



BRIGANTIA
LEARNING TRUST

Creating Excellence Together,
through a culture of care

EDUCATIONAL VISITS POLICY

Longley Park Sixth Form

Brigantia Learning Trust

Document Control

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DEFINITION OF A VISIT

For the purpose of this Policy, an educational visit is defined as “any occasion when pupils take part in learning activities which are carried out beyond the boundary of the academy.”

THE VALUE OF VISITS

The Learning Outside the Classroom [LOtC] Manifesto (DCSF, November 2006) states:

“We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.”

And also:

“Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what is learned but importantly how and where we learn.”

Trustees agree wholeheartedly with these sentiments and recognise and endorse learning in ‘the real world’. Trustees support, in principle, all school visits that are not only consistent with the above but also support the principles of inclusion.

ROLES, RESPONSIBILITIES AND EXPECTATIONS REGARDING THE VISITS POLICY

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer, Brigantia Learning Trust.

Brigantia Learning Trust have a set of *Visits Guidelines, Protocols & Templates* for employees to follow, which can be found in EVOLVE Resources / Guidance Materials/EVOLVE National Library.

Brigantia Learning Trust has a duty to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees.
- the health, safety and welfare of young people
- the health, safety and welfare of volunteers

Employees have a duty to:

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers over safety matters;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

Responsibility Chain

1. Brigantia Learning Trust (delegated to CEO)
2. Principal
3. EVC
4. Visit Leader
5. Other employed staff supporting the visit
6. Other adults accompanying the visit
7. Parents
8. Pupils

Visits requiring Brigantia Learning Trust Approval

delegated to Trust Board for approval

- Visits abroad;
- residential visits (*including overnight camping*);
- hazardous locations (*mainly coast/beaches or natural inland waters*);
- adventurous activities (*climbing, sailing, canoeing, abseiling etc.*);
- remote supervision

The Principal has a responsibility to ensure that:

- there is an appropriately trained Educational Visits Co-ordinator (EVC), and where appropriate a trained Administrator, in place
- those staff who need it - EVC, Visit Leaders, in particular, and all staff accompanying visits - complete the appropriate training (SharePoint)
- there are notification and approval processes both at academy level and between the academy and Brigantia Learning Trust – Appendix 1 & 2
- visit leaders follow the guidance provided by the EVOLVE system & the academy
- visit leaders work with the DSL to ensure that young people are safeguarded
- trustees are made aware of any visits requiring Trust approval
- the academy visit process supports the principles of inclusion
- there are monitoring procedures in place for all visits and the Trustees receive regular reports about visits - especially about those requiring Trust approval and any relatively serious incidents or near misses
- Formally authorise all visits and has overall responsibility for their safe planning and execution.
- Ensure there is access to high quality first aid on all visits
- Ensure that Visit Leaders (as well as other appropriate staff) are aware of the procedures for Critical Incidents and that Visit Emergency Procedures are in place for each visit and are understood by all staff involved (see Appendix 3).
- Ensure that all visits receive approval by Principal prior to the visit
- All visits, regardless of level, must be logged and approved via EVOLVE

Statement

The Trustees and CEO of Brigantia Learning Trust accept their responsibilities under the Health and Safety at Work Act in relation to school visits.

Signed: _____ (CEO)

Signed _____ (Chair of Trustees)

Date: _____

Appendix 1

EVOLVE Categories explained

Category 1 - these visits will be:

- Regular, routine day activities that are organised in and around the locality, usually on foot.
- Regularly repeated visits - can be covered by a block annual consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.
- On-site activity (excluding adventurous activities listed in category 3).
- Transporting children between multi-site establishments or other local schools/venues.
- Regular curriculum delivery at off-site provider
- Visits in and around your academy setting on foot (churches, parks, urban centres, sponsored walk) sports fixtures and the annual sports day (involving transport).

These visits should be planned using the EVOLVE system local visits risk assessment and with approval by the Trip Leader and Principal.

These activities can be covered by an annual blanket consent.

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the Trip Leader will sign out before departure leaving relevant information with the academy contact.

The specific establishment off-site visits risk assessment (that may also include road transport) covers general supervision of these visits. A review will be required rather than completed a new document each time. Any additions can be documented using the Event Specific Note form.

All visits must be planned and submitted using EVOLVE. Category 1 visits must be completed and submitted via EVOLVE at least **2 working weeks** prior to the visit taking place.

