



OFF-SITE VISITS POLICY

This policy also applies to the EYFS

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Signed: Ms Andrea Morley (Chair of Governing Board)

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1 Introduction

This policy has been drawn up with reference to DfE Health & Safety: Advice on legal duties and powers (February 2014) and HSE: School trips and outdoor learning activities (June 2011).

Please read this policy in conjunction with the guidance contained within the School's Health and First Aid Policy

Taking children (from Pre-Reception to Year 6) off site for educational visits, is an integral part of the curriculum provision at Lyonsdown School, furthering pupils' education, social skills, broadening their horizons and supporting their mental well-being. Visits are: planned, well organised, varied, stimulating and worthwhile, and are carried out with the safety and welfare of pupils, paramount at all times. On admission to the School, parents give written consent for their daughter to be taken on off-site trips, so permission for each individual trip need not be sought.

The Head is kept fully informed of all visits and activities which take place away from the school site and all outdoor/adventure activities are within the ability of both the children participating and staff accompanying.

2 Aims

The aim of this policy is to give staff clear guidelines on how to plan, organise, risk assess and manage an off-site visit (both day and residential), and what to do in the case of an emergency.

3 Objectives

Off-site visits allow pupils:

- To have real-life experience of what has been studied in the classroom
- To use specialist facilities unavailable on school premises
- To learn from adult specialists in their own field
- To engage with other children undertaking a parallel learning experience
- To provide personal challenges that build self-awareness and self-esteem
- To contribute to the local community

4 Other relevant documents

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy and Procedures
- Code of Restraint, as in the Code of Conduct, to be found in the Employment Manual
- Health and First Aid Policy
- DfE Health & Safety: Advice on legal duties and powers (February 2014)

This can be found at: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

- HSE: School trips and outdoor learning activities (June 2011)

This can be found at: <http://www.hse.gov.uk/services/education/school-trips.pdf>

5 General Guidance

Unless determined through a detailed risk assessment and in consultation with parents, that taking a child off the school premises would pose a risk to the child, other pupils, accompanying adults or other members of the public, off-site visits shall be open to every pupil at Lyonsdown School.

For all off-site visits, the following general protocols must be followed:

- Copies of emergency contact sheets for the class, allergies and any medical details etc. must be taken.
- If the group is broken up into sub-groups, a designated person in charge must be assigned, and that person is responsible for counting the children at regular intervals.
- Each adult must know the pupils they are responsible for, and all pupils must know the adult who is responsible for them.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Adequate food and drink should be available throughout the day.
- Toilet facilities should be researched prior to the trip.
- Pupils should have appropriate clothing (spare if necessary).
- A first aid kit and other medicine specific to pupils i.e., EpiPen and inhalers must be taken. Details of pupils' medical, dietary and any other special needs are provided for accompanying adults, including permission for emergency medical treatment to be administered.
- Pupils should not take electronic devices such as games, tablets or mobile phones, on school trips.
- The risk assessment should take into consideration any risks from the point of departure from the school, to the return.
- The Head reserves the right to request that a parent arranges for the collection of their child from any school trip, whether in the UK or abroad, if she deems that the child remaining with the party will compromise the safety of either the child or another member of the party. This WILL be at the parents own expense.

6 Preliminary Planning

Off-site visits should be booked by the lead teacher by the half term of the previous term in which the proposed visit is to take place, (i.e., Spring half term for Summer Term outing), details should then be passed to the Finance Officer to ensure cost is passed on to parents. Plans for residential visits are formulated twelve months in advance.

Prior to booking, the school diary should be checked on the *Outlook* calendar to ensure that there is no clash of dates with other school events.

One, or (if deemed appropriate) more meetings of all those involved are held to formalise the administration and organisation of the visit. The trips booking sheet is completed and details given to the office for coaches to be booked. Specific duties, the class name/s and the names of the accompanying staff are detailed on the form. A record of all paperwork regarding the trip, including costings, confirmation from the provider etc is kept with the trip booking sheet in the Outings and Visitors file in the main school office.

Once the visit has been confirmed by the provider, the lead teacher should risk assess the trip to ensure that an adequate adult to child ratio is in place. (See Staff & Pupil Ratios below).

