

Portland School and Specialist College



PORTLAND SCHOOL
AND SPECIALIST COLLEGE

Educational Visits and Off Site Activities Policy

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Statement of intent

Portland School takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips. It follows the **Guidance for the Management of Outdoor Learning (GMOL)** Chapter 16: Health, Safety and Premises Handbook, **March 2016**. Details of this document can be found in the LA resources section of Evolve
<https://evolve.edufocus.co.uk>

In addition a copy of this document can also be found on the staff shared area under Visits and Trips.

Signed by

_____ **Headteacher** Date: _____

_____ **Chair of Governors** Date: _____

Date next review due

1. Definitions

- 1.1. 'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent/carer.
- 1.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Portland School which takes students off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. VL refers to Visit Leader
- 1.5. RA is Risk Assessment
- 1.6. 'Activities of an adventurous nature' include, but are not limited to:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing

2. Key roles and responsibilities

- 2.1. The governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Portland School
- 2.2. The Governing Body has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3. The Governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.4. The Educational Visits Co-ordinator (EVC) will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 2.5. The Head Teacher has overall responsibility for educational visits and school trips.
- 2.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring that they follow the policy and procedures. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.
- 2.7. Pupils are responsible for following instructions from teachers and Visit Leaders while on educational visits and school trips.

- 2.8. Pupils are responsible for behaving in a manner which matches the behaviour rules set out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

3. Training of staff

- 3.1. Teachers and support staff will be advised during their initial induction to the school to liaise with the EVC when planning their first trip and where to find the policies and information. The EVC will provide new staff with an Evolve password.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their continued professional development. EVCs are required to attend a Local Authority training session at least every 3 years.

4. Risk assessment process

- 4.1. Risk Assessments and risk management are legal requirements. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full. RAs should involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The primary aim is the safeguarding of the pupils and staff and to ensure that no one gets hurt or the safety is compromised.
- 4.2. The process is as follows:
- Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record your findings and implement them
 - Review your assessment and update if necessary
- 4.3. An example of a risk assessment form is available in the appendix f, and template also held on Evolve and in the staff shared area of Visits and Trips.

5. Safe use of minibuses and seatbelts

- 5.1. The School Business Manager is responsible for arranging the annual maintenance of the school vehicles including MOTs and road tax. The school handyman carries out weekly maintenance checks and ensures that vehicles are refuelled where practical. Drivers should carry out checks as per the checklist in the vehicles before driving. Drivers must advise the office if fuel levels fall below ¼ tank and if they are aware of any faults with the vehicles. The driver must have a current driving licence, be aged 21 years or over with a minimum of 2 years driving experience.

5.2.

Drivers who hold a full D1 (or D) PCV entitlement can drive minibuses for *hire or reward* and can drive the school minibus GY51 FDK(ford transit).

There are, however, circumstances when a driver can drive a minibus within the UK when they hold a car (category B) licence. These circumstances vary depending on when the driver passed their car driving test. These arrangements only apply when driving the minibus in the UK not if driving abroad.

If you passed your category B (car) driving test before 1 January 1997, you can drive a minibus that is not being used for *hire or reward* as these licences automatically include category D1 (101) (not for hire or reward) entitlement³. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.

If you passed your category B driving test on or after 1 January 1997, you may drive a minibus that is not being used for *hire and reward* if the following conditions are met:

- you are over 21 and have held a category B licence for at least 2 years;
- the minibus is used by a non-commercial body⁴ for *social purposes*,
- you receive no payment other than the recovery of your *out of pocket expenses* (e.g. fuel and parking costs);
- you provide the service on a *voluntary basis*;
- the gross vehicle weight⁵ of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and
- you do not tow a trailer.

For further details please refer to “Driving School Minibuses: Advice for Schools and Local Authorities” (Nov 2014) in the Staff shared area under Visits and Trips and on the Local Authority Resources section of Evolve.

