

EDUCATIONAL VISITS POLICY



1. RATIONALE

We believe that children benefit academically, personally and socially when they take part in educational visits and we offer our children opportunities for learning off site. We recognise there is a level of risk involved and this policy is designed to help and support all those involved in the approval, organisation, planning and leading of educational visits so that children may benefit from well-organised, successful, safe and enjoyable activities.

Crawley Ridge Infant School follows the guidelines set by the LA and staff involved in visits should ensure they are familiar with the more detailed information given in the OEAP National Guidance. <http://oeapng.info/>

2. PRINCIPLES

No guidelines can be expected to cover or predict every eventuality. Leaders therefore must be flexible in their thinking and prepared to adapt or change their plans according to the needs of their group or the situation in which they find themselves. The most important factor in safe and successful off-site activities is the quality of the leadership.

Educational visits should

- Have significant educational value, academic and personal development and be consistent with the aims of the school ie 'school away from school'
- Be linked to work within the school by preparation and follow up activities
- Be suitable for the children concerned having regard to their age, abilities, needs and aptitudes
- Be evaluated to ensure all of the above in future trips

3. RESPONSIBILITIES

Headteacher

All off-site activities should have the approval of the Headteacher who should ensure proper supervision and planning of all activities. The Governors' approval is also sought in advance. The Headteacher will hold overall responsibility for educational visits.

Governors

The governing body should be aware of all visits and should have sufficient information so that it can raise questions and give direction as necessary. The governing body must give approval in advance for each trip.

Educational Visits Coordinator

The named Educational Visits Coordinator (EVC) is a member of the SLT and has undertaken the relevant training. The EVC will ensure details and risk assessments of the trip are completed and retained on the school server, are approved by the Headteacher and Governors and are distributed and read by all adults taking part on the trip.

Party Leaders

Visits normally involve two class teachers who will both take the roles and responsibilities of Party Leaders as set out in the Procedures in the following section. The Headteacher will delegate responsibility for the visit to the Main Party Leader in this instance. This will be a member of teaching staff with at least 2 years teaching experience. The main Party Leader has the authority to make any necessary decisions on behalf of the whole party should the need arise.

(See Appendix A for further details of these responsibilities).

The designated Duty Officer (Head/SLT) in school will be the point of contact for the Main Party Leader and should be kept aware of any changes or concerns whilst the party are off-site.

Parents will be fully informed of the nature and extent of activities.

All those accompanying children on outings are in loco parentis – ie they must take the same care that a reasonable, prudent and careful parent would take in the same circumstances. The law would be likely to expect a higher standard of care from professionals because of their training and experience.

In exercising the duty of care those involved should:

1. Try to think as a parent might think in similar circumstances
2. Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect, and ultimately, a court of law
3. If they are in doubt they should not go ahead until they have sufficient further information and advice to remove the doubt

4. PROCEDURES

- The Headteacher will ensure all necessary arrangements (including delegation of responsibility to main Party Leader, permission from parents, risk assessments and emergency procedures) are in place before the outing;
- The Headteacher will gain permission for all school trips from the Governing Body who monitor the educational value and appropriateness of the trip;
- Year group staff plan visits for the children in their classes in line with their curriculum. Appendices B and C provide overall guidance on the areas that need to be covered;
- The Party Leaders should visit the site beforehand to check on suitability and safety. A risk assessment form should be completed. The Party Leaders should be familiar with any onsite emergency procedures eg fire drill. (See Appendix E.) Any costs incurred may be claimed from school;
- The Party Leader should consult with the Headteacher and discuss the suitability of the visit and gain the Headteacher's approval before further planning. (Destination, ratio of adults/children, times, length of journey, suitable clothes, footwear etc.);
- The ratio of adults to children should be a minimum of 1/5 if under 5 and 1/6 if over 5;
- Once the outing is approved the Classteachers will be the Party Leaders and staff will proceed with the necessary arrangements with support from the school secretary as Duty Officer. Most visits involve two classes and one member of staff will be given overall responsibility as the Main Party Leader. Classteachers should consult with the Headteacher/EVC to find out who will be allocated this overall responsibility;
- The Party Leaders should be aware of any sites to be visited that may be in any way sensitive including places of worship, environmentally sensitive areas etc and the group should be briefed accordingly;
- The Party Leaders will ensure that they have a clear view of the purpose of the visit and the standard of behaviour expected of the children;
- The Party Leaders will arrange the necessary letters/consent forms for parents and the Headteacher will sign these. No child may take part in a visit without a consent form. (See Appendix D);

- The Party Leader may choose not to have a group in order to supervise all sub group leaders;
- Sub group leaders should follow the instructions of the Party Leader and ensure a good level of control over / discipline amongst the party. They should inform the Party Leader of any medical condition that could impact on their ability to supervise effectively. If a sub group leader deems an activity would risk health and safety of anyone they should stop the activity and inform the Party Leader;
- No children who are not enrolled in the school will take part in outings;
- On all visits the Party Leaders remain responsible for the children from when they leave the school building until they return;
- **Party Leaders retain the primary responsibility for the care and supervision of their classes at all times.** The main Party Leader has the responsibility of the whole party;
- At the end of visits all children return to their classrooms and parents/carers will meet them at the door.