The teacher should also complete a written risk assessment for the outing – see Risk Assessment Appendix. This should be done two weeks prior to the trip to allow for last minute changes to be made if necessary.

7 Risk Assessments & Risk Management

As stated in the Health and Safety: Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (Feb 2014). The government is determined to reduce burdens on schools and want to make it easier for schools to take pupils on trips, taking steps to reduce teachers' fears of legal action. Teachers should be confident that they know best how to look after pupils and keep them safe. Health and safety law requires the staff to assess the risks affected by the intended activity. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. Staff should always take a common sense and proportionate approach, remembering that in schools, risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether, but it should avoid needless or unhelpful paperwork. A general risk assessment has been drawn up (Appendix 4) and staff should adapt this document for each trip according to the activity/venue the trip applies to. If through the above though process the group leader assesses that there is no significant need for a written risk assessment, this should be recorded on the Trips Booking Sheet (Appendix 1). If a written risk assessment has been produced, this should be saved on the Teachershare, under 'Risk Assessments' and the file named the trip it covers and the date.

8 Staffing

If a qualified teacher wishes to take a group of pupils out of school, responsibility for the planning and arrangements will be delegated to that teacher. However, that person should be prepared to accept all reasonable responsibility for the well-being and safety of pupils at all times. If more than one class is involved in a visit, the school requires that an overall leader of the combined party is identified. This is normally the teacher with the most appropriate experience. Lyonsdown School requires that the overall leader should at least be assisted by an experienced colleague who has been on a previous visit. Support staff normally attend, along with parent volunteers if required. If a child has SEND support for a behaviour or medical need, their support staff should accompany them on the visit if appropriate. If this is not possible, another member of staff (such as the child's Form Teacher or parent) is assigned to supervise the pupil.

9 The Visit Leader

Teachers who plan a day or residential visit are classed as the group leader (or visit leader) and, as such, have responsibility to make sure the visit is properly organised. The following arrangements and procedures ensure the well-being and safety of all on the visit.

- The visit leader should use these procedures for planning an off-site visit.
- The visit leader books the visit with the venue and keeps copies of all correspondence, including emails and records of telephone conversations.
- The visit leader acts as the named member of staff who will act as the contact person for the duration of the visit. The visit leader will be responsible for taking the school, (or suitable other), mobile telephone with them on the trip so that contact with School can be maintained.
- The visit leader will ensure that the pupils have been adequately prepared for the visit, paying particular attention that any pupils with special or medical needs have been personally briefed, taking their specific needs into account. This preparation should include behaviour expectations, how to keep safe and what to do if they become separated from the party.
- The visit leader ensures that all accidents/incidents are dealt with appropriately and recorded correctly and that the Head is fully informed as soon as possible by telephoning the school.
- The visit leader liaises with the school's finance officer regarding costs, and the collection of

monies.

- The visit leader writes the letter or email to the parents regarding the visit details and practicalities.
- The visit leader checks that permission has been obtained for all pupils, and accounted for nil returns, prior to setting off.
- Immediately, prior to departure, the school register should be taken so that the lead teacher and the school know if any pupils are absent.
- Where appropriate, the visit leader will arrange a parents' pre-trip briefing; this is mandatory for residential visits.
- The visit leader is responsible for ensuring that all accompanying adults and pupils have been briefed prior to the visit about risks, safety procedures, expected standards of behaviour and emergency procedures.
- The visit leader is responsible for ensuring that the Coach Guidelines are followed throughout the whole trip, especially when the trip involves the use of coaches other than to and from the venue.
- There is a contact person at the site of the visit and their contact details are known to the visit leader and the school office.

10 Voluntary Helpers

Voluntary helpers are welcomed at Lyonsdown (particularly parent volunteers) and are well known to the School and the pupils going on the visit.

All voluntary helpers should let the school know as soon as possible if they are unable to accompany the children for any reason, so that a replacement can be found. Any documentation already given to them should be returned to school.

Voluntary helpers and other staff should be informed of the arrangements of the visit prior to the visit. A sheet is given to voluntary helpers to sign with information and code of conduct to follow for school visits - see appendix. It is highlighted within this document that the use of mobile phones is strictly prohibited whilst accompanying school trips.