- 5.3. Drivers must complete the relevant medical form and driver’s declaration from the office and supply a copy of their driving licence. The Head Teacher will authorise which staff are permitted to drive the school vehicles. Drivers are required to advise the office if there are any medical changes which may cause problems when driving or if they have any changes to their licences such as endoremsents etc..
- 5.4. All drivers will be expected to sign when they obtain vehicle keys from the office and to complete the mileage log in each vehicle detailing starting and closing mileage.
- 5.5. Internal damage to the school vehicles are the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 5.6. All vehicles will carry strictly one person per seat and seat belts must be worn at all times.
- 5.7. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 5.8. Any potential risks, defects or damage identified, will be reported upon return to the school.

- 5.9. An up to date staff list of approved drivers is maintained and held at the school office.
- 5.10. In the event of breakdown, drivers should contact the school office in the first instance or refer to the information held in each vehicle regarding the current provider.

6. Parental consent and contributions to the cost

- 6.1. Parental consent (appendix b) is required for off-site activities for :
- Activities of an adventurous nature.
 - Trips conducted outside the boundaries of Stoke on Trent
 - Residential trips.
 - Foreign trips.
 - Trips outside of school hours.
- 6.2. Parents/carers will be asked to complete a 'one-off' consent form (appendix a) at the start of any academic year which gives consent for their child to be involved in any off site activities within the boundaries of Stoke on Trent. (see appendices)
- 6.3. A more detailed consent is required for Residential trips and the approval of the social worker is required for Looked After Children.
- 6.4. Contributions from parents and carers- whilst every effort should be made to obtain a contribution towards the cost of the trip, the school recognises that this may not always be possible and pupils are still permitted to attend if no contribution is forthcoming.

7. Staffing ratios

- 7.1. Visit Leaders are to take into consideration the needs of the pupils going on the trip and to ensure that there is always sufficient staff to deal with emergency situations. Visit leaders to ensure that the risk assessment highlights any potential issues and risks with the pupils.

8. Insurance and licensing

- 8.1. When planning activities of an adventurous nature in the UK, the Local Authority will check that the provider of the activity holds a current licence. This is done via Evolve.
- 8.2. Insurance is provided by the Local Authority but Visit Leaders should check if they feel additional cover is required.
- 8.3. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.

9. If things go wrong

- 9.1. **If you are involved in an accident / incident involving another vehicle:**
In the case of injury call the emergency services. Give the name, address of the school, vehicle registration and obtain the same details from the driver of the other vehicle. Obtain names and addresses of any witnesses. Take photographs of the damage where appropriate. Inform school and complete and accident report form on return to school.
- 9.2. **Visit leaders must, at the earliest opportunity, contact the school and speak to a member of the Senior Leadership Team (SLT) if things go wrong.** SLT will advise on what to do next. If trips are arranged outside school hours then the Visit Leader should obtain a contact number of a member of SLT prior to going on the trip. This number should then be used as a point of contact in the event of an emergency.
- 9.3. **Critical incidents-** please see the Appendix e for details of the Local Authority procedure which must be followed in the event of such an incident.
- 9.4. In the case of accidents and injuries while on a school trip abroad:
- Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
 - The first point of contact with the UK should be the Headteacher/ SLT who will contact the family of the injured person.
 - Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
 - The British Embassy/Consulate will be informed.
 - The insurer will be notified.
 - Written records of the incident will be kept.
 - Media enquiries must be referred to the Local Authority in the first instance.

10. SEN and disabilities

- 10.1. Activities will be arranged that take into consideration the needs of our pupils.

11. Finance

- 11.1. Visit leaders will discuss the financial details of the trip with the appropriate budget holder and obtain approval.
- 11.2. The visit leader will discuss payment for the trip with the EVC.

12. Foreign trips

- 12.1. Organisers to discuss with SLT and Chair of Governors prior to arranging a trip abroad and careful consideration given to the financing of the trip and timescales to approve and finalise arrangements.

13. Planning and approval of school trips

- 13.1. Prior to planning a school trip, the Visit leader should discuss this with the Assistant Headteacher with responsibility for the relevant key stage and complete an “Initial Request for Educational Visit Authorisation” printed on blue forms for submission to the Headteacher for approval. See appendix c.