4. HEIGHTENED SECURITY AWARENESS

- The current global situation means that the possibility of being close to, or caught up in, a terrorist attack is a risk faced by us all. This needs to be kept in perspective and managed in a thoughtful and proportionate way;
- The anxiety of parents, teachers and children is understandably heightened following an incident. As part of the response to staying vigilant and carrying on as normal, it is important to decide about each visit on its merit;
- When planning visits, the likelihood that the destination and venue could be at risk of a terrorist attack will be considered;
- All staff should:
 - Be aware of the latest news relating to the destination of the trip
 - In the UK know the current threat level (available at: <https://www.mi5.gov.uk/threat-levels>.)
 - Consider the threat of terrorism as part of visit risk management.

See Appendix B and C

5. RISK MANAGEMENT

- Comprehensive Risk Assessments will be completed by the Party Leaders on the school server, retained and printed out prior to each trip;
- Risk Assessments will be reviewed and agreed by the Headteacher and EVC;
- The risk assessments should cover current heightened security concerns
- Children should be appropriately briefed before any visits. Pre visit work will include learning about taking responsibility for themselves, risk awareness and managing risks;
- All children should be supervised in the toilet areas by an accompanying adult and not left alone with members of the public. This may mean boys visit the girls' facilities.

6. VOLUNTEERS

- The Party Leaders are responsible for choosing all volunteers and sub group leaders carefully;
- The Party Leaders must brief all accompanying adults, ensuring that their roles and responsibilities of accompanying are clearly explained. (Purpose of visit, their responsibilities, the level of supervision required, the standard of behaviour expected and any potential hazards);
- Staff must ensure that all parents who help on offsite trips comply with the current DBS procedures;
- Volunteers should follow the instructions of the Party Leader and ensure a good level of control over / discipline amongst the party;
- Volunteers should inform the Party Leader of any medical condition that could impact on their ability to supervise effectively;
- The Party Leaders will explain that only school staff should take photographs of the children throughout the day to comply with school policy, parental permissions and Safeguarding.

7. SAFETY & EMERGENCY PROCEDURES

- Party Leaders should ensure that all sub group leaders are given a list of children in their group and any necessary medical advice. Necessary medication should be in the care of the accompanying sub group leader;
- A first aid kit and a set of spare clothes will be taken on every coach and the Party Leader should ensure that adequate first aid provision is always available;
- At least one member of staff will have a mobile phone to use for emergencies;
- Party Leaders should arrange meeting times during the day with their sub groups and head counts should be made regularly;
- Parents will be reminded to ensure that no nuts/nut products or glass containers are included in packed lunches;
- Additional water will be taken for emergencies on long distance outings;
- In most circumstances, children will wear school uniform for identification when they go on visits. However in some circumstances this may not be appropriate due to the activities involved and suitable clothing will be decided in consultation with the Headteacher;
- The Party Leaders must ensure that all reasonable safety precautions, those described in the Surrey guidelines and those dictated by common sense, are properly carried out. Additional particular arrangements may need to be made for children requiring extra supervision or care. The Head and EVC will take reasonable and practicable measures to include young people with SEN or medical needs on a visit;
- Where necessary, individual children's medical needs will be included on the risk assessment;
- The Party Leaders should be aware of all emergency procedures and be clear about how these can be put into place. This responsibility overrides any other site leader except for representatives from the emergency services;
- In the event of a serious accident the Party Leaders will follow the guidance notes given in the LA document. A simplified version is carried in the First Aid Kit.

8. BEHAVIOUR

- Appropriate behaviour will be discussed with the children prior to leaving school;
- The children will be expected to follow the school rules as if they were still in the school grounds;
- When everyone is seated on the coach, Party Leaders will remind children about correct behaviour during travel eg sitting back in seat, quiet atmosphere, use of seat belts etc;
- All adults will ensure that the children take care and behave appropriately whilst walking along and crossing roads and following pathways;
- All adults will model and monitor correct behaviour when moving around in public places.

9. INCLUSION

- Every child has the opportunity to take part in trips organised by their class/year group teachers. Parents are informed of the activities involved and return an exclusive permission slip for that specific trip.
- The visit's educational objectives will be inclusive;
- Best endeavours will be made for the medical needs and special educational needs of all the young people in consultation with parents;
- No child will be excluded for financial reasons.

10. INSURANCE

- Party leaders should check insurance details with the EVC who will ensure compliance through the Compliance Manager of the Trust.

11. FINANCE

- Parents will be asked for a voluntary contribution to cover the cost of travel and entrance for all members of the party including children and accompanying adults. No child will be excluded for financial reasons but the proposed visit may not take place if there are insufficient voluntary contributions.

