

Foulds School



Educational Visits Policy

Updated: Spring 2019
Review date: Spring 2022

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes **Foulds School** a supportive and effective learning environment. The benefits to pupils in taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Foulds School:

1. Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'** (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

Visits at Foulds fall into five categories:

- regular and repeated visits i.e. swimming
- local visits e.g. to local shops
- local visits which require transport in private vehicles e.g. away sporting fixtures
- day visits which involve transport either on a coach or on public transport
- annual residential visit: 'School Journey' for Year 6 children

Risk Assessments

Risk Assessment is a careful examination of what could cause harm to people, together with an identification of the control measures necessary in order to reduce the risks to a level which, in professional judgment of the person carrying out the Risk Assessment, is deemed acceptable.

The Visit Leader will ensure the statements in the Educational Visits Checklist are going to be adhered to and will need to complete Forms EV5, an Event Specific Risk Assessment Form (ESRA). A blank form and examples can be found on Google Drive. This process is applicable to all visits.

GDPR

In line with our school's GDPR procedures, all adults will be briefed prior to the trip that they must not photograph or video children using their mobile phones for any reason. Any photography for later work or the newsletter will be done by staff only and will be taken on a school ipad or camera. Photos or videos will then checked against the school central list for photo permissions before they are displayed or used in anyway. Any photos taken will be stored only on the protected school Google Drive and will not be shared with any adult unless there is parental permission.

Contact details for children on any trips will be stored at school during visits that take place in the school day. Staff will phone the office to request that parents are contacted if there is a need. For trips that take place outside of office hours staff will access the online provider to retrieve contact details for parents.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The Educational Visits Coordinators (EVC) are the Headteacher and Deputy Headteacher, who will support and challenge one another and colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the LA for approval.

The Governing Body monitor visits through annual meetings with the EVC/DSL as part of the safeguarding scrutiny.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Health and Safety

The health and safety of children and staff when engaged in off-site activities is of prime concern. This policy sets out procedures and guidelines aimed at promoting health and safety during off-site visits.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and the SLT and office staff are familiar with the Critical Incidents Plan.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Foulds School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities, and can be seen as Appendix 3. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Visit Planning and approval

The internal school approval process is as follows for each type of visit:

1. Local area visits will follow the extending learning territory policy (appendix 1)
2. Single day visits within the UK excluding adventure activities – these are put on EVOLVE and approved internally by the Head Teacher. Visits should be submitted to the EVC via EVOLVE at least 14 days in advance.
3. Visits involving an overnight stay must be put on EVOLVE and submitted to the EVC at least one term in advance. The school is required to submit these for Local Authority Approval at least 10 days in advance.
4. Visits involving adventure activities must be put on EVOLVE and submitted to the EVC at least one term in advance. The school is required to submit these for Local Authority Approval at least 10 days in advance. Visit leaders must check if an activity provider holds either an AALA licence

(http://www.aals.org.uk/aals/provider_search.php)

and/or an LOTC quality badge (<http://www.lotcqualitybadge.org.uk/search>).

If they don't hold the LOTC Quality Badge then they must complete a Provider Questionnaire.

1. Visits abroad require detailed planning to commence well in advance and the Head must be kept up to date with progress. Checks must be made on any third party providers and permission from the headteacher to use them be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge (see above) do not require further checks. Those who do not hold this accreditation should complete and return a Provider Questionnaire, which visit leaders should scrutinise. Governors should be informed of such a visit at Full Governing Body meetings at least a term in advance.

The head will need to submit final plans to the Local Authority at least 10 days before the departure date.

Actions for planning a Visit

1. Decide on a place to visit

2. Research cost of entry and transport to see if financially viable. If the trip has never been carried out before or a new member of staff is leading it, a pre-visit will be needed.
3. Complete ESRA Risk Assessments (available to download from Google Drive) including a separate one where needed for children with additional needs - behavioural or learning.
4. Write letter to parents (this is not necessary for local area visits on foot – see Parental Consent section below). Do not send out letter at this stage. If the visit is going to be a regular one i.e. weekly, and is not on foot, then only one letter of permission is required at the start of the academic year in which this regular activity is taking place.
5. Refer to Educational and Recreational Visits Checklist (available to download from Google Drive)
6. Complete EVOLVE Visit Form and attach completed Risk assessments and Parent Letter (See Appendix 4), if needed, in order to seek approval from the School EVC/Headteacher and (if required) the LA. This must be done at least 2 weeks before a day visit and one term before a residential visit.
7. Send out letter to parents.
8. Ensure that a DBS check has been completed on parents going on the visit. If they are going to be transporting pupils in their car or will be left unattended with a group of children, where possible this should be parents/carers that have had a DBS check. All adults taking children in their care should complete and hand in to the office a Use of a Private Car form (See appendix 5).
9. Give a copy of Visit Form and Parent Letter to the School Office.
10. Ensure all children and accompanying adults are briefed about the visit. All accompanying adults should have read the ESRA Risk Assessments and must be reminded specifically about the use of mobile phones in line with our GDPR procedures.
11. Ensure you have permission for all children you take on the visit.
12. If the visit is out of school hours the school phone, not a staff members personal mobile phone, must be used to contact parents. Staff must ensure they have access to the online provider to retrieve contact details.