All off site trips and activities should be recorded online by the Visit Leader on Evolve <https://evolve.edufocus.co.uk> to ensure that the trip is adequately insured. The trip will be reviewed and approved by the EVC and the Headteacher via Evolve. In the case of trips abroad the Chair of Governor should be advised.

Visit Leaders should follow the Educational Visits procedures (see appendix d), paying particular attention to adequate Risk Assessments and approval timescales.

14. PORTLAND SCHOOL CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child to take part in school trips and other activities that take place off school premises; and to be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

The trips and activities covered by this consent include;

- all visits which take place during normal school hours for the duration that your child is educated at this school.
- visits which take place locally in the Stoke on Trent area
- visits involving local bus or train transport (your child will be supervised)
- transport by our own school vehicles driven by approved drivers

Whilst most of these trips are conducted during the normal school day, occasionally the trips may run over and we will endeavour to contact you and ensure the safe return of your child. Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take:

Name of child.....

Signed.....Parent/Carer

Date.....

If after returning this form, you decide that you do not want your child to take part in such trips and activities, it will be necessary for you to advise the school office. Similarly please also keep the school updated with any changes to your child's medical information.

PLEASE RETURN THE WHOLE FORM TO PORTLAND SCHOOL AND SPECIALIST COLLEGE

Appendix b – Parent consent letter



PORTLAND SCHOOL
AND SPECIALIST COLLEGE



SEN SPECIALIST
SCHOOLS



Specialist Schools
and Academies Trust
THE SCHOOLS NETWORK™



Date:

Dear Parents/Carers,

Re: Visit to

We are pleased to advise you that we are planning a visit to:

Place
On
Time

This trip forms an important part of your child's current.....and we would be grateful if you could sign and return the permission slip below to allow your child to take part in this visit.

- Clothing- uniform or own clothes*
- Transport arrangements*
- Food/snacks*
- Charge for visit?*
- Pocket money limits- mention own responsibility*
- End of trip drop off arrangements if after school*

Yours sincerely,

Visit leader/ Teacher/ KS Leader

.....
Portland School Educational Visit Permission slip – RETURN TO SCHOOL BY.....

Visit toon.....

Name of child.....

I have read and understood the above details and I give permission/do not give permission* for my child to take part in this visit. * *please delete as appropriate*

Signed.....parent/carerdate

Emergency Tel No on the day of the trip.....

I enclose £ as contribution towards the cost of the trip.

Please complete overleaf if there is any medical information that we should be aware of prior to the trip



Please indicate any medical conditions that the trip leader should be aware of :

.....
.....
.....

Will your child need to take any medication with them on the trip YES/NO

If yes

Name of medicine.....

Prescribed for the treatment of.....

Dosage.....Time needed to be taken.....

Submit to Headteacher **AFTER** submission on EVOLVE website (www.stokevisits.org.uk)

Visit Leader: Other staff members attending:.....

Proposed visit to.....

Date: Timings: Date Input on Evolve.....

Pupils.....

Does the visit involve any adventurous activities or possible access to water?	Yes /No
If yes please give details	

Transport arrangements:

Walk <input type="checkbox"/>	School vehicle <input type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>	Other <input type="checkbox"/>
Which vehicle has been booked on RM Learning Platform?				
BFM (6+1) <input type="checkbox"/> BFL(6+1) <input type="checkbox"/> Traffic(8+1) <input type="checkbox"/> Minibus(14+1) <input type="checkbox"/> Ford Transit 8+1 <input type="checkbox"/> Boxer 12+1 <input type="checkbox"/>				
If no vehicle has been booked please indicate why?				
Do end of day taxis need to be cancelled ? Yes / No				

Food arrangements:

Packed Lunch from home	School to provide packed lunch	Eating out Where?	Other
If School to provide, indicate no of meals you have ordered with Catering Supervisor			

Finance:

Amount of voluntary charges(if any) to be requested from parents/carers ?	£
Overall cost of the trip? Discuss payment for the trip with Fay in office	£
<i>NB Budget holder to sign here if costs are involved</i>	
DATE.....SIGN.....	

