

# COURTLAND SCHOOL

Everybody Can Be Somebody

## Policy on Off-Site Activities

### Rationale

Children's learning can take place in the community as well as on the school site. Visits to local sites, museums, galleries, theatres etc enrich children's learning and provide opportunities for experiences other than those offered at school. They also develop children's independence and can offer challenges, which promote self-esteem, co-operation, responsibility and perseverance. Educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum.

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

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

OoOooOooO

In addition to this Educational Visits Policy, Courtland School:

1. Adopts the Local Authority (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access this vis EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://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.

# DAY VISITS

## Planning and Organisation of trips:

Follow the 44 Point Plan (Appendix A)

Complete EVOLVE form including the On-Line Risk Assessment and parent helpers and send to the EVC at least a week before your trip.

### ONCE THE VISIT HAS BEEN APPROVED by EVC and Headteacher\*:

- Notify the following people:
  - Secretary re school meals
  - Meal Time Supervisors
  - Welfare assistant (who will advise on medical supplies and children with medical needs)
  - Others who may be working in your class that day eg support staff, volunteers

\*Should a proposed trip involve adventurous activities the trip must also be approved by the LA via EVOLVE.

## Informing parents

- Give parents sufficient information about the nature of the outing and any transport arrangements so that they can make informed decisions about whether their children participate. This should be at least two weeks in advance for a whole class outing. Special arrangements may be necessary for parents who have difficulty with communication in English.
- Give plenty of warning if voluntary contributions are required (see Charging Policy)
- Get written consent via permission slip.

## Preparing pupils

- Make sure pupils know what the potential dangers (following risk assessment recorded on Appendix B) are and how to deal with them e.g. road safety and safety on public transport.
- Inform pupils about transport arrangements and discuss safety with them.
- Communicate arrangements, including who their group leader is, 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 something

## Staff, adult helpers, volunteers

- Decide on a group leader (usually class teacher).
- Communicate arrangements and expectations to other adults. Meetings must be arranged with parent helpers before the trip and each person given a 'Code of Conduct' (Appendix C) to read, sign and return to teacher.
- Plan what would happen in an emergency. A copy of the Critical Incident Plan (Appendix D) and Emergency Card (Appendix E) must be taken on the visit by the group leader.
- All staff to have school contact number.
- All staff to have a list of children and adults in the group.
- Ensure that parent/volunteer helpers have made arrangements for any siblings in school.
- Ensure that there is an emergency contact number for each volunteer in school.

## **First Aid / Medical**

- A member of staff with a First Aid Certificate must go on all visits.
- Plan for children with medical needs
- Ensure all staff have details of children's special educational or medical needs
- Take relevant medications e.g. asthma inhalers
- Take a first aid kit
- Take a mobile phone.

## **Inclusion**

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. Adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

## **EMERGENCY PROCEDURES**

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

The group leader will take a copy of The Critical Incident Plan (Appendix D) and Emergency Card (Appendix E) on the visit and follow the plan should the need arise.

Visit Leaders need to be flexible and be ready for 'Plan B' if an element of their trip changes on the day or at very short notice.

## **TRANSPORT**

### **Coaches**

All coaches must be fitted with a 3 point safety seatbelt. The times of coach availability should be collection at 9.30 and drop off at 3pm so as not to incur an additional cost unless approved by the Head Teacher.

### **Public Transport**

Public transport - bus, tube or overhead train- is free to use but tickets have to be purchased in advance for travel. This is done via the TFL website and school parties scheme of which we are part of. Tickets must be requested at least 3 weeks before the date of travel. Children and adults must wear Hi-Vis vests when on public transport.

### **Private Car**

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head Teacher and a PRIVATE CAR Form (Appendix F) must be completed and retained by the establishment (Visit Leader) on an annual basis. Children who require a booster seat must bring one or use a spare booster seat provided by the school

## **SWIMMING**

*Currently, children in Year 3 go swimming each week in half class groups at Northway School. Should these arrangements change, this policy will be reviewed.*

A Teaching Assistant\* will accompany each group to the pool at Northway School. A parent volunteer or other responsible adult will also escort the group. In the case of large groups two parents will accompany the Teaching Assistant.

They walk using the subway, crossing the A1.