Registers will be completed in Arbor and the Trip Leader will have the Trip Smartphone, paper registers will be required in case of lack of signal.

Category 2

- these visits are:

- Single “one off” day visits; or
- a programme of visits that take place off-site but further afield than your academy and could be annual. These opportunities will usually require transport and could also require some enhanced planning and risk assessment.

Example visits are:

- Visits requiring use of transport (urban areas, theatres, social events, places of interest)
- Fieldwork visits (not in open/remote country)
- Farm visits
- Forest school programmes

These activities will be entered onto the EVOLVE system and submitted to the EVC at least **3 working weeks** prior to departure. Approval is delegated to the Principal and visits should be covered by a parental consent form. For each off-site activity, the Trip Leader must obtain a reply slip or online consent from parents indicating that information relating to the visit has been received and that they agree to their child’s participation in the event. On this same form parents are able to note any changes to the medical information relating to their child.

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by the annual blanket parental consent form. The specific establishment local visits risk assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completed a new document each time. Any additions can be documented using the Event Specific Note form.

If a visit is planned to a higher risk environment, the appropriate Safe Working Procedure document should be reviewed, amended, and completed for your specific visit. This will then be attached to the EVOLVE record, prior to submitting to the EVC and Principal for approval.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions. e.g., forest school. Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

Registers will be completed in Arbor and the Trip Leader will have the Trip Smartphone; paper registers will be required in case of lack of signal.

Category 3 – these visits could include:

- Overseas
- Residential
- Hazardous activities (provider or establishment led)
- Hazardous locations (coastal locations & inland waters)
- Require remote supervision

Approval from the Trust will be required for all Category 3 visits. The EVOLVE system will automatically pass such identified visits to the Trust for approval after first being checked by the EVC and authorised by the Principal. For each off-site activity the event leader must obtain a reply slip or online consent from parents/carers indicating that information relating to the visit has been received and that they agree to their child's participation in the event. On this same form parents/carers are able to note any changes to the medical information relating to their child.

Overseas visits will be submitted to the Trust **12 working weeks** before a visit is set to take place.

A member of staff intending to lead (as opposed to supervise) an adventurous activity, must be specifically approved by the Trust to do so via the EVOLVE Leader Approval Request function.

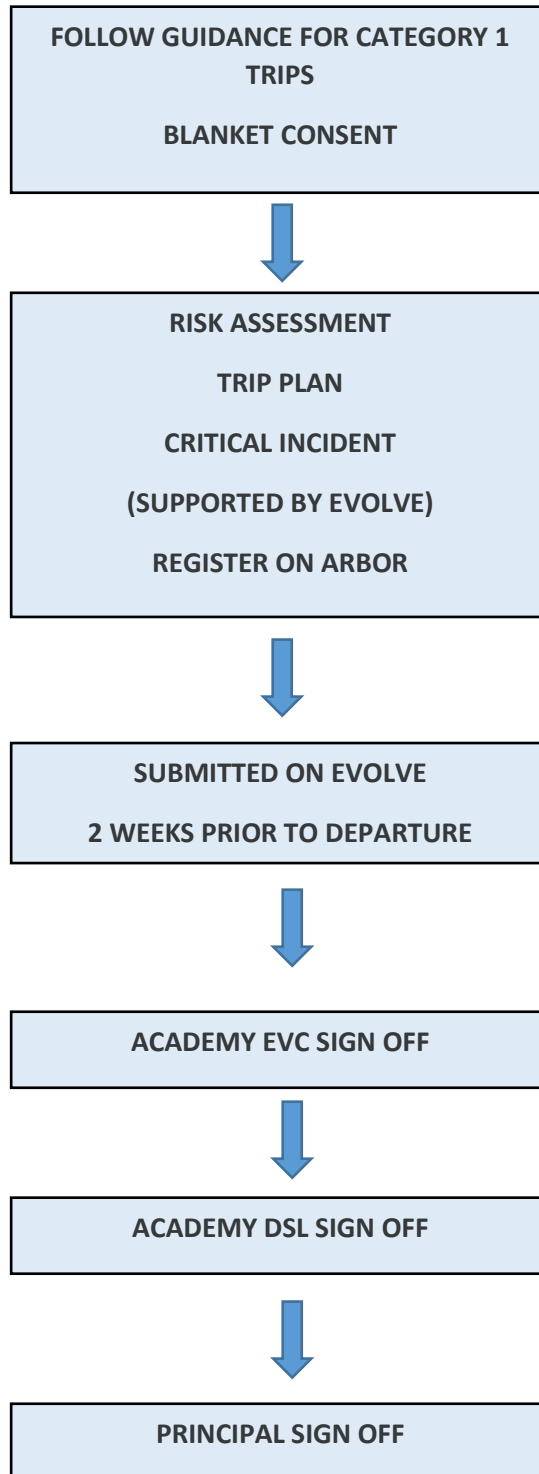
When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a Provider Form or verified by holding an appropriate national accreditation, e.g., learning outside the classroom quality badge. Providers will not be used until they have been 'vetted' by the Trust and have appropriate risk assessments.