12. EVALUATION

- Party Leaders should review and evaluate the visit, including the risk assessment and give the Headteacher details of any changes necessary

MONITORING EVALUATION AND REVIEW

This policy will be monitored, evaluated and reviewed by the Children and Learning Committee, the Premises and all teaching staff on a two year cycle.

13. LINKS TO OTHER POLICIES

Charging and Remissions Policy
Health and Safety Policy
Learning Policy
Child Protection and Safeguarding
Special Educational Needs
DBS Procedures
Use of Photographic Images
Single Equality Policy

Date of completion: September 2019

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Date for review: Autumn 2021

Appendix A The following general guidance has been taken into consideration when formulating the policy above. Our policy specifies our procedures as relevant to our school.

The following section outlines the roles and responsibilities of the Party Leader, the educational visits coordinator, the Head, supervisory staff and the governing body.

The Party Leader

Appointed by the EVC and/or Head, the Party Leader has overall responsibility for the control and leadership of staff and young people throughout the duration of the visit or journey. They should be appointed on the basis of seniority, personality and experience.

Party leaders should have two or more years' teaching experience. However, it is recognised that for particularly simple activities, eg a local visit, the Head might, at his/her discretion, select a less experienced Party Leader.

In all cases, the visit can only go ahead if there is a suitable party leader.

The responsibilities of the Party Leader include:

- Obtaining the appropriate level of approval for every visit or journey;
- Following the LEA and governing body regulations, guidelines and policies;
- Appointing a deputy;
- Ensuring adequate first aid provision is always available;
- Ensuring that all supervisors are carefully chosen;
- Being aware of child protection issues;
- Reviewing each visit, informing the Head and EVC concerning any significant incident or where adjustments might be made;
- Having enough information on the young people proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- Stopping the visit or an activity if the risk to the health and safety of party members or members of the public is unacceptable and having a back-up alternative plan in place for such an eventuality;
- Ensuring supervision ratios are appropriate and supervisory practice is good. With regard to good supervision, it is important to consider how it would be affected if a member of staff were for any reason required to leave the party
- Undertaking all aspects of the planning and preparation, including the preparation of parents, staff and young people via letters and pre-visit briefings. The party leader should also complete a thorough risk assessment, which has taken into account issues raised by their

preliminary visit. Further information on preliminary visits and risk assessments can be found in sections 4 and 5 respectively of the LEA document.

- Preparing the staff attending the visit, ensuring that roles and responsibilities have been clearly established for each member of staff; this should also include the nomination of a deputy. Supervisors should be well informed concerning the programme and aims of the visit;
- All staff should be made aware of the emergency procedures and should know how to get hold of the school's emergency contact. Staff must also have a good knowledge of any medical or special needs the young people may have;
- Developing a programme for the visit that is appropriate to the abilities and needs of the young people, whilst remaining consistent with the school's aims and objectives.

The above points define particular responsibilities of the Party Leader, but it must be stressed that the Party Leader has overall responsibility for all aspects of the journey or visit and as such must be familiar with all the guidance within the LEA document, giving proper consideration to any directions or advice given.

The educational visits co-ordinator

The EVC's functions are to:

- Communicate with the LEA to ensure that LEA requirements, including those of risk assessment, are carried out appropriately;
- Support and advise the Head, governing body and Party Leaders with approval and other decisions;
- Assess, choose, induct and train party leaders and other supervisory adults;
- Ensure that all DBS disclosures are in place as necessary;
- Ensure the party leader obtains the consent or refusal of parents, having provided complete details of the visit beforehand, such that parents can grant or refuse consent on a fully-informed basis;
- Organise emergency arrangements and ensure that there is a duty officer in school for each visit;
- Ensure that the party staff understand how to contact the duty officer and other emergency contacts;
- Keep records of individual visits including reports of accidents and 'near accidents' by using Surrey EVOLVE;
- Review systems and, on occasion, monitor practice;
- Ensure that portable first aid kits are available to groups taking part in off-site activities and that these kits are checked regularly by a designated member of staff.

The EVC should be completely familiar with the responsibilities identified for heads of establishment. It is likely that heads of establishment will delegate to the EVC many of the tasks necessary to perform these duties

The Head

In general, the Head is responsible for ensuring that the Party Leader properly plans and manages visits and journeys. The purpose of the activity should be compatible with the aims of the establishment and form part of a planned, coherent programme. In addition, heads of establishment, in conjunction with the EVC, should ensure that appropriate policy and procedures are in place to give young people the best possible experience in the safest possible way, such as ensuring that the school has a positive policy on inclusion and a clear system for monitoring visits or journeys.

