised if due attention is paid to planning, preparation and supervision. Inevitably, there will be accidents and emergencies which require on-the-spot response by the leaders. Very few fatal accidents occur on educational visits, but leaders should be prepared for this or other emergencies.

Kent County Council has developed the following outline guidance to help plan the management of accidents and emergencies when a school child or member of staff has suffered life-threatening injuries or fatality or is in peril during an off-site visit: -

PRIORITIES

- All your actions during the incident should be guided by the following:
- Keep your group alive and safe.
- Prevent the situation getting worse.
- Promote recovery and repatriation to base.

IMMEDIATE ACTION

Remain calm - Assess the situation and establish the nature and extent of the emergency.

Safeguard yourself and then any other uninjured members of the group. 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.

Delegate other leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.

Call emergency services as appropriate.

See to the First Aid needs of casualties. BEWARE of the quiet casualty.

ONCE THE INCIDENT IS CONTAINED

1. VISIT LEADER

Contacts: Head of School/Headteacher Designate and/or Emergency Contact.

Headteacher Designate is Anna Lawrence. Mobile no: 07815 806552 or 01303 221315
Emergency Contact is Pam Allon. Mobile no: 07870 692864 or 01303 246506

2. HEADTEACHER OR EMERGENCY CONTACT

Contacts: Headteacher Designate/Executive Headteacher/Chair of Governors and Area Education Officer

KCC Main Contact Centre (24 hours): 03000 414141
Area Education Officer: David Adams. Email: david.adams@kent.gov.uk
Kroner house, Eurogate Business Park, Ashford, Kent TN24 8XU
Office Tel: 03000 414989 Home Tel: 01233 714643 Mobile: 07740 184848

Contact your establishment/employer. They will need to know:

- Who you are.
- The number to call you on.
- Nature of the emergency.
- Numbers of casualties and their status.
- Total number in your group.
- Your current location.
- Are you staying put or moving? If moving, where to?
- Time the incident happened

DON'T FORGET

- Safeguard your group.
- Their physical needs in terms of shelter, refreshments, transportation.
- Their emotional needs, e.g. removing from scene of an accident; providing comfort.
- Control communications - avoid group members using communication devices unsupervised.
- Keep a written log
- Refer press enquiries to your employer.
- Liaise with/take advice from emergency services and establishment/employer.
- If abroad inform the Consular Assistance Team.
- Review your actions - what more can you do?
- Arrange contact with home when safe to do so.

LEGAL STUFF

- Do NOT admit liability.
- Get witness details.
- Do NOT alter or destroy any equipment.
- Keep accurate records.

ACTION BY ESTABLISHMENT

Your establishment/employer emergency contact should:

- Agree a contact number to keep communication channels open.
- Call you back within a specified time.
- Initiate their critical incident plan and escalate it to employer level if appropriate.
- Manage contacts with parents.
- Arrange for press releases and media management.

- Arrange for a travelling team to support you if necessary.
- Manage liaison with legal and insurance support.