The Visit Leader's job list

The visit leader will ensure all the following steps are completed for any type 2 or 3 visit:

- Gain outline approval from the head to begin planning the visit and agree funding mechanism / charging policy.
- Ensure the visit:
 - has clear learning outcomes
 - has activities appropriate to the group
 - is planned to maximise benefits to the children while managing significant risks
 - is appropriately staffed
 - complies with the school's safeguarding policy
 - Involve children in the planning of the visit, and how it will be managed, wherever possible.
 - Ensure the LA procedures are followed and that the visit plan is recorded on EVOLVE.
 - Ensure all other staff, accompanying adults and children are:
 - fully briefed about their roles and responsibilities during the visit
 - know what to do in the event of an emergency
 - are given information they need about individual pupil needs.

Emergency procedures must include what would happen in the event of illness or injury affecting the party leader.

- Ensure that the guidance for trip leaders (Appendix 10) is followed
- Ensure that all accompanying parents have the guidance for parents (Appendix 9)
- Ensure the base contact back at school is fully briefed and has copies of all relevant information.
- Ensure that the school phone is charged and that the lead staff member has access to the online provider for contact details.

Parental Consent

We follow the latest LA's guidelines (currently "Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE 2012") relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate. In very exceptional cases where there is no written consent for a day trip (NOT residential) and a phone call is made to the parent/carer the consent given must be heard by 2 members of staff. For local visits in the vicinity of the school that do not take place over lunchtime, parents are asked to sign a consent form when their child starts at Foulds that covers all outings such as these during their child's time at Foulds, in order that separate permission slips are not required to be sought for each outing.

For residential visits, visits extending beyond the school day or visits out of the Area specific consent should be requested using a visits letter which must be approved by the EVC. Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc), so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting through a traditional paper consent form.

Inclusion

Foulds School complies with the Equality Act 2010.

Charging / funding for visits

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, however we ask for voluntary contributions to enable the visit to proceed. There are some circumstances when the school can make a charge for certain activities. The Governing Body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

Transport

The Risk Assessment carried out prior to a visit will assess the most appropriate means of transport. The Health and Safety of the pupils is the major concern here although the cost of transport needs to be taken into account when planning how to travel to and from the place of visit.

Use of staff cars to transport pupils – Any use of private vehicles will be subject to a specific risk assessment.

The visit leader must check the following is in place:

- all vehicles used have seat belts and that those children who are under 135cm tall have booster seats
- Written permission from parents must be obtained regarding transport in private vehicles belonging to members of staff **or** to parent helpers. If a private vehicle is being used by a parent or member of staff an EV6 form (See appendix 5) must be completed and retained by the school and renewed on an annual basis. *Members of staff transporting children in their cars should check that they are covered by their insurance.*
- All parents transporting children need to have had DBS clearance
- Inform parents when and where to pick up their children or of the time that children are due back in school
- Keep the school informed of any changes to these arrangements
- If the match / activity is outside of normal school hours, take school phone and emergency contact numbers of parents and a contact number for the Headteacher and LA. Contact numbers must be destroyed at school in the shredding box and never shared with other parties. **The EV7 Form "Emergency Card – Visit Leader" can be used for this purpose. See Appendix 6**

Insurance

Foulds School has Barnet LA insurance.