The Teaching Assistant is responsible for the group in the changing rooms at the pool although the responsible adult will supervise either the boys or the girls.

The resident swimming instructor has responsibility for the children whilst they are in the water with the Teaching Assistant (and adult) remaining at the poolside.

Asthma / EpiPen boxes should be collected from the medical room and taken to the pool. It is the Teaching Assistants responsibility to ensure this and to replace the boxes on his/her return to school.

Children will not be taken to the pool unless they are going to swim.

It is the responsibility of the Teaching Assistant to inform the swimming instructor of any medical or behavioural problems which a child might have which might affect their or others' safety in the water.

\*This will be a person deemed suitable by the EVC or the Headteacher.

At the beginning of each year, the Year 3 Teacher, the EVC, the Headteacher and Teaching Assistant will conduct a risk assessment for the visit.

Should the teaching assistant change, the risk assessment will be repeated; similarly if the make-up of the group changes.

# RESIDENTIAL SCHOOL JOURNEY (Outdoor Activity Centre)

*Currently, the Year 6 residential visit is to a PGL Activity Centre. Should these arrangements change, this policy will be reviewed.*

## Guidelines

The school will follow stringently:

- LBB National Guidance
- Outdoor Adventure Activity Providers Code of Practice.
- The PGL Code of Practice, which closely follows procedures above.
- Critical Incident Plan

## Procedures

- 1) Full details of the residential visit should be submitted to the Governing Body and LA for approval in advance of the visit. A Governor is designated the responsibly for monitoring these trips.
- 2) The Headteacher is responsible for nominating the group leader (teacher in charge) and other suitable escorts. The group leader must exercise control and deal with emergencies.
- 3) Staff and volunteers are given a thorough briefing by the group leader on the extent and nature of their duties.
- 4) If a designated first aider is not accompanying the party the responsibility for First Aid arrangements should be delegated to an authorised member of staff.  
(PGL Activity Centres have a qualified first aider 24 hours a day and a sick bay).
- 5) Three escorts are required for the class (up to 33).
- 5) The group leader is responsible for the general welfare, supervision and conduct of the group.
- 6) Where a group is placed under the direction of a specialist instructor, overall responsibility for discipline and control of the group remain with the teacher in charge of that group.
- 7) Should the teacher have health and safety concerns during any activity taking place under the direction of a centre instructor, he/she should stop the activity immediately and raise his/her concerns with the group leader who will discuss the matter with the centre manager. (Evaluations of instructors are completed at the end of each session.)
- 8) Careful consideration should be given to children with medical conditions or disability.
- 9) A system of communication with parents should be clearly established in case of travel delay or illness. This uses the 'Teacher 2 Parents' text service.

- 10) Parents' consent must be obtained in writing. To this end, parents are provided with written information on the arrangements for the journey. A meeting with parents to discuss more detailed arrangements takes place approximately two weeks before the journey.
- 11) If a child should have an accident or develop an illness, authorisation should be sought from parents for necessary medical treatment to be administered. However, in an emergency a doctor may authorise treatment if the well being of the child would suffer by delay in obtaining the consent of the parents.
- 12) The following information should be available for each child: One copy is taken to PGL by the group leader. A second copy is held in school for the duration of the visit.
- National Health number
  - Home telephone number or name and address and number of persons who may be contacted in parents' absence
  - Name and address of family doctor (G. P.)
  - Details of any medical condition and prescribed medicines. Medicine containers should be clearly labelled with dosage and instructions held by the teacher in charge of the party. A separate consent form for each item of medication to be taken should be completed and signed by the parent carer. This should be done at least two weeks prior to departure where possible in order that familiarisation with the medication can take place. The welfare assistant also needs to have this information.
- 13) A list of contact numbers for the group leader and other staff will be left at school with the Headteacher. This list will also contain details of contacts at the PGL centre and at the travel company.
- 14) A critical incident plan will be in place before each residential visit commences.
- 16) The documentation checklist should be used by the Headteacher and Group Leader to ensure that all relevant documents are with the appropriate people.