Registers will be completed in Arbor and the Trip Leader will have the Trip Smartphone; paper registers will be required in case of lack of signal.

Appendix 2

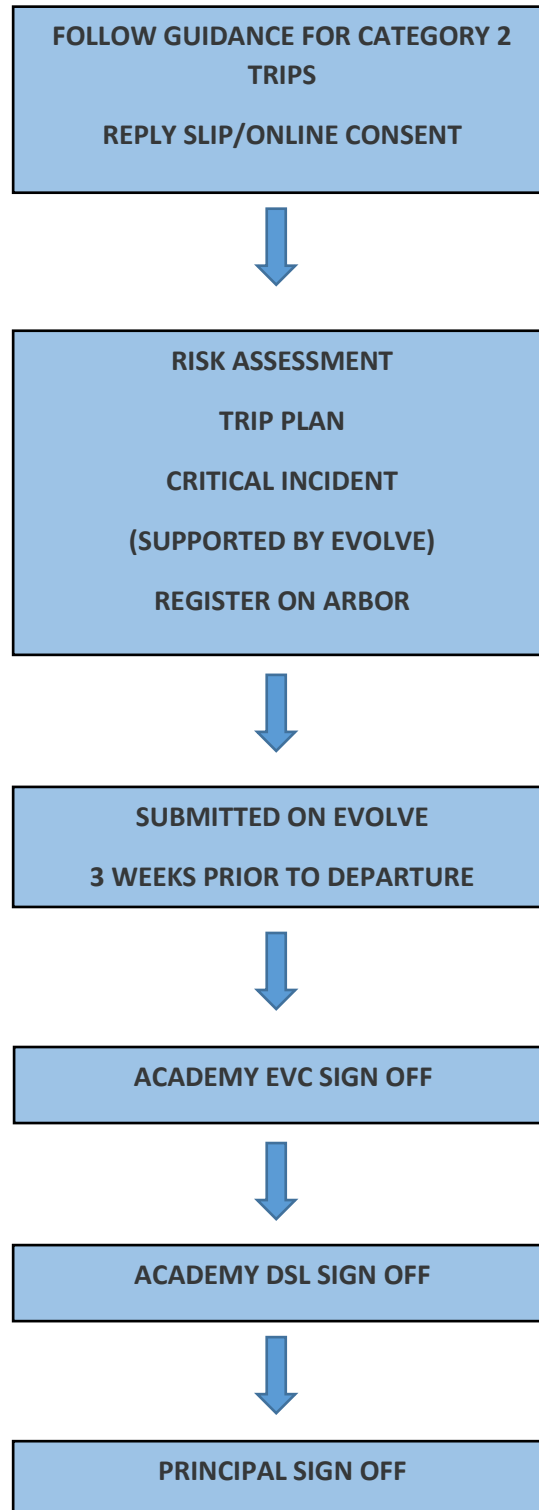
Category 1 trips flowchart

REGULAR/ROUTINE/LOCAL



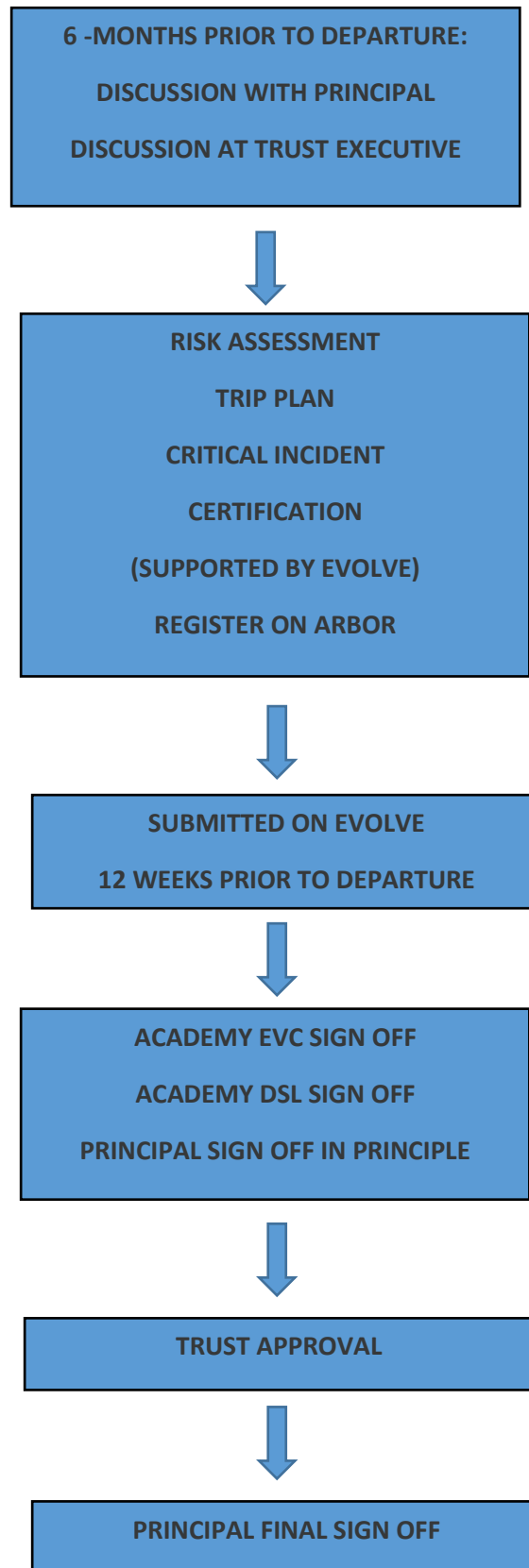
Category 2 trips flowchart

DAY VISITS/ANNUAL/ONE OFF



Category 3 trips flowchart

OVERSEAS/RESIDENTIAL/HAZARDOUS



Appendix 3 Critical Incident & Emergency visit procedures

General

Staff responsible for students during an educational visit have a duty of care to make sure that all students are safe and healthy and have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take life-saving action should the situation require it.

If an accident happens, priorities are to:

- Assess the situation;
 - safeguard the uninjured members of the group;
 - attend to the casualty while not putting yourself in danger;
 - where necessary, inform the emergency services and others who need to know of the incident

You should inform the Sixth Form base contact as soon as it is safe to do so.

What is an emergency or critical incident?

Accidents and incidents vary considerably in their scale and seriousness, requiring judgements to be made by the visit leader and Sixth Form base contact.

Where a major injury, a medical emergency, if there are significant multiple injuries, if there are missing party members, or a fatality is involved, the Sixth Form must be contacted as soon as possible for support and advice on the following numbers:

During Sixth Form opening hours – 0114 262 5757

Out of hours – Jamie Davies – 07984 262 883 or Yasmin Celik - 07721511629