Volunteers will also be given a list of the names of children in their responsibility group. A list of volunteer helpers is available from the School Office and updated annually.

Volunteer helpers must be supervised at all times by Lyonsdown staff and must not be involved in personal care. Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.

All volunteers on this list will be DBS checked, in accordance with the vetting and barring system.

11 Staff & Pupil Ratios

On every trip for EYFS, at least one member of staff will be a paediatric first aider. At Lyonsdown School, the following adult/ pupil ratios are used as a guide for any visit to go ahead:

EYFS 1:4

Year 1 & 2 1:8

Years 3 – 6 1:10

Residential 1:8

When deciding on how many adults should accompany a trip, thought should be given to the type of visit, the mode of transport and the expected behaviour of pupils. As part of the risk assessment undertaken for the trip, staff must ensure that the guide above for staff to child ratios is adequate. On

some occasions, these ratios may need adjusting in accordance with the risk assessment to ensure safety for pupils. E.g. on a farm trip with EYFS pupils it may be decided that the ratio of adults should be increased to 1 adult to 3 pupils. When visiting the Houses of Parliament with Year 6, a minimum of 3 experienced teaching staff accompany the pupils.

12 Photographic Awareness

See Photography/Filming Policy. Staff and parents on school trips should be aware that members of the public should be politely requested to refrain from taking photographs or videos of Lyonsdown pupils. We also do not give permission for trip venues to take photographs of our pupils for their marketing purposes.

13 Pupil Control

All accompanying adults have a duty of care to the children in their charge. School staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would. A system of pupil recall is essential. This system should be simple, understood by all and practised beforehand. A system is implemented to attract the attention of children (taking part in adventure or water-based activities under the supervision of centre staff) when it is necessary for the pupils to re-join the main group. Children should never be on their own, but always remain in a group. Groups and their leaders should be decided upon in advance. Depending on the nature and venue for the trip, pupils may be asked to wear their purple school caps or fluorescent jackets for ease of identification.

14 Information Available at School

Final details of the off-site visit is submitted to and retained by the school office prior to the trip. The group leader holds the same information for the duration of the visit. The information should contain details of:

- Itinerary
- Contact points
- Mobile phone number of the of lead teacher
- Staff – teacher in charge, deputy, helpers etc
- Emergency contacts for pupils
- Copies of any insurance documents, contracts, etc (for residential trips)
- Risk assessment

15 First Aid

First aid provision should be considered when assessing the risks of an off-site visit.

The risk assessment must identify the First Aider and arrangements for contact with a Designated Safeguarding Person.

For adventure activities and overnight stays, a fully trained first aider must accompany the trip. All adults in the group should know how to contact emergency services.

For EYFS trips, a qualified paediatric first aider is required to attend. The minimum first aid arrangements are:

- a suitably stocked first aid kit
- a person appointed to be in charge of first aid arrangements
- location of the nearest doctor or hospital
- availability to access transport in case of an emergency
- teachers and volunteers will be given details of pupils with special or medical needs

16 Pupils with Special Educational and Medical Needs

The Head will not exclude students with special educational or medical needs from school trips. Every

effort should be made to accommodate such pupils, whilst ensuring and maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

17 High Risk Activities and Venues

17.1 Water Activities

Visit leaders and all staff and accompanying adults should be aware that many of the incidents affecting school children have occurred by or in water. There are dangers on lakes and on the coast quite apart from those incurred in swimming pools. The group leader should bear the following points in mind in the risk assessment of activities near water;

Tides and sandbanks are potential hazards so timings and exit routes should be checked ensure group members are aware of warning signs and flags establish a base on the beach or lake shore which members of the group may return if separated look out for hazards such as glass, barbed wire and sewage outflows, etc.

Cliff tops can be highly dangerous even during daylight, paths should be kept to at all times if the water becomes dangerous, water sports should be avoided

17.2 Farm Visits

Taking children to a farm must be very carefully planned, and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with e- coli food poisoning and other infections. The proposed farm will be checked to ensure that it is well managed, that it has a good reputation for safety standards and animal welfare, and that it maintains good washing facilities and clean grounds and public areas. An exploratory visit should be carried out. The basic rules for a farm visit are: never let children place their faces against the animals' or their hands in their mouths after feeding them.