Responsibilities are to ensure that:

- There is appropriate delegation of tasks to the EVC;
- Visits comply with all guidelines and regulations set out by the school and the LEA regarding health and safety;
- The purpose of the activity is appropriate for the group involved;
- The visit's educational objectives are inclusive and are made known to the relevant parties via the pre-visit documentation;
- The responsibilities laid out for EVCs and party leaders are properly discharged, such as checking that party leaders have completed risk assessments prior to the visit;
- The purpose of the activity is compatible with the aims of the establishment and is part of a planned, coherent programme;
- The EVC selects a suitably competent and experienced Party Leader, who is qualified to lead the party and of a physical fitness appropriate to the nature of the activity;
- The ratio of supervisors to young people is appropriate;
- There is a system for evaluating all visits and journeys in order that future ventures can be enhanced as necessary. The evaluation should also be used to inform training needs, for which resources should be made available where a need is identified;
- The governing body is aware of all visits and has sufficient information so that it can raise questions and give direction as necessary;
- With the EVC, the risk assessment has satisfactorily responded to all issues raised from all relevant visit information, including preliminary visits;
- School emergency procedures are in place and that these are discussed, evaluated and understood by staff. Parents and carers of young people attending visits and journeys should also be given

written details of these procedures. The LEA can advise heads of establishment regarding current emergency procedures;

- Consideration is given to best value in the choice of contractors and types of contracts made;
- Contractors have appropriate emergency procedures and that these will successfully link in with those of the school and LEA;
- A de-brief is carried out with the EVC and party leader following any significant visit or incident. In practice this would include foreign and residential visits or day visits during which an incident occurred;
- There are adequate child protection procedures in place;
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- Group leaders have been allowed sufficient time to organise visits properly;
- Time and resources are available for the induction and training of staff and volunteers;
- The LEA or governing body has approved the visit, if appropriate;
- Parents have signed consent forms;
- All Party Leaders and the duty officer have the names of all party members and the duty officer has names of children, adults and next of kin;
- Arrangements have been made for the medical needs and special educational needs of all the young people;
- Adequate first aid provision is available;
- The mode of transport is appropriate;
- Travel times out and back are known, including pick-up and drop-off points;
- The address and phone number of the venue to be visited and a contact name are known;
- A duty officer has been nominated and the Party Leaders all have contact details and a copy of the emergency procedures;
- Accreditation or verification of providers has been checked;
- Staff have considered the possible risks and the implications of these on the outing.
- The consent form carries details of the contingency plan;
- The proper recording and reporting of accidents and incidents takes place. Accident and incident records should be reviewed regularly, and this information used to inform future visits.

In addition, the head has a number of responsibilities pertaining to emergency procedures and arrangements. These are identified within the Emergency Procedures section of the guidelines.

In situations where it is proposed that the children, relatives or close friends of staff will be with a school/youth group on an off-site activity, there is a risk that a conflict of roles may occur. With this in mind, the role and responsibilities of the leader or any designated supervisor must be made absolutely clear – i.e. that his/her first duty is to the group as a whole. Any adult not accepting this should not be chosen. In particular, heads of establishment should consider the advisability of allowing children of a different age from those in the group to accompany the party. However, a possible solution, where children of staff are involved, might be that a friend or partner might accompany the group and take responsibility for those children only and have no other supervisory role. Such an accompanying adult should meet the full cost of his/her place.

When a child accompanying a member of staff is not a registered pupil at the educational establishment, the County's Third Party Liability Insurance will not apply, and appropriate insurance should be taken out privately.

The Head is recommended to have a de-briefing session with the party leader soon after the group's return, in order that future off-site activities can be enhanced if necessary. (National Guidance 2014 for Educational Visits and Outdoor Learning.)

Sub group leaders

Subgroup leaders should follow the instructions of the party leader and ensure a good level of control and discipline amongst the party.

Supervisors should make the party leader aware of any inability or medical situation that could or would have a significant impact on their ability to supervise effectively.

Supervisors should consider stopping activities and informing the party leader if they think the risk to health and safety of anyone in the party is unacceptable.

The Governing Body

The governing body should ensure that:

- There is a school policy for educational visits.
- There is a specific and stated objective for every visit.
- The Head of the establishment/Party Leader shows how their plans comply with the LEA's and school regulations and guidelines.
- Significant issues or incidents are reported back to the governing body. Governing bodies should challenge the nature of the visit if educational objectives are not inclusive or unclear, or the means to meet these objectives

are not realistic or inappropriate for the group concerned. It is not expected that governors should become involved in risk assessments or related planning matters.

- Early planning and pre-visits take place such that their outcomes can be properly acted upon.
- Bookings are not completed until external providers have met all the necessary assurances
- An agreement has been reached with the Head regarding which types of visits they will be informed about and how this will be managed.
- The Head and EVC have taken all reasonable and practical measures to include young people with SEN or medical needs on a visit.

Appendix B - Frequently Asked Questions – Visits and the threat from terrorism

What should we do about visits given the current threat of terrorist attacks?