For less serious accidents and incidents, the party and the Sixth Form may have the resources to deal with the situation themselves as all trips have a first aid trained member of staff as part of the trip, notifying the Sixth Form after the event.

Prior planning, discussion and the link between the visit leader and the Sixth Form base contact are important factors in making such judgements and decisions.

Who takes charge in an emergency?

The visit leader

The visit leader would normally take charge in the field in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The visit leader should liaise with the representative of the activity provider or tour operator if one is being used and with the pre-arranged Sixth Form base contact

Sixth Form based 24/7 Emergency Contacts

The Sixth Form needs to identify two emergency contacts. At least one of these needs to be a member of staff with sufficient authority within the Sixth Form (usually a member of SLT) to make significant judgements and decisions. This person must be familiar with the Sixth Form's Critical Incident Plan. Their main responsibility is to link the group with the Sixth Form, the parents and the Trust, and to provide assistance as necessary.

The Sixth Form's contact person should have all necessary information about the visit readily available to them for the duration of the visit.

This person will usually be two from the Executive Principal, Operations Manager and Assistant Principal (Behaviour and Welfare).

Emergency contact information

For the duration of all visits, both the visit leader and the executive principal or Sixth Form base emergency contacts must have ready access to:

- details of the itinerary;
- an accurate list of names of everyone (students and adults) in the group;
- all relevant information about party members, including next-of-kin contact
- details and medical information.