Authorised by

.....Headteacher.....date

.....EVCdate

.....Line Manager.....date

Staffing implications chk'd Y / N

.....Visit Leader.....date

Office use

Evolve checked and approved Offsite/Electronic Diary noted Parents advised of trip

Risk Assessment uploaded on evolve Paperwork printed and filed Email to VLeader

Emergency contact details issued if outside normal hrs Water risk information issued

Visit Leader(VL) checklist

- Research visit, undertake own visit if necessary, assess risks and complete itinerary
- Check with line manager regarding staffing implications, timing, suitability for pupils etc..
- If residential, adventurous or abroad discuss with KS leader , HT, EVC in first instance
- enter details of visit onto Evolve www.stokevisits.org.uk and submit to HT and EVC – all details needs to be logged on Evolve to ensure that the trip is fully insured.
- complete and upload risk assessment on Evolve (blank copy on Evolve)
- issue parent permission letter if out of the Stoke on Trent area (Sample letter on Evolve) and collate returned slips
- book school transport on School portal if required
- organise packed lunches with Catering Supervisor
- discuss Finance arrangements with the office (if applicable) and advise budget holder
- advise if taxis need to be cancelled (start /end of day)
- complete and submit this form (initial request) to office for authorisation
- await email from EVC for final authorisation
- ensure that up to date list of pupil emergency contacts are taken on the trip
- ensure that up to date medical information for pupils is obtained prior to trip
- discuss risk assessment and itinerary with other staff attending prior to the trip
- take a charged school mobile on each trip
- agree meeting point with all pupils and staff if any parties become lost during trip and offer emergency contact number
- complete post trip evaluation on Evolve and complete any incident/accident forms
- feedback to EVC with any problems following the visit and tie up any loose ends, eg receipts

Approval timescales and consents

3 types of visit

- A- Low risk, non-residential, within SOT boundaries
- B- Low risk, non residential, OUTSIDE SOT boundaries
- C- Overseas,
Residential,
Adventurous activities
Field study trips in remote areas

Type	LA approval min	School approval time	Total time	Parental Consent
A	Not req'd	1-2 weeks	1-2 weeks	Generic consent
B	Not req'd	2 weeks	2 weeks	Yes
C UK	3 weeks	2 -3 weeks	6 weeks	Yes
C Overseas	2 months	1 month	3 months	Yes

Appendix d

Educational Visits Procedure for Visit Leaders

updated Mar16 FB

Processes and stages are involved in organising an EV?

1. Visit leader (VL) plans the visit
2. VL seeks initial approval from their line manager
3. Complete Blue form "Initial Request for Educational Visit Authorisation" - copies of this form can be obtained from the pigeon holes in the staff room. Also copy on Evolve but prefer this to be a printed on blue paper.
4. Risk assessments are completed and details input on Evolve stokevisits.org.uk (see below for details of Evolve) Any problems with passwords see EVC (fay)
5. Paperwork is submitted to the office for approval by HT and EVC
6. Email is sent from the office to the VL confirming approval or requesting further information
7. Parent permission letter is sent (if required), visit plans are finalised
8. Parent/Carer permissions are collected by VL and retained for use on the visit
9. Visit takes place
10. Post visit evaluation on Evolve

Planning a trip

What are the key factors to consider when planning a trip?

Remember the success of the trip is down to effective planning and attention to detail