Do not:

- eat until they have washed their hands
- sample any animal foodstuffs
- drink from farm taps (other than in designated public facilities)
- ride on tractors or other machines or play in the farm area

17.3 Risk of Terrorism

Trips into London and other places deemed at greater risk of a terrorist attack are subject to heightened measures of risk assessment. See appendix: Additional Advice for trips into London.

17.4 Minor Accidents

If a child has a minor accident or becomes ill during the trip, the group leader should immediately inform the school. Contact will then be made with the child's parents to discuss whether the child needs to be collected (if appropriate) or needs medical assistance. If contact cannot be made, or collection is impractical, the group leader, or another member of staff, will take the child to the local hospital/medical centre. A member of staff will remain with the child at the hospital/medical centre until a parent or carer arrives. In any case, the group leader must keep in constant contact with the school.

17.5 Serious Incident/Fatality

The responsibilities to be taken in the event of a major incident on a trip are set out in the Emergency Action Check List – see appendix, which the group leader should take on each trip. By way of general principle, the group leader, Head and Chair of Governors should take actions in accordance with the school's Critical Incident Policy.

17.6 Residential Trips

It is imperative that parents are given full and complete written details regarding the organisation and administration of a residential visit to include:

- Activities and venues, including any special risk inherent in the activities undertaken
- Specialist equipment and/or clothing necessary for activities
- Code of conduct expected of the children
- Packed meal requirements – if relevant.
- Leaders, their experience and expertise
- Total costs and methods for payment
- Insurance cover, including medical cover and exemptions
- Passport requirements, (if relevant)

Near the date of a residential visit, a meeting is held for all parents, their children, the staff, and any voluntary helpers concerned with the visit. The information above is reiterated and the emergency procedures explained. There is an opportunity for questions and discussion at the meeting. A Parental Consent Form should be completed for each pupil, and medical information supplied, including the name and contact details of their child's GP.

All adults accompanying pupils on residential trips are DBS checked.

Children and staff will occupy separate rooms/tents on residential visits, according to gender. Adults sleep in close proximity to the children's rooms. Close supervision of pupils in a hostel, centre or hotel during the night on residential visits must be maintained.

Staff arranging a residential trip in the UK are expected to visit the proposed venue in advance and ensure a detailed risk assessment on the appropriate forms is carried out and the appropriate trip parental consent form must also have been completed on a child's admission to the school.

If an outside agency is used for a residential trip, all paperwork should be thoroughly scrutinised – including the venue/s' risk assessment by relevant staff in school prior to the trip taking place.

In addition to requirements for the organisation of a day trip, the following areas must be considered and agreed:

- Accommodation
- Sleeping arrangements
- Meals
- Materials
- Spending money
- The visit leader is responsible for informing the centre where pupils will stay of any special food or medical requirements, or any reasonable adjustments for disability that will need to be accommodated
- The visit leader will be responsible for producing daily updates on the visit for the school's social media and website. Pictures and text should be sent to the school office for uploading.
- The visit leader is responsible for taking decisions regarding changes from the planned activities. Changes to the pre-agreed plan should only be undertaken in order to ensure the safety of pupils and avoid potentially dangerous situations
- The visit leader is responsible for ensuring that all pupils are appropriately supervised throughout the visit, with pupils given clear guidelines about where and how they may spend their free time. These guidelines must make clear that pupils must always be within close contact of a supervisory adult
- The visit leader, or a person appointed by her/him, should accompany any pupil requiring medical treatment, and ensure that a translator is provided if needed
- The visit leader should accompany any pupil who has been detained by an official, such as the police or passport control, and remain with her while seeking advice from the Head or the approved in-school contact, on how to proceed
- The visit leader, or a person appointed by her/him, is responsible for the safe-keeping of

- monies and personal documents, such as passports belonging to the pupils.
- The visit leader is responsible for ensuring that pupils know what to do should they become separated from the party.
 - Once the trip is underway, the visit leader will be responsible for letting the school office, (or if out of school hours, the designated senior member of staff) know of the safe arrival of the party. The visit leader will also be responsible for arranging for parents to be told of the time pupils will arrive back in school. This is done via the leader contacting the school who will send a text message to parents of any changes to the expected arrival time.
 - When pupils arrive back at school following an off-site visit, accompanying teachers must not leave the premises until all pupils have been collected by parents/guardians.
 - At the conclusion of each outing the teacher in charge of the outing will review the outing, noting the following: Any problems with transport; any particular problems with the venue (e.g., nowhere to shelter during rain etc); any particular problems with specific children (illness, distress, etc); educational benefits of the visit and comments from pupils and parents.