Appendix 1 – School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

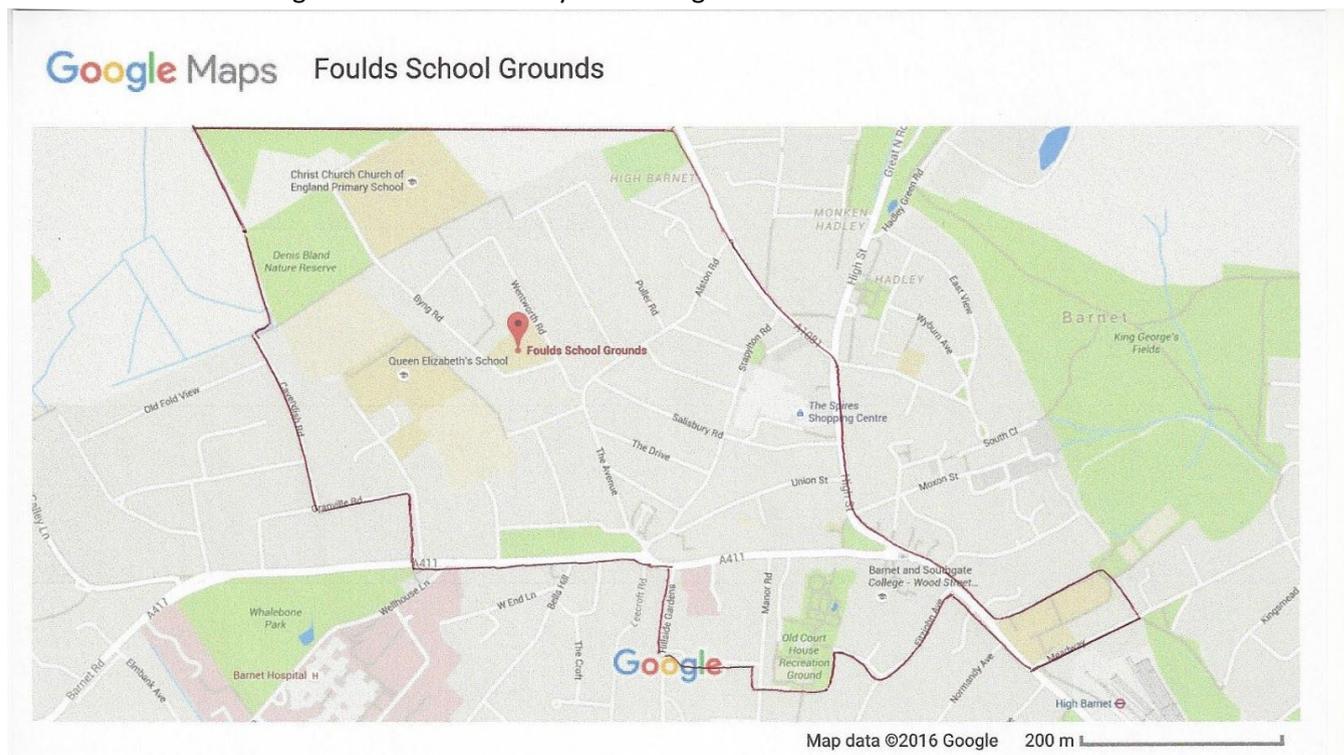
- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- should be recorded on EVOLVE if regular, eg swimming lessons
- do not need to be recorded on EVOLVE if these are ad-hoc activities

Boundaries

The boundaries of the territory are shown on the map below and the area includes the following frequently used venues:

- The fields adjacent to Christchurch School
- QE Boys School
- QE Girls School
- The Spires shopping centre
- Cherry Lodge and other venues in Wood Street
- Barnet Library

We use this area on a regular basis for a variety of learning activities.



Operating Procedure for School Learning Area

The following are potentially significant hazards within our extended territory:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, falls
- Weather conditions

- Activity specific issues when doing environmental fieldwork (nettles, brambles rubbish etc)

These are managed by a combination of the following:

- The head or deputy must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and operating procedure of the extended learning terrain is explained to all new parents when their child joins the school.
- There is always a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas' and have practised appropriate management techniques.
- Children have been trained and practised standard techniques for road crossings in a group
- Children are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended territory is done in 'buddy' pairs as a minimum.
- Children's clothing and footwear is checked for appropriateness before leaving school and staff have a first aid kit
- Staff carry a mobile phone to contact the office in case of emergency
- Staff will deposit in the office a list of all pupils and staff, a proposed route and an estimated time of return. A mobile phone is taken with each group and the office has a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office, out of office hours this is the headteacher or deputy headteacher). Parents are given the out of hours trip phone number on their trip letter prior to the visit to contact staff in an emergency.
2. This nominated base contact will either be an experienced member of the senior leadership team or will be able to contact an experienced senior manager.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the trip participants (including staff).
4. Both the visit leader(s) and the base contact know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.