- Check out the provider- do a "recky" If residential-do Service Provider Questionnaire
- Complete risk assessments and obtain provider RAs but they have to be used in conjunction with our own not on their own. Proximity to water, road awareness, crowd management, first aiders, bunk beds, what to do in event of pupil going missing, car safety. Make plans for challenging pupils. Blank RA on Evolve.
- Check the date is convenient- does it clash with anything else going at school- health checks, exams, pupil meetings, photos etc..?
- Check which staff you can take and will these cause any supply cover issues
- Complete and submit the paperwork Blue form "Initial Request for Educational Visit authorisation" to office, with details on Evolve – consider timescale for approval(see below) **APPROVAL FOR VISIT WILL BE SENT BY EMAIL.**
- Compile parent permission letter if outside SOT area- remember to include reason for trip, venue, what you intend to do on the trip, dates, transport arrangements, lunches, clothing requirements, money contribution, medical info, emergency contact information (all of this is prompted on a generic letter)
- Check transport arrangements- which vehicle, who can drive, **BOOK on School Portal**, check vehicle is ok for your needs(enough luggage space if residential), passenger numbers,
- Arrange cancellation of taxis to take pupils home long day out
- How will the visit be funded?- check out costs, is it value for money(any free places available?), obtain budget approval. HOW will it be paid for- Invoice, pre-payment, cash on the day(limited)
- Supply cover issues- see Assistant Headteachers
- Arrange parent meetings if residential/trip abroad
- Compile itinerary/programme
- Share plans with other staff on the visit, including discussion of RAs
- FOOD- organise packed lunches, speak to kitchen staff
- Ensure appropriate nos of staff are attending(part of RA) consider pupils needs etc

- Make contingencies – weather, poor behaviour etc..
- If trip is likely to run after school hours- need emergency contact information for DIRECTOR ON CALL at LA (copy on Evolve)

Pre-visit check - Day or so before trip

- Review weather- any changes to clothing etc or maybe change plans slightly
- Reminder text to parents
- Check vehicle – all still ok (fuel), Driver,
- Quick look at the planning checklist above
- Confirm staff and pupils and ensure Evolve reflects any changes

On the Day of the Trip

Mostly common sense but again success of the trip depends on attention to detail

- Collect lunches
- Check for appropriate clothing
- First aid kit (in each vehicle), sick bag and wipes!!
- Medical info, pupil emergency contact details, school contact information
- Take emergency contact details if outside school hours for LA Director on Call
- Tickets, emails for entrances or money (must be pre- arranged)
- Take **charged** mobile phone
- Directions and sat nav
- Agrees rules of behaviour with pupils
- Agree rendezvous, complete regular pupil number checks
- Agree what to do if someone gets lost (use labels for children with mobile number)
- If residential- where are the emergency exits etc
- Keep in touch with school re any problems- traffic delays, behaviour problems /incidents

Post Trip evaluation-After the trip

- Share successes and reflect on the day with other staff and also pupils.
- Complete and accident/incident reports and any near misses(for future ref)
- Ensure EVC has a copy of any incident and accident forms

Approval timescales and consents

Ensure Paperwork is submitted as per the timescales below dependent on the type of visit

3 types of visit

- D- Low risk, non-residential, within SOT boundaries
- E- Low risk, non residential, OUTSIDE SOT boundaries
- F- Overseas,
Residential,
Adventurous activities,
Field study trips in remote areas

Type	LA approval min	School approval time	Total time	Parental Consent
A	Not req'd	7 working days	7 working days	Generic consent
B	Not req'd	7 working days	7 working days	Yes

C UK	3 weeks	3 weeks	6 weeks	Yes
C Overseas*	2 months	1 month	3 months	Yes

*Trips abroad also need to be approved by Chair of Governors (as per school policy)

Record keeping

What records do we have to keep?

- Who went?- Register of staff and pupils
- What did you do, when and where
- Was the planning reasonable eg RAs/ forms
- Evaluation of visit- were the objectives met, accident/incident forms, near misses
- Was the provider properly checked out (Service Provider Questionnaire on Evolve)