The current global situation means that the possibility of being close to, or caught up in, a terrorist attack is a risk faced by us all. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way. To provide some perspective - the UK government identifies five levels of threat from 'low' to 'critical'. Since 2006, when this level was first published, it has never been below 'substantial' – the middle level.

The understandable anxiety of parents, teachers, children and young people is particularly heightened following an incident. As part of the response to staying vigilant and carrying on as normal, it is important to decide about each visit on its merit. The following guidance for visit planning explains how we may reduce our vulnerability while carrying on as normally as possible.

When planning any visit consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack.

It is sensible to:

- Be aware of the latest news relating to your destination
- In the UK know the current threat level (available at: <https://www.mi5.gov.uk/threat-levels>.)
- When travelling abroad check the FCO website www.fco.gov.uk in the early stages of visit planning, at regular intervals and immediately prior to leaving.
- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans.

When visiting crowded places such as a major city, venue or event, where the risk of attack may be greater, consider within your planning:

- Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.
- How to minimise waiting time at busy venues. Where to wait and gather for head counts.
- How to minimise queuing times (such as not carrying unnecessary items) to speed up search and entry.
- Are staff phones charged and numbers shared?
- Do all leaders have all group information? Will they be spaced apart?
- A contact card for all participants giving a number to call if separated from the group, and the name and telephone number of the establishment

- How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option. Are you aware of alternatives and can you access emergency funds to pay for them?
- Do you need to leave the site immediately with the crowd at the end of the visit event?
- The possibility of an enforced overnight stay and what this might entail – for example do you need a reserve of any critical medication?
- How the leadership team might manage an enforced group split.

During the visit:

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- Be aware of the possibility of suspicious items. (See point 5 the 4Cs - <https://www.gov.uk/government/organisations/national-counter-terrorismsecurity-office>). You may need to copy and paste this link into your browser to make it work.
- When staying at any place for more than 30 minutes, identify emergency meeting points in case the group is forced to move and becomes split.
- Avoid congregating too long around entrances to major public sites.
- At ports and airports don't linger unnecessarily on the public side of security screening.
- Be aware of the 'Stay Safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers (see point 2 in 'recognizing the terrorist threat': <http://tinyurl.com/pp4fxmu>)
- The experience of the National Counter-Terrorism Security Office is that decisive leadership is key.

The website of the National Counter-Terrorism Security Office:

<https://www.gov.uk/government/organisations/national-counter-terrorismsecurity-office>. If this link doesn't work, try <http://tinyurl.com/o5qjkvs>, or copy and paste the link into your browser.

National guidance for the management of outdoor learning, off-site visits and learning outside the classroom.

Appendix C - Heightened security

Advice to establishments in light of terrorist activity

Terrorism and violence have threatened us for years but 2015 saw the arrival of a 'new order' in the way that such hideous acts are conducted and exported in such a consistent and seemingly globally linked way.

- In most circumstances, school groups are unlikely to be specifically targeted by terrorists but they could easily become caught in post-incident disruption following an incident. Since not at greater risk than the general UK population per se, our advice for school and student groups is therefore practical and logistical. Much of our advice should be included in risk assessments and ultimately, a decision needs to be made on whether to go ahead with the trip or not as altering plans is the only way to guarantee safety. It would be a shame if the threat of international terrorism prevented school and student travel so a sensible calculated balanced decision needs to be made. We hope that this article will help schools make such assessments. This article will help those responsible for making these difficult decisions, either as a tour operator or as a school Head Teacher.

The direct effects of terrorism are of course difficult for us to counter but greater visit planning can help avoid situations, and also help improve response if groups are affected to an incident by geographical proximity.

General considerations for all visit types

- Consider increasing supervision ratios from normal arrangements. If for example small groups of older students are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom
- Stay alert to local and national news before and during
- Carefully consider the relative benefits of visits to religious or political venues and events that could be considered higher risk
- Assess the needs of SEND students and their ability to react and respond to dynamic situations
- Communicate openly with customers or parents in advance to reassure them that safety is the priority and has been carefully considered by the organisers.
- Remind students to remain vigilant and alert, reporting anything suspicious to leaders
- Remain alert to more 'usual' crime since this remains far more likely than terrorism
- Brief participants in advance that if they are caught up in a security situation, that they should try and get away as quickly but safely from the