Appendix 3

Educational and Recreational Visits Checklist

This checklist is an essential part of the risk management process and is applicable to **all** visits

The visit should only go ahead if the answer to all applicable questions is 'YES'

In advance of the visit

1. Have the educational aims of the visit been clearly identified?
2. Is the visit appropriate to the age, ability and aptitude of the group?
3. Has there been suitable progression/preparation for pupils prior to the visit?
4. Are pupils aware of the nature and purpose of the visit?
5. Does the visit comply with any guidelines specific to your school?
6. Does the visit comply with any specific LA guidelines?
7. Are transport arrangements suitable and satisfactory?
8. Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made?
9. Do the adults in the party have the appropriate skills for the visit?
10. Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability?
11. Have any adult helpers (non- teachers) seen a copy of the risk assessment and been briefed specifically on use of mobile phones and GDPR?
12. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?
13. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role?
14. Are all support staff and helpers aware of and comfortable with their roles?
15. Has Event Specific Risk Assessment (ESRA) been carried out for main trip and any children who have additional needs and will these be shared with all relevant parties?
16. Have you considered alternative means of transport and activities in case of civil emergency or terrorist activity?
17. Do staff have a list of pupils/groups? With emergency contact details if the visit is out of school hours
18. On the day of the visit the office must know who is out on the visit
19. Does at least one member of teaching staff know the pupils that are being taken away, including any behavioural traits?
20. Are staff aware of any medical needs and/or other relevant details of pupils? (refer to school medical policy)
21. Does at least one responsible adult have a 'good working knowledge' of First Aid?
22. If taking Reception children off site they must be accompanied by a member of staff with a paediatric first aid qualification
23. If the trip is out of office hours, is the school phone charged and ready with an accompanying list of contact details
24. Is a first aid kit (appropriate to the visit) available? And relevant medication going to be taken e.g. asthma pumps, inhalers etc (Please refer to school medical policy)
25. Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff?
26. Do pupils know what action to take if they should become separated from the group?
27. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained?
28. Have all relevant details been issued? (e.g. itinerary, kit lists, etc?)
29. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?
30. Are staff aware of any relevant medical conditions of other staff/helpers within the group?
31. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g. 'Plan B', and have these plans been risk assessed and has parental consent been obtained?

32. For journeys taking place outside school hours, do staff members have access to the online provider for emergency contact phone number(s) for parents and designated senior staff?
33. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? and will Form EV7 or the information contained within it be with the Visit Leader at all times?
34. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary?
35. Will suitable communication systems be in place for the duration of the visit?
36. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?
37. Does any specialist equipment conform to the standards recommended by responsible agencies?
38. Have all financial matters been dealt with appropriately?
39. Has the visit been approved by the Headteacher (Educational Visits Coordinator) and in line with Governing Body policy?
40. Are full details of the visit (including Form EV8) at school and if appropriate with the School Emergency Contact(s)?
41. If residential, overseas or involving adventurous activities, has the visit been approved by the LA?
42. Does the visit involve any swimming, water sports or water margin activity? If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit?
43. Have you followed procedures as described in the Foulds School Off Site Visit Policy?
44. Once visit approved by the Educational Visits Coordinator (Head teacher) a copy of the 'Visit Form' and 'Letter to parents' must be given to the school office
45. Is insurance cover adequate?
46. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA?
47. If using an external provider or tour operator, has the provider satisfactorily completed and returned an 'Agreement Form EV4'? (School Journey)
48. If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation?

During the visit:

1. Do all staff have a list of pupils/groups? + emergency contact details and Form EV7 if out of school hours?
2. Does the school office have a list of the names of all participants, including adults?(+ contact details if out of school hours) + Form EV8?
3. Do staff have sufficient funds to allow for any contingencies?
4. Do staff have any relevant literature, work sheets, clipboards, etc?
5. Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc., if needed?
6. Are pupil numbers being checked at appropriate times?
7. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?
8. Are pupils aware of the procedure in areas where there is traffic? (e.g. if walking, is it pairs, crocodile, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.)
9. Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively?
10. If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?
11. Do pupils know what action they should take if they become separated from the group?
12. Is on-going risk assessment being conducted and, if necessary, the programme adapted to suit changed or changing circumstances?

At the end of the visit

1. Are appropriate arrangements in force for the dismissal of pupils?
2. Has the Visit Leader reported back to the Educational Visits Coordinator?

3. Has the group been de-briefed and any relevant follow-up work completed?
4. Have all loose ends been tied up, e.g. paperwork to the shredding bin, finance, 'thank you' letters, etc?
5. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?
6. Have all staff and helpers involved in the visit been thanked for their input?