RECORDS HAVE TO BE KEPT FOR UP TO 7 YEARS IN CASE OF FUTURE NEGLIGENCE CLAIMS

Evolve

LA online system to record all trips/visits

stokevisits.org.uk

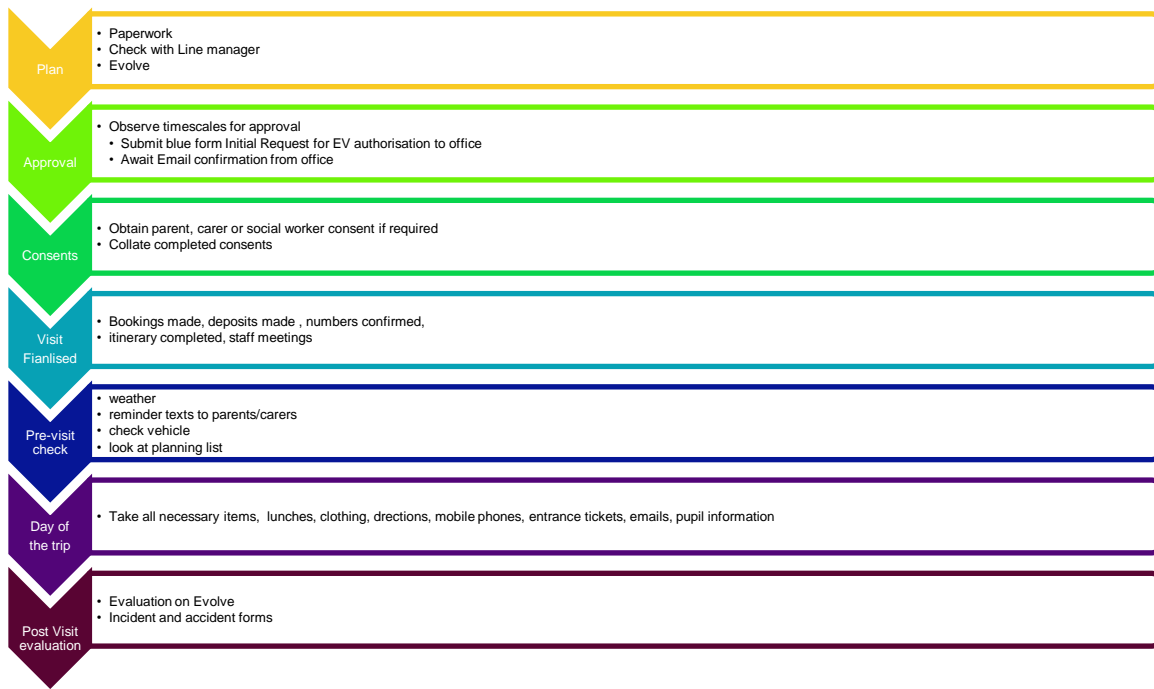
- All staff have online access to put visits onto the system. It allows you to track progress of visits, access resources and information.
- It forms an essential part of the record keeping process and allows tracking of approval.

NB- copies of all school forms , consents, blank risk assessments are under the resources section of Evolve.

Summary

- Follow the school procedures
- Careful planning and attention to detail – all helps to reduce last minute panic and hiccups, and ensures a smooth running and successful trip.
- Stick to the timescales
- Use Evolve to log all visits
- School has a legal obligation to keep all records of visits for 7 years
- RAs are an essential part of the planning process and is a legal requirement as it provides evidence of planning
- Risk assessments-paperwork doesn't save /protect lives on its own- ACTION DOES!!

Overview of Educational Visits stages and processes





CHANGE TO THE PROCESS FOR CRITICAL INCIDENT SUPPORT ON SCHOOL VISITS

This is an addendum to the Chapter 16: Safety Off-Site Document. Please ensure that this is circulated to and understood by all employees that attend visits and activities off-site. There may be occasions where the Visit Leader is unable to make the phone call, and therefore the Assistant Leaders should also be aware of this protocol.

Definition of a Critical Incident:

When a group is undertaking an off-site activity and any member of the group has been involved in an incident where a group member:

- Has either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

In such a case, the incident should be treated as a “critical incident” and this protocol should be implemented.

OUT OF HOURS SUPPORT

The number to call if you are a Visit Leader that requires Local Authority support with a critical incident on a school/service trip out of hours is still **01782 234567**.

