

# **English Martyrs**

*Catholic Primary School*



## **Educational Visits Policy**

## Mission Statement:

*Through Christ we believe, inspire and achieve*

### 1. Purpose

English Martyrs acknowledges the immense value of off-site visits and related activities to the pupils and fully supports and encourages those that are well planned and managed.

This policy document sets out how English Martyrs expects staff to plan, organise, execute and review all educational visits and off-site activity. This document:

- Details the schools Educational Visits and Off Site Activities Policy
- Describes the use of standard operating procedures and generic risk assessments when used for off-site activities delivered as part of the schools curriculum or as extracurricular activity
- Identifies guidelines on good practise

### 2. Responsibilities

This document deals with the responsibilities and safety principles under three headings: The School; the individual teacher/leader and participant.

#### The School:

1. All Teachers/leaders employed by, or contracted by English Martyrs, shall operate under the terms of this document.
2. Safety is of the utmost importance and is always the first and overriding consideration in both formulating policy and decision making when engaged in activities.
3. English Martyrs will employ as teachers/leaders, only those people who in their judgement are suitable in terms of experience, training, accreditation and personal qualities to undertake the proposed activity safely.
4. In the absence of formal accreditation, particular attention will be paid to the experience and competence of potential leaders. Evidence of suitable experience and a proven track record of safety will be required in these circumstances. Where possible individuals are given appropriate training and assessment.
5. English Martyrs ensures that teachers/leaders operate within the limitations of their experience.
6. A clear line of command is established and employees are made aware of the parameters within which they can exercise their judgement, and when they need to refer to senior staff. (i.e. Headteacher or Deputy).

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7. In line with good practice, a plan for each off-site activity will have prior approval from the Headteacher.
8. English Martyrs will maintain leader/participant ratios sufficient to ensure safety.
9. Communication and emergency procedures in the event of any accident will be carefully considered and systems put into place following Local Authority guidelines, where applicable. Necessary safety matters are discussed during staff meetings, unless an issue needs immediate attention. Staff should also refer to the School Emergency Plan Policy, this is located in the school office.
10. Any serious accident is reported to the Local Authority and any necessary preventative actions are discussed and implemented by the Senior Leadership Team .
11. Any incident giving cause for concern i.e. near misses will be reported to the Headteacher at the earliest opportunity. This information is recorded on EVOLVE and a record held within school. These records are reviewed in staff meetings and with the Senior Leadership Team when necessary.

#### **Individual Teacher/Leaders:**

1. Implement English Martyrs Education Visits Policy.
2. Ensure the safety and welfare of participants in their charge.
3. Operate within the limitations of their experience, training and accreditation, where applicable.
4. Adhere to safe leader/participant ratios, taking into account all relevant variables.
5. Be aware of weather forecasts and take them into account when planning activities.
6. Take into account any contingencies that may affect the safety of the group.
7. Make themselves familiar with communication systems and emergency procedures in the event of an accident.
8. Follow accepted current good practice in the conduct of the activity.
9. Ensure that all visits are logged on the EVOLVE system.

#### **Participants - as far as reasonably practicable:**

1. Ensure that the proposed activity suits their needs, expectations and capabilities.
2. Behave in accordance with safety instructions given by the teacher/leader.

#### **Accompanying Staff (e.g. Volunteers):**

1. It is the responsibility of accompanying staff to assist in the management of the pastoral and behavioural needs of participants, as directed by the visit leader.

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### 3. Standard Operating Procedures and Risk Assessments

The advice given in the HSE document 'Tackling the health and safety myths' has been used when compiling all standard operating procedures and risk assessments, i.e. 'it is a myth that risk assessments should be long and complex. Paperwork doesn't save lives!' Engaging in a dynamic risk assessment process is fundamental to ensuring the safety of participants and one of the key roles of staff is to continually assess risks throughout an activity and respond accordingly. The use of competent staff is essential in ensuring that this process occurs. The aforementioned document can be found at the following web link:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

For all low risk activities i.e. those not requiring Local Authority approval, staff must follow standard operating procedure. Staff will risk assess the specific significant hazards relating to a particular visit i.e. those involving the:

- Staff – e.g. ratios
- Activity
- Group – e.g. specific medical conditions
- Environment
- Distance from base/transport

These factors will be recorded with their associated control measures and attached to the visit approval form.