PRIVATE CAR
FORM

Use of a private car to transport young people

| | |
|---|-------------------------------------|
| 1 | To: The Head of _____ Establishment |
|---|-------------------------------------|

I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

| | |
|---|------------------------------------|
| 2 | Signed: _____ Print name: _____ |
|---|------------------------------------|

| | |
|---|---|
| 3 | Address: _____ _____ _____ _____ |
|---|---|

| | |
|---|-------------|
| 4 | Date: _____ |
|---|-------------|

The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

| | Insurance cover required |
|--|--|
| For teachers, youth workers, or other LA employees | <i>Use by the Policyholder in connection with the business of the Policyholder¹</i> |
| For parents and other volunteers | <i>Use for social, domestic and pleasure purposes²</i> |

Appendix 6

Emergency Card (Visit Leader)

This ‘card’ must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

London Borough of Barnet Emergency Contact

020 8359 2000

Be prepared to give: Your name and Establishment/Group
 Phone number & back up phone numbers
 Exact Location
 Nature of Incident
 Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made.
 You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

| Name | Home | Mobile |
|--|----------------------|--------|
| Establishment: Foulds School | 020 8449 2714 | |
| London Borough of Barnet Emergency Contact | 020 8359 2000 | - |

If the visit will be outside normal establishment hours:

| | | |
|--|--|---|
| Headteacher: Kim Sanett | | 07743804696 |
| Deputy Headteacher Amy Ingall (Mon- Weds) Kath Strong (Thur-Fri) | | 07834 150753 07702862208 |
| Chair of Governors: Bronwen Tumani | | 07891 081878 |

Appendix 7

Emergency Card (to be kept at office base)

This 'card' must remain with the emergency contact(s) at all times

The Emergency Contact(s) should have all visit information, including itinerary, venue details, names and emergency contact details for all participants including staff, etc.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on
- Note their location
- Determine the nature of the emergency
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible
- Seek further advice or pass on details to other contacts that may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible

Contact the LA Call Centre 020 8359 2000 and state that you require immediate assistance.

Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible
- You should also contact the Headteacher (if this is not you)
- The LA (020 8359 2000) will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident. All enquiries should be referred to this telephone number
- If appropriate, support and counselling will be arranged.

| Name | Home | Mobile |
|--|---------------|----------------------------|
| Headteacher – Kim Sanett | | 07743804696 |
| Deputy Headteacher – Amy Ingall Kath strong | | 07834150753 07702862208 |
| Chair Of Governors – Bronwen Tumani | | 07891081878 |
| LA Emergency Call Centre | 020 8359 2000 | |

Guidance for Residential Visit (School Journey)

Informing parents

- Give parents at least one term's notice of School Journey together with details of payment arrangements/options
- Give parents sufficient information about the Centre, accommodation and activities so that they can make informed decisions about whether their children go/participate in activities. Special arrangements may be necessary for parents who have difficulty with communication in English
- Get written consents.
- Obtain from parents any information about their child's emotional, psychological and physical health which might be relevant to the visit (*via the medical consent form. Please also refer to school medical policy at this point*)
- Make arrangements to meet parents on an individual or group basis if they need further clarification or wish to discuss any matters privately
- Make arrangements to ensure parents are informed of the group's safe arrival at the destination

Preparing pupils

- Discuss itinerary with children and the need for careful attention to safety). *See also Code of Conduct provided by Centre*
- Communicate arrangements and make expectations of work and behaviour clear
- Make sure children know what to do and who to go to if they have a problem or are worried about anything

Staff

- Communicate arrangements and expectations to other adults
- Stop any activity or prevent individual children from participating if you feel that it is unsafe. Inform all accompanying staff that they must do the same
- Plan what would happen in an emergency. Give all accompanying staff a copy of emergency procedure guidelines and telephone numbers of Headteacher and relevant LA officers

First Aid / Medical

- The school medical policy will be followed
- Plan for children with medical needs
- Ensure all staff have details of children's special educational or medical needs
- For school journey staff to take medical consent forms provided by parents. These will be stored in a locked room at all times during the visit and referred to by staff as needed. Medical consent forms will be checked at school prior to visits but not taken on the trip for day visits.
- Take relevant medications e.g. asthma inhalers and instructions/permission on/for administration provided by parents
- Take first aid kits
- Consult a doctor if a child's health is giving concern

EMERGENCY PROCEDURES (Residential visit)

Please refer to Chapter 17 of "Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE 2014"

In addition:

- the group leader will keep the Headteacher (or his/her deputy at school) fully informed of all incidents including those relating to children's behaviour
- If a child requires medical treatment by a doctor for a minor injury or ailment, the group leader will inform the Headteacher who will contact the child's parents by telephone at the earliest opportunity. The group leader will also be in contact with the parents.
- If the group is involved in a serious incident e.g. traffic accident, or if a child becomes seriously ill or suffers serious injury, the group leader will inform the Headteacher (or if unavailable, the Education Liaison Officer) who will then act in accordance with LBB guidance on Major Incident Procedure.