However, you no longer ask for the Civil Contingencies Officer. If you require LA support for a critical incident or need to notify the LA of a critical incident you should now do the following:

- Call **01782 234567**;
- Inform the operator that you are a Visit Leader on a school or [*insert name*] service trip and a critical incident has occurred;
- Provide the operator with information about the incident, including your contact details.
- Ask Stoke on Call to contact the Director on Call
- The Director on Call will then contact you to obtain further information and help to co-ordinate the City Councils Response. The Director on call will either advise you on what to do straightaway or they will call you back.

It may be that no action is required if the incident is under control and the school/service contact has made the appropriate phone calls to parents, Headteacher/Head of Service etc. However, the Director on Call may decide to involve the Director of Children and Young People's Services, and the Chief Executive, depending on the nature and severity of the incident. The Director on Call will also ensure that the LA press office are notified so that all press enquiries can be directed to them.

SUPPORT DURING SCHOOL/OFFICE HOURS

If a Visit Leader requires LA support with a serious incident during school hours, they could call the Director of Children and Young People's Services on 01782 236100 and explain the situation directly to this person. If the Director is unavailable you will either be transferred to the Director on Call or you should call 01782 234567 and follow the above procedure for out of hours incidents.

For further information on incident management you should refer to the Chapter 16: Safety Off-Site document (available on Evolve and Score)

If you require any further information about this, please contact Adam Geens, Outdoor Education Adviser – on 01782 503208 or adam.geens@stoke.gov.uk.

Appendix f – Risk assessment template

Portland
School

Educational visit or school trip risk assessment

Assessment conducted by:	Job title:	Covered by this assessment: All staff and pupils
Date of assessment:	Review interval: Annually	Date of next review:

Related documents
Health and Safety Policy, School Emergency Procedure, Personal Emergency Evacuation Plans (PEEPs) Incident Procedure, Code of Conduct

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major injury, disability or ill-health.	High (H)	High	Medium (M)
	Severe Causes injury requiring medical treatment.	High	Medium	Low (L)
	Minor Causes injury requiring first aid treatment.	Medium	Low	Low

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Policy and procedures	M	<ul style="list-style-type: none"> Written procedures for ensuring the health and safety of pupils and staff members are in place. They are agreed by the governing body and reviewed annually. Existing risk assessments are in place based on knowledge, experience and training. 	Y	<ul style="list-style-type: none"> Review Health and Safety Policy in light of any updated guidance. 	School Business Manager	XX.XX.XX	L
Inadequate leadership		<ul style="list-style-type: none"> Leaders are trained, experienced and competent. All adults in the group have clearly defined roles and responsibilities. Group leader is experienced in class visits. Group leader visits the venue prior to the class visit to identify potential dangers. 					
Hazards specific to venue		<ul style="list-style-type: none"> All leaders are familiar with any guidance offered by the venue's management including first aid and emergency procedures. Pupils are briefed regarding: <ul style="list-style-type: none"> Expected behaviour. 'No-go' areas. Meeting points. Meeting times. Contacting staff in an emergency. Emergency procedures. Emergency contact details. 					

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Lost group members		<ul style="list-style-type: none"> • Large groups are divided into smaller groups with adequate supervision. • Name checks conducted at each rendezvous. • Established contingency plan in place for dealing with a lost group member. 					
Confrontation with public		<ul style="list-style-type: none"> • All pupils briefed on expected code of conduct. • Buddy system used to ensure pupils are responsible for each other and that pupils are never alone. • Pupils told what to do if approached inappropriately by a stranger. • When travelling on public transport, seats are booked in advance and group seating secured. • Adult leaders will sit at both ends of the block of pupils. 					
Transport		<ul style="list-style-type: none"> • A reputable coach company, preferably one the school has experience working with, is used. • If public transport is utilised, a separate risk assessment is created to ensure all risks are identified regarding the mode of transport. 					
Car parks		<ul style="list-style-type: none"> • Adult leaders are first off and on the coach/minibus. Children are led quickly and safely in a line to an area free from vehicles. 					
Emergency away from school		<ul style="list-style-type: none"> • All emergency contacts are up-to-date. • Allocation of leaders takes into account all known medical conditions, special educational needs, disabilities, and behavioural conditions. 					