- immediate vicinity as possible, leaving baggage or other belongings behind
- Brief participants in advance to follow instructions of police or security forces at all times, being mindful that they may be armed and appear more intimidating than they are used to. Officers might be extremely forceful, direct and may even point weapons directly at them and others
 - Brief participants what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting or 'muster' points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident so it is additionally important to designate a meeting location. Consider use of telephone boxes where they still exist for contacting the school or office. Phone networks were blocked by police in London following the 2005 7/7 attacks but were deliberately maintained by the French police in Paris November 2015
 - Data based communication services such as WhatsApp might work even when voice calls don't so consider setting up a trip-specific WhatsApp group for communicating in an emergency
 - Consider providing all participants with a printed emergency contact card with the school's or office's landline telephone number on it and provide space for them to write down their own home landline number.
 - Leaders should carry a spare mobile phone (if possible on a different telephone network to the other handset) and spare battery or auxiliary charger. Simple items like a notebook, pen and torch can be really useful too
 - Each Leader should carry a team list with all participant details, including medical conditions and next of kin noted
 - Tell students that if they are separated, to ask for assistance from a police officer or other security official and state that they are a part of a school group. Remind them that police and security forces may be very forceful with the public in the immediate vicinity of an incident: this is necessary until people's identities are confirmed
 - Carry water (not just fizzy drinks!) and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates
 - Carry additional personal medication in case of long delays
 - Be additionally vigilant in crowded places such as shopping malls, travel hubs and sports stadia
 - Consider changing either the date or visit location to a time or location that carries less risk

In the event of a security incident on visit

- If groups are caught up in a security incident, Leaders should attempt to keep everyone together whilst moving away as quickly as possible. Keeping together may be difficult and is ultimately less important than

- speed of action and staying safe. Staying low and even better, moving away whilst behind solid
- objects such as concrete barriers or buildings (as opposed to just parked cars) will provide good protection
 - Once accounted for, it may seem obvious to try and travel from the town or venue as soon as possible. If this involves public transport, it may not be the best option as some terrorist organisations plan secondary attacks that specifically target transport hubs
 - The Group Leader should notify the home contact as soon as practicable, noting the known whereabouts of all members
 - Activate your organisation's crisis plan. Establish a crisis team at the school or head office that can become a communication focal point and receiving area for next of kin and students upon return in schools.
 - Arrange the group's return transport when the situation is sufficiently secure to do so. In schools, parents should collect their children from school rather than travel to the incident location
 - Schools should communicate with parents using their normal methods where possible, including email and secure website areas
 - Consideration should be given to arranging proactive trauma counselling for students and staff after such an event;

Additional UK visit considerations

- Research the venue/s to avoid occasions when large crowds are likely or political demonstrations are planned in the area
- Speak to local police (or police force where visit is taking place) for specific advice in advance
- Liaise with venues in advance to understand their own security arrangements for school groups and any individual events
- Stay alert to local and national news, especially for any changes to official UK security threat levels
- Consider using private coach transport rather than the Underground or other public transport when travelling in London
- Advice for visits to London are available through the Metropolitan Police

(Association of School and College Leaders)

Appendix D Visit or journey planning check list

The following checklist may prove useful in the planning and administration of an educational visit, but it must not be used in isolation and the relevant sections of the guidelines must be read in full.

Simple day visits not requiring transport or involving hazardous activities may not need to be processed in this way but the list may still prove useful as an 'aide memoire'.

'Who' is the most appropriate person to perform the task, not necessarily the Party Leader

'When' indicates when the task needs to be completed.

'Done' shows that the task has been carried out – the box should be dated.

	Who	When	Done
Initial planning			
Have the aims and objectives been set?			
Will the visits, aims and objectives be linked to part of a structured programme of classroom learning, prior to and following the visits?			
Has the date been initially identified?			
Has the venue been initially identified?			
Has the composition of the group been identified?			
Have the supervisory requirements been identified?			
What is the cost and who will pay?			
Initial approval from EVC and Head.			
The venue			
Has a venue been chosen, having considered best value, soundness of reputation and its ability to meet the aims and objectives?			
The preliminary visit			
Has a preliminary visit been undertaken?			
Has the checklist been completed if appropriate?			
Risk assessments			
Has a satisfactory risk assessment been completed?			
Have the young people been involved in the risk assessment?			
Have all outcomes of the risk assessment been shared with all appropriate members of the party?			
If appropriate, has the risk assessment been approved by the LEA?			
Have any contractors' risk assessments been checked by the Adventure Activities Licensing Authority or the LEA?			
Staffing	Who	When	Done

Have staff been identified and booked?			
Are the members of staff capable of meeting any special needs that might be in the party?			
Do staff need any special training or qualifications?			
Is there an appropriately trained first-aider available to the party at all times?			
Have all supervisors understood and agreed their roles and responsibilities with the party leader?			
Has a hierarchy been put in place and made clear to all in the party?			
Have all staff signed a medical disclosure form identifying any medical needs they have?			
Have all DBS checks been satisfactorily completed?			
Has a duty officer been identified?			
	Who	When	Done
Preparing young people			
Have the young people been involved in the preparation and planning of the visit?			
Do the young people know what standard of behaviour is expected of them?			
Do the young people know any rules and regulations they must adhere to?			
Do the young people know who their leaders are?			
Have the young people been properly prepared, trained, qualified and tested to undertake the planned activities?			
Do the young people possess hidden identity cards?			
Do they know what to do if lost or separated?			
Do they know what to do if approached by a stranger?			
Have pocket money limits been identified?			
Preparing parents and carers			
Are parents and carers fully aware of what all aspects of the visit entail, including cost, timings, venue and activities?			
Have parents and carers given informed consent for all activities to take place?			
Have parents and carers disclosed medical details and given medical consent?			
Have parents and carers given consent to use the various methods of transport involved?			
Have parents and carers attended a pre-visit briefing and question-and-answer session?			
Has dietary information been gained?			
Are parents and carers aware of the kit list?			
Has a phone tree been set up to communicate with parents and carers?			