Foulds School

The role and responsibilities of school trip parent/volunteer helpers

The class teacher and office staff make most of the arrangements for trips and visits including selecting parent/volunteer helpers. Parents do not have a right to attend school visits and trips with their children. Refusal to allow a child to participate without that parent being present cannot influence the selection of parent helpers. Parents are selected from a list of reliable helpers on a rolling programme so that all suitable volunteers have a chance to attend trips. The school retains a right not to invite a parent again if they have not fulfilled the responsibilities and followed the guidelines set out below on a previous trip.

The main duties of parent/volunteer helpers on school trips and visits are:

- To ensure the safety and security of the children
- To engage the children in order to enhance their learning experience
- To help ensure that all children, including their own, participate fully and independently in all activities

Further guidelines:

- Parents/volunteers are asked to read any briefing information which relates to the trip (e.g. risk assessments, itineraries). They must attend the briefing arranged by the trip leader prior to the trip taking place.
- Parents cannot bring any siblings or additional children on a school trip.
- Parents/volunteers should not leave their group/class at any time without notifying the trip leader.
- Parents/volunteers must not purchase drinks, food, gifts for their own child or other children in their group.
- Parents should not interfere with their own child's social interaction with their group and friends or their child's independence.
- Parents/volunteers who experience any difficulties with a child/children (including their own child) in their group should inform the class teacher as soon as possible.
- Parents who have not been invited as designated helpers on a trip cannot join the group without prior agreement of the trip leader and head teacher.
- When walking in public places parents/volunteers should encourage children to walk in pairs rather than a group.
- Parents must not take photos of any children during the visit.
- Parents must not use mobile phones during the visit. If a parent receives an **important** phone call, they must inform the class teacher who will take responsibility for their group of children until the call is complete. If a parent is seen using a mobile phone on a visit they will not be permitted to attend future trips.
- Parents must not smoke **at any time** during a visit.

Foulds School

Guidance for trip leaders and class teachers

The class teacher and office staff make most of the arrangements for trips and visits including selecting parent/volunteer helpers. Parents do not have a right to attend school visits and trips with their children. Refusal to allow a child to participate without that parent being present cannot influence the selection of parent helpers. Parents are selected from a list of reliable helpers on a rolling programme so that all suitable volunteers have a chance to attend trips. The school retains a right not to invite a parent again if they have not fulfilled the responsibilities and followed the guidelines set out below on a previous trip.

The main duties of parent/volunteer helpers on school trips and visits are:

- To ensure the safety and security of the children
- To engage the children in order to enhance their learning experience
- To help ensure that all children, including their own, participate fully and independently in all activities

Guidelines for trip arrangements:

- Ensure a text has been sent to parents who have been selected and to parents who have offered to help but were not selected.
- Create a trip information sheet for parents/volunteers with information on groups, itinerary, emergency contacts, trip specific responsibilities. Give parents/volunteers this information prior to the day of the trip.
- Arrange a briefing with the parent/volunteers either after school on the day prior to the visit or on the morning of the visit. Remind parents of their responsibilities (see '*The role and responsibilities of school trip parent/volunteer helpers*' information sheet).
- Consider crossing road arrangements: Tell parents/volunteers what will happen and where they should be.
- Consider coach arrangements: Where will the parent/volunteers sit on the coach? Preferably spread out (Back seat, middle) so children can be monitored effectively.
- Consider toilet arrangements: What will the parents role be? Who will check on the men's toilets if no male present?
- Shop - consider size of shop, whether or not a visit to shop is manageable within the timescale of the trip, size of groups to use, whether or not rota/timetable to be arranged.
- Consider use of school phone if trip is out of office hours. Is the phone charged? Do you have the emergency contact details?
- Consider GDPR. Who is taking photos or videos? What are they taking them with? Where will they be stored? How will they be shared? Which children do not have photo permissions? When and by whom will any photos or videos be deleted?