Where a visit requires local authority approval, standard operating procedures must be followed and specific risk assessments completed if necessary, for the activities being led by school staff.

#### Pre Visit Procedures:

- All visits must be checked with the Headteacher before booking.
- All coaches booked must be from a recognised, reputable company.
- All coaches must be booked via the office.
- All coaches must be fitted with seat belts.
- Information relating to all trips must be communicated to parents/carers.
- Consent should be sought via the Arbor App
- Separate consent forms must be completed for all pupils if the visit is a residential or adventurous activity.
- The party leader must submit the EVOLVE form seven days before the visit, unless the visit requires LA approval in which case it should be submitted at least four weeks prior to the visit date.
- Party leader must be aware of critical incident procedures.

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### Visit Procedures:

- Wherever possible there will be an appropriately qualified/experienced first aider and a first aid kit available.
- The party leader must take a list of participants, staff and pupils and details of any medical conditions.
- If medicines are needed, they must be carried by a responsible adult at all times.
- Inhalers may be carried by pupils depending on their age and at the teacher's discretion.
- Clear guidance and expectations of the trip will be given to all pupils and staff.
- There will be regular head counts.
- Clear guidance will be given about expected behaviour.
- Clear boundaries will be set and suitable meeting points will be assigned.

### Walking:

- All pupils will walk in pairs, unless it is not safe to do so.
- Adults to be appropriately spaced throughout the line. Pupils who could cause possible disruption must be placed near a responsible adult (some pupils will require one to one supervision).
- When crossing a road, at least two responsible adults (preferably members of staff) must marshal the pupils across the road.
- The party leader must organise the structure of the line.
- All attendees must respect other road users.

### Coaches:

- All adults and pupils must wear seat belts at all times.
- Children must remain seated at all times.
- Staff must be positioned throughout the coach to ensure behaviour and safety of pupils at all times.
- A member of staff must be positioned at the bottom of the steps when pupils are entering or leaving the coach.
- A member of staff must be positioned on board the coach to guide the children to suitable seating positions.
- All pupils must be informed of behaviour expected on the coach.

### Post Visit Procedures:

- All party leaders must complete an evaluation of the trip for future referral. This must be completed on EVOLVE.
- Administer first aid.
- Ensure that a member of staff accompanies any casualties to hospital (if necessary) and that the rest of the group are kept together and supervised at all times.
- Identify who the nominated school contact is – this should be **Lewis Dinsdale**, but in absence it will be **Clare Jasper**, or another member of the Senior Leadership Team.

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- Write down as many relevant facts as possible, e.g. witness details, injuries, children's names and preserve any vital evidence.
- Keep written accounts of all events, times and contacts after the incident.
- Do not let anyone in the year group talk to the media and do not give any names. Refer all media communication to the Headteacher.
- No one in the group is to discuss legal liability with other parties.
- Complete an accident report as soon as possible.

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# EDUCATIONAL VISITS ACTION PLAN

THROUGH CHRIST WE BELIEVE, INSPIRE, ACHIEVE.

**STOP!**

**THINK!**

**ACT!**

**KEEP CALM**

LET THE GROUP KNOW YOU ARE IN CHARGE

Establish the nature and extent  
of the emergency!

Are the rest of the group safe?

Do you need specialist  
help?

Do you need help from  
school?

**Dial 999!**

Be ready to give:

- Your name
- Phone number
- Exact location
- Nature of incident
- Number in the group

Ensure the group are  
safe and supervised

Contact school  
0151 928 5601

WWW.ENGLISHMARTYRS.CO.UK

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## 4.0 Call In / Late Back Procedure Accident and Near Miss Reporting

### Call in procedure before activity

Liaise with the base contact prior to an activity.

Make sure both parties are aware of all the details and amendments

Your name

Group name

Relevant telephone numbers

Date

Activity details

Number in group

Expected time of return

Any changes to the original plan are to be given to the Emergency Contact.

Remember to do this before leaving mobile phone reception if possible.

Make sure you have all relevant medical information.