Does the party leader have emergency contact details for all parents and carers for the duration of the visit?			
	Who	When	Done
Health and general welfare			
Has first aid been considered as part of the risk assessment?			
Has appropriate first aid equipment been brought on the visit?			
Are designated supervisors aware of and suitably trained to administer young people's medication?			
Have all young people's medicines been collected and clearly labelled?			
Are dosages and timings for medicines clearly understood?			
Do you have the contact details of local doctors and hospitals?			
Do all party members have the appropriate clothing for either cold or very hot conditions?			
Equipment			
Has a kit list been issued to the young people?			
What equipment should the school/youth group take – including party and leader equipment?			
What equipment will the contractor provide?			
First aid kit(s)?			
Transport			
What are the transport needs?			
Obtain quotes (reputable rather than cheapest).			
Check insurance.			
Has transport been finally agreed and booked?			
Have the relevant public transport services been made aware where and when your party will be travelling with them?			
If parents' cars are used, have they confirmed that they possess adequate insurance, tax, and MOT, where appropriate?			
Is there back-up transport in the event of an emergency or a breakdown?			
Hazardous activities and higher-risk environments			
Has approval been sought from the LEA?			
Have the activities been checked by the Adventure Activities Licensing Authority?			
Has someone (usually the LEA) checked activities not covered by the Adventure Activities Licensing Authority?			
	Who	When	Done
Finance			
Costing (produce)			
Communicate to parents			
Collection schedule – devise			

Collection schedule – communicate			
Receipts – start			
Receipts – end			
Bursary			
Account/Balance sheet			
Refunds – calculate/give out			
Pocket money – calculate			
Pocket money – communicate			
	Who	When	Done
Insurance			
Check cover for visit			
Communicate level of cover			
Communications			
Plan schedule of communications			
Emergency communications (plan and tell parents)			
Mobile phone for party leader?			
Environment			
Out of bounds areas identified			
Communicated?			
Marked?			
General			
On-site phone numbers			
24-hours contact number for site			
Approval – received from:			
Head			
EVC			
Governors			
LEA			
Post-course evaluation			
Tips for future visits			

Appendix E Preliminary visit check list

Have you met the venue manager or other senior staff member?	
Have you looked around the venue identifying potential risks, including heightened security risks, on or near the site?	
Have you confirmed with the organisation the type and level of supervision they will undertake?	
Are there proper arrangements for party members with special educational needs?	
Are there proper arrangements for party members with special medical needs?	
Have you agreed a programme with the organisation, confirming when and what responsibilities the organisation staff will have, regarding supervision and activity provision?	
Are there proper dining arrangements?	
Are there sufficient first-aid kits and trained personnel at the venue?	
Are there suitable emergency procedures, including fire exits, muster points, roll-calls and search procedures?	
Have you checked the accommodation is 'fit for purpose'?	
Have you seen the organisation running activities for another similar party?	
Do the agreed activities have appropriate educational value?	
Has their insurance been checked?	
Does the LEA know the venue?	

Appendix F: Letters to Parents and Consent Form

3rd September 2015

Dear Parents

Re: Year 2 Visit to Arundel Castle

We have planned an educational visit for Year 2 pupils to **Arundel Castle** in Sussex. The visit will take place on **Friday 25th September**. We will be leaving between 9.00 - 9.15am and **returning at the later time of 4 p.m.** to make the most of this opportunity.

The cost of the visit will be £21.00. This will cover the cost of the entrance fee for the children (£6.50 per child), accompanying adults supervising the party and travel by private coach. We would be pleased to receive this voluntary contribution and permission slip no later than **Friday 18th September**. Class teachers will approach parents if extra parental assistance is required.

There is no obligation to contribute and no pupil will be omitted from this visit for financial reasons, however the trip will have to be cancelled if adequate contributions are not received. We aim to provide all trips at cost.

All pupils will require the following:-

- **A rucksack or similar bag** to carry lunch (this will leave the children's hands free).
- **Packed Lunch** (See attached letter re lunch option (**NB** Date for return of this letter))
- **Drink** in a leak-proof drinking container (all disposable). No sweets, glass bottles, fizzy drinks or tin cans please.
- The children **will be required to wear school uniform** and trousers would be more suitable for girls if possible. These can be any dark colour if you do not have the grey uniform trousers. A lightweight, waterproof coat is also required.
- **Sensible, strong footwear** - suitable for climbing steep steps (not wellington boots). On this occasion trainers may be worn.
- A large **plastic carrier bag** to sit on in case we eat outdoors.