#### **Off-Site Activities Policy**

Policy set up:	April 2002 (A. McClimont and staff)
Revised:	May 2004 (L Walker)
Reviewed:	October 2006 (L Walker and staff)
Reviewed:	December 2008 (L Walker & C Iddon)
Reviewed:	December 2010 (L Walker & J Costello)
Reviewed:	December 2013 (L Walker & J Costello)
Reviewed:	November 2016 (L Walker & J Costello)
Date of next review:	December 2019

## Appendix A

### Courtland School 44 Point Plan Checklist

The 44 point plan

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

	In advance of the visit:		
1	Have the intended outcomes of the visit been clearly identified? (see Section 4)	<input type="checkbox"/> yes	
2	Is the visit appropriate to the age, ability and aptitude of the group?	<input type="checkbox"/> yes	
3	Has there been suitable progression/preparation for participants prior to the visit?	<input type="checkbox"/> yes	
4	Does the visit comply with any guidelines specific to your Establishment?	<input type="checkbox"/> yes	
5	Does the visit comply with any specific LA guidelines? (see relevant sections)	<input type="checkbox"/> yes	
6	If using an external provider does the provider hold an LOfC Quality Badge (see <a href="http://www.lotcqualitybadge.org.uk">www.lotcqualitybadge.org.uk</a> ) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 29)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
7	Are transport arrangements suitable and satisfactory? (see Section 14)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
8	If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 17)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
9	Has a pre-visit taken place? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made?	<input type="checkbox"/> yes	
10	Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
11	Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?	<input type="checkbox"/> yes	
12	Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?	<input type="checkbox"/> yes	
13	Are all support staff aware of and comfortable with their roles?	<input type="checkbox"/> yes	
14	Are all helpers aware of and comfortable with their roles?	<input type="checkbox"/> yes	
15	If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Section 7 and ESN Form)	<input type="checkbox"/> yes	

16	If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff?	<input type="checkbox"/> yes	
17	Are participants aware of the nature and purpose of the visit?	<input type="checkbox"/> yes	
18	Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9)	<input type="checkbox"/> yes	
19	Are staff aware of any medical needs and/or other relevant details of participants?	<input type="checkbox"/> yes	
20	Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
21	Are staff aware of any relevant medical conditions of other staff/helpers within the group?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
22	Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 12)	<input type="checkbox"/> yes	
23	Is a first aid kit (appropriate to the visit) available? (see Section 12)	<input type="checkbox"/> yes	
24	Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)?	<input type="checkbox"/> yes	
25	Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27)	<input type="checkbox"/> yes	
26	Have all financial matters been dealt with appropriately?	<input type="checkbox"/> yes	
27	Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section 3)	<input type="checkbox"/> yes	
28	If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? (see Section 3)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a

	<b>During the visit</b>		
29	Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours?	<input type="checkbox"/> yes	
30	Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)?	<input type="checkbox"/> yes	
31	Do staff have sufficient funds to allow for any contingencies?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
32	Do staff have any relevant literature, work sheets, clipboards, etc?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
33	Do staff have other items, eg. first aid kit, + sick bags, litter sack, Hi-Vis vests etc., if needed?	<input type="checkbox"/> yes	
34	Are participant numbers being checked at appropriate times?	<input type="checkbox"/> yes	
35	Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
36	Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
37	Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
38	If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
39	Do participants know what action they should take if they become separated from the group?	<input type="checkbox"/> yes	
40	Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)?	<input type="checkbox"/> yes	
	<b>At the end of the visit</b>		
41	Are appropriate arrangements in force for the dismissal of participants?	<input type="checkbox"/> yes	
42	Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc?	<input type="checkbox"/> yes	
43	Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?	<input type="checkbox"/> yes	
44	Have all staff and helpers involved in the visit been thanked for their input?	<input type="checkbox"/> yes	

# Appendix B

This is an On-Line resource which can be found on the EVOLVE website.

### EVENT SPECIFIC NOTES

What are the really important things we need to do to keep ourselves safe?

Visit details ..... Carried out by ..... Date .....

ISSUE Consider STAGED: Staff, Timings, Activity, Group, Environment, Distance	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

## Appendix C

# Code of Conduct for Parents/Carers on School Trips.

Thank you for your offer of help on our trip. We would like to accept your offer. We always appreciate the effort parents/carers take to help us on trips.

To help keep our class safe whilst out of school below is a list has been compiled for parent/carer helpers so that we get the very best from the children. This will be given out to you before the trip so that any questions you may have can be addressed before the day.