### Call in procedure after activity

As soon as practically possible liaise with the 'Emergency Contact' terminating the late back procedure.

### Late back procedure

Depending on weather, venue, activity, group size and plan the 'Emergency Contact' will make a judgement on how soon after the overdue time to share this information with others.

### Accident and Near Miss Reporting

In the event of an accident or near miss during an offsite activity a record of the 'Incident' must be noted and saved in the 'Incident Report' folder, it must also be noted on EVOLVE Evaluations. It is important for the incident to be reviewed so that appropriate lessons can be learnt.

To ensure an accurate account of events, this record should be completed as soon as possible after the situation has been resolved. Teachers will record these incidents in the staff drive, Evolve school trips, Incident reports, under the appropriate year group.

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## Emergency Procedures in the Field

In the event of a major accident / emergency, it is the visit leader's responsibility to initiate emergency procedures using the school's 'Emergency Action Procedures' and inform the contact person.

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# Guidelines for Good Practice

These guidelines are intended to assist teachers/leaders in running practical sessions out of doors either in the school grounds or off-site. They are neither prescriptive nor exhaustive and there will be some crossover with the standard operating procedures previously mentioned.

**General** – Considerations apply to all teaching sessions.

## 1 Educational Aims

- Clearly define the educational objective of your session.
- Consider how you will evaluate your success in achieving objectives.
- Make sure participants and staff under your supervision are aware of objectives.
- Allow sufficient time for briefing before the session and reviewing during/after the session with participants and staff.

## 2 Personal Competence

You should have the personal competence in terms of experience, ability and qualifications to ensure that your session is conducted safely, any emergency can be dealt with and the educational objective is achieved.

## 3 Staffing

- Staffing should be adequate in numbers and competence to ensure an acceptable safety margin.
- Staffing should be adequate to achieve your educational objective.
- Staffing should provide an adequate level of pastoral care.
- Staffing roles and responsibilities should be clearly understood.
- Ensure that your communication systems with staff are satisfactory.
- If you are using trainee teachers or volunteers to assist your work, you should carefully consider their experience and ability, and give an appropriate level of supervision.

## 4 Participants

- Participants should be of an age, ability, experience, personality and fitness that will enable them to operate safely and achieve the educational objectives.
- How well are the participants known to you personally and to other members of staff? Your plan should take account of this.
- Make reasonable efforts to identify and take into account medical problems of participants and accompanying staff.
- Be sensible to participants' emotional state and morale before, during and after your session.

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- Remain aware and responsive to your participants' physical state throughout the session.
- Ensure participants have prescribed medication (e.g. asthma inhalers) accessible during the session, staff will be responsible for looking after medication and children will be aware of which staff are responsible for theirs.
- Ensure that participants' accessories such as watches and jewellery are removed if they pose a danger or are liable to be damaged.

## 5 Planning

- Your plan must be realistic and workable.
- Your plan must have the flexibility to deal with contingencies.
- Obtain a weather forecast, and assess its implications in relation to the actual weather conditions and any potential impact this may have on your plan.
- Leave an outline of your plan in case of an emergency.
- A full list of students and staff should also be left at base.
- A responsible person at base should be aware of when you are expected to return and prepared to take action in the event that you do not. The group should be adequately briefed on the plan and debriefed at the end of the session.
- Carefully consider communication systems and emergency procedures in the event of an accident.

## 6 Equipment

- Your personal clothing and equipment should be adequate.
- Emergency equipment should be adequate and readily accessible.
- Ensure that the participants and assistant staff are adequately clothed and equipped.
- Equipment should be properly cleaned and stored at the end of the session.

## 7 Environment

- Your session should be planned and executed in such a way as to minimise impact on the environment and foster good relations with landowners and other users.
- You should strive to instil in your participants increased understanding, respect and care for the environment.

## 8 Travel

- Make every effort to ensure the safety and comfort of groups travelling to and from activities.
- In particular, vehicles and their drivers must meet the legal and local authority requirements e.g. vehicles must be fitted with seat belts.

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## 9 Reporting

- All accidents involving injury must be reported and recorded within school.
- All 'near-miss' incidents or other items of concern should be reported in writing to the relevant line manager.

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