For residential visits and visits abroad, both the visit leader and the emergency contacts must also have:

- next-of-kin contact details for staff;
- address and contact telephone numbers for the group leader, the
- accommodation used and the tour operator;
- 24 hour contact numbers for the executive principal or representative;
- copies of insurance documents and contracts with travel operators.



Emergency procedures framework

All those involved in the Sixth Form visit, including supervisors, students and their parents, should be informed who will take charge in an emergency, the named back up cover and what they are expected to do.

Emergency procedures for visit leader

If an emergency occurs on a Sixth Form visit the following action should be taken:

- establish the nature and extent of the emergency as quickly as possible
- ensure that all the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that one of the adult supervisors (who has the casualty's contact and other details, including their home address) accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notify the police if necessary;
- notify the British Embassy/Consulate if an emergency occurs abroad;
- Inform the Sixth Form base contact. The Sixth Form base contact number should be accessible at all times during the visit;
- pass on to the Sixth Form details of the incident, these should include: nature, date and time of incident; location of incident; names of casualties and details of
- their injuries; names of others involved so that parents can be reassured, record: action taken so far; action yet to be taken (and by whom);
- notify insurers, especially if medical assistance is required (this may be done by the Sixth Form contact);
- notify the provider/tour operator (this may be done by the Sixth Form contact);
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures;
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate;
- no-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact within the Trust.



- no-one in the group should discuss legal liability with other parties.

Emergency procedures for Sixth Form base

Prior to the visit, the name, Sixth Form telephone number and home telephone number of a Sixth Form base contact should be identified. It is best to arrange a second Sixth Form contact as a reserve.

The Sixth Form should bear in mind that their contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful, as would establishing at least one telephone line which does not accept incoming calls.

Emergency procedures for the Sixth Form contact are:

- ensure that the group leader is in control of the emergency and establish if any assistance is required from the Sixth Form base;
- contact parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The Sixth Form contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- The Sixth Form contact should act as a link between the group and LA and/or Trust Executive and arrange for the group to receive assistance, if necessary;
- liaise with media contact. If a serious incident occurs, the Sixth Form contact should liaise with the designated media contact as soon as possible;
- report the incident using appropriate forms, if necessary. Some incidents are
- reportable under the *Reporting of Injuries, Diseases and Dangerous*
- *Occurrences Regulations 1995 (RIDDOR)*. See the Health & Safety Executive
- at www.hse.gov.uk or telephone 0845 300 9923.

Media contact

In the initial stages of a serious incident, the Sixth Form/Trust media contact may be contacted through the Executive Principal of the Sixth Form. The Trust media contact will liaise with the Sixth Form contact, the visit leader and where appropriate, the emergency services.

After a serious incident It is not always easy to assess whether group members not injured or directly involved in the incident have been traumatised or whether other students or staff in the Sixth Form have been affected. In some cases, reactions do not surface immediately.

Visit leaders



Leaders involved should prepare a written account of the incident as soon as possible, noting all events and times. Note the names and details of any witnesses and, if possible, obtain a written account from them.

If abroad, it may be necessary for the party to comply with local accident reporting procedures in the country where the accident occurs. Local Police or the British Consulate should be able to advise on these procedures. If the incident involves a major injury, condition or fatality, the British Consulate should be informed. If the incident is the subject of a police investigation abroad, the British Consulate will assist British subjects in obtaining legal advice.

For insurance purposes, obtain and retain receipts and other documentation relating to any claim. Report any loss or theft of property to the local police within 24 hours of the incident and obtain written confirmation of this.

Executive Principal

Executive principals co-ordinating the response to a serious incident back at Sixth Form are recommended to use the Critical Incident Response Checklist of this document. This checklist provides guidance and a framework for serious incident responses.

Incident review

After any major accident, the Sixth Form should undertake a review of the incident and their emergency procedures and should share the findings with the Trust for the benefit of other academies. In the event of a serious incident a range of support will be required to help with this review.

Recording and learning from near accidents

It is good practice to record and learn from near accidents (sometimes known as “near misses”). EVCs and executive principals should establish a system for doing this and should consider how best to share the learning outcomes of such incidents with other colleagues in Sixth Form and with the LA so that other Sixth Forms can benefit from lessons learned.



Contacts

Jamie Davies, Executive Principal, 07984 262 883

Yasin Celik, Assistant Principal, 07721511629