\*If you are unable to help on the day please let us know at the earliest opportunity.

\*Supervise your group at all times. Your group must always be with you unless in a teacher led activity in the same room with the class.

\*Worksheets are for children to complete and adults are asked to *support* their group.

\*If a child's behaviour is of concern, please talk to the Class Teacher. Please do not talk about a child to their parents or others as this is the role of the Class Teacher.

\*Children must behave accordingly. If a child misbehaves and refuses to stop, tell the Class Teacher as soon as possible so that the situation can be dealt with quickly.

\*If a child in your group feels ill you must let the Class Teacher know as soon as possible.

\*If a child in your group needs to go to the toilet tell the Class Teacher. Your group can be looked after by them whilst you take the child to the toilet. Alternatively, if you are separated from the teacher, take your whole group with you.

\*Please do not give or buy your group food or treats. A number of children have allergies, so it is best to stay safe. We ask that you do not give children extra money and for fairness we ask your child has the same amount of money as everybody else.

\*Please only use your mobile phone in an emergency. The safety of the children must come first when out of school.

\*At no point are you allowed to take photos of the class, or an individual child including your own, on your phone or with a camera. This includes taking a picture and uploading it to social media including **Whats App**. This is in place for the safety of the children as per Courtland's Online Safety policy and the Data Protection Act 1998.

Due to Health and Safety, if you not adhere to the code, you may not be able to help on future trips.

I (please print your full name here)

\_\_\_\_\_ agree to the Code of Conduct  
for Parents/Carers on School Trips.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Appendix D

Critical Incident Plan – All staff should be aware of the content of the Critical Incident Plan .

## Off Site Visits

In the event of an incident occurring during an off-site visit, the group leader would manage the incident in the first instance, liaising as soon as possible with the school contact (Headteacher/Deputy). The group leader will take a copy of these guidelines on an off-site visit.

## PROCEDURES

**In the event of an incident, the incident manager will:**

1. Call the emergency services and/or other agencies (*if calling for an ambulance ask which hospital casualties will be taken to*);
2. Phone the LA (020 8359 2000);
3. Inform the Head (if not dealing with the issue) and the Chair of Governors;
4. Gather information (what, where, when, who, why);
5. Identify, if necessary, a central liaison point – the school office if possible.

Exact details of an incident are impossible to predict. *In addition to the general procedures above*, the following guidelines will need to be followed, perhaps adjusted to fit the circumstances of any incident.

**In the event of the death of a pupil or member of staff**

- Protect others present, if possible, making safe the hazard.
- Preserve any evidence of the cause of the accident,
- Call parents/next of kin informing them of accident and the destination of the ambulance.
- Arrange counselling.
- Inform the Health and Safety Manager (see Appendix 1).
- Later, use the online form on the Virtual Health & Safety Management System to record the incident, ensuring that all sections are completed. The log in details are kept with the Headteacher and Welfare Officer.
- Call RIDDOR to report the Incident.

**In the event of a serious accident or illness**

- If a parent is unavailable to meet the pupil at hospital, the accompanying member of staff should act 'in loco parentis', including giving permission for treatment – subject to any known parental wishes eg Jehovah's Witnesses.
- Complete entry in accident book.
- Inform Health and Safety Manager (see Appendix 1).
- Later, use the online form on the Virtual Health & Safety Management System to record the incident, ensuring that all sections are completed. The log in details are kept with the Headteacher and Welfare Officer.
- Call RIDDOR to report the Incident.

**Assaults on staff by parents or members of the public**

- Try to identify the assailants but do not detain by force.
- Collect and retain names of any witnesses and prepare witness statements.
- Complete and return the LA's 'Harassment and Violence at Work: Major Incident Report Form'.

# Appendix E

## EMERGENCY CARD (VISIT LEADER)

### 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		
London Borough of Barnet Emergency Contact	<b>020 8359 2000</b>	-

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact		
Head of Establishment / Chair of Governing Body (optional)		
Other/EVC		

### Use of a private car to transport young people

<b>1</b>	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.

<b>2</b>	Signed: _____ Print name: _____
----------	------------------------------------

<b>3</b>	Address: _____ _____ _____ _____
----------	---

<b>4</b>	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

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