Yours sincerely,

Mrs S Hope
Headteacher

CRAWLEY RIDGE INFANT SCHOOL

To Mrs Hope

I give permission for my child to take part in the visit to:-

ARUNDEL CASTLE, Sussex

Cost £21.00

On Friday 25th September 2015

I wish my child to take part in the above-mentioned educational visit and, having read the information sheet, agree to him/her taking part in all or any of the activities described therein.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by the adults in charge are obeyed.

I certify that as far as I am aware my child is medically fit to undertake the journey and associated activities and there are no known health reasons why he/she should not go. I authorise medical treatment to be provided should this become necessary during the course of the visit.

In summer months, I will provide protection against sunburn (ie. protective clothing and, when appropriate, sun cream applied by myself prior to the visit). I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a reasonable, prudent parent. I understand that in the event of unusual circumstances the Party Leader may elect to change the itinerary, bearing in mind that the health and safety of the children is paramount. The County Council will not be responsible for personal injury or any other damage or loss unless it is negligent.

Signature of parent/carer.....

Child's name.....

Child's Class.....Date.....

***Please indicate cheque or cash paid**

I enclose a Cheque for £21.00 or I enclose cash for £21.00

Cheques payable to Crawley Ridge Infant School Fund (CRISF)

Please return this form, together with your voluntary contribution, in a sealed envelope to the Class Teacher. Thank you.

Appendix G

Risk Assessment

<u>Risk Assessment and Safe Guarding measures for Year 2 trip to Brooklands Musuem – 27/2/17</u>		
Name:- Hazel Williamson	Headteacher:- Sue Hope	Organisation:- Crawley Ridge Infant School
Assessment undertaken:- 9/2/17	Signed	Date: - 24.2.17 Review Date:- 28.2.17
There is a requirement for first aid trained staff to be available: L Rice, E Carmichael	Briefing: All adults will be briefed by the Party Leader. Children will be briefed by the class teachers.	Debriefing: No specific issues or concerns arose.
<u>Hazards</u>	<u>Who is at risk?</u>	<u>Control Measures</u>
<u>Travel Arrangements:-</u> 2 x private coaches	Children and adults	Children instructed to sit back and fasten seat belt. Adults to check and sit with group. Children instructed to face the front, not to poke arms through seats.
<u>Security Awareness</u> throughout the trip/visit (following the stay safe principles)	Children and adults	Adults to keep alert for anything suspicious/unexpected/out of the ordinary. Move rapidly away from anything suspicious. Share any concerns between the groups.
<u>Destination:-</u>		
<u>General:</u> - _Roads, car park, getting on and off the coach.	Children and adults	Children in 1:5 groups with an adult when getting on and off coaches. Children in 1:5 groups with an adult when on or near roads and the car park. Children to stay on the far side of pathways when near the car park. Adult leader to stop the traffic if

		needed.
<u>The General Public</u>	Children and adults	Ensure that party members are polite, move round in small groups. Leaders to monitor other members of the public with a view to spotting potential problems.
<u>Specific areas and activities e.g. water, Members' Hill etc.</u>	Children and adults	Children are regularly counted and name checked. Children and adults are not to run on or down slopes. Children and adults to walk up. Children in 1:5 groups when walking around the museum. Children 1:1 support and guidance if sitting on a Penny Farthing. Adults to ensure children in 1:5 groups go safely up and down aircraft steps holding on to the handrail. Adults to ensure that children behave appropriately and calmly in the shop.
<u>Weather/environmental conditions.</u>	Children and Adults.	A cold day expected with some wind and showers. Children instructed to wear sturdy shoes or trainers and a thick coat. Girls advised to wear trousers. There is warm shelter if needed. Children and adults to walk everywhere.
<u>Provision for lunch.</u>	Children and Adults	Packed lunches are being brought. Lunch will be eaten inside a lunch room. Children

		and adults to wash hands before lunch.
<u>Additional.</u>		<p>Helping adults all briefed by the Party Leader before the trip.</p> <p>Adults to be aware of the main entrance in case of emergency needs.</p> <p>Adults to not take photographs of children.</p> <p>Helping adults to carry a small first aid kit and any medication for their own child.</p>
<u>Additional Medical Information</u>		<ul style="list-style-type: none"> • A sick bucket should be taken on each coach • A quantity of drinking water will be taken on each coach • Admin 2 (SD) will replenish medical kit in compliance with the school Health and Safety plan. • All contaminated items should be double bagged and disposed of on site. All trips waste collected on transport ie tissues for nose bleeds on the coach will be double bagged and disposed of at school in the grey waste bin. • Party Leader to ensure that each adult with responsibility for any children should know the location of a compliant First Aid Kit. • A record of any accident and treatment should be filled in on the template included with the medical

		kit and given to the office (SD) on return. Parents to be informed as usual at the end of the school day.
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