Appendices

1. Coach safety Guidelines
2. Trip Booking Sheet
3. Information & Code of Conduct for Parents Accompanying School Trips
4. Emergency Action Checklist
5. Additional advice for trips into London
6. Blank Trips Risk Assessment

18 Appendix 1: Coach Safety Guidelines

18.1 Planning

Transport must be fully insured, drivers' details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded. The children must be counted before setting off and counting must be done each time pupils embark.

- Each pupil to be allocated a coach (Form outings lists may be used for this)
- Each teacher to be allocated a coach, ensuring that each coach contains at least one First-Aider, and their names added to coach lists
- Make 2 copies of the coach lists

18.2 Day of Trip

- Children to board their allocated coach
- Using one coach list, take a register of pupils actually present on each coach prior to departure
- Delete the names of pupils not present on each coach using the second coach list and return this to the Office so there is a record in school of who is on which coach in case of an emergency
- On the return journey ensure that pupils use the same coaches again and take a register before departure
- When a visit lasts for more than one day and involves coach trips other than to and from school, a pupil and staff list should be prepared for each coach trip and the register taken on every occasion prior to the coach setting off

18.3 In Case of an emergency

- Staff must use the Emergency Action Plan (appendix)
- All staff accompanying a visit should be thoroughly familiar with its contents, and a copy must be taken on all overnight or long distance trips

18.4 Coach Stops

Pupils are not allowed to go into service stations unaccompanied.

- Remind pupils that they must stay with a member of staff at all times
- Remind pupils of the dangers of traffic at the service station
- One member of staff to go ahead and look for a suitable place to eat, if applicable
- All pupils to stay together and go to the eating place together
- One member of staff to stay with the main group while another takes a group of girls to the toilet (pupils may not go to the toilet unaccompanied).
- Pupils must wait to be taken back from the toilets as a group and not be allowed to walk back by themselves
- Pupils should not need to buy anything from the service station shop

19 Appendix 2: TRIPS BOOKING SHEET

VENUE _____ DATE _____

LEAD TEACHER _____

CLASS/ES	NUMBERS	STAFF/HELPERS
TOTAL	_____	_____

VENUE:	TIMINGS: Arrive _____ Leave _____	BOOKED: YES / NO COST
TRANSPORT:	TIMINGS: Leave School _____ Leave Venue _____	BOOKED: YES / NO COST
AFFECTED SUBJECT TEACHERS INFORMED		YES / NO
RISK ASSESSMENT COMPLETED		YES / NO

<i>For office use</i>	
<i>Venue cost</i>	
<i>Transport cost</i>	
<i>Cost per child</i>	
<i>Notes</i>	

20 Appendix 3: Information for Parents Accompanying School Trips

Trip: _____ **Class:** _____ **Date:**

Thank you for volunteering to accompany our trip. To ensure that the trip is enjoyable and safe for all, the following guidelines should be observed.

- You should be aware of the itinerary for the visit and receive a copy of the itinerary, names of pupils and details of the groups.
- You should stay in close proximity to a teacher on the visit. You should not take a group away to another area.
- You should be given a small group of children to look after, but the designated teacher assumes full responsibility for them. He/she should check on a regular basis that all children are behaving themselves and that they are safe and feeling well.
- You should keep the children with you at all times.
- You should not assume any responsibility for an activity for which you are not qualified, e.g. rock climbing.
- You should be aware that the pupils must wear seatbelts at all times on a coach, unless told to remove them by a teacher or in the case of an emergency.
- You should tell the leader if a pupil is misbehaving or will not do as asked.
- You should accept you have a duty of care to make sure the children in your group are safe and well.
- You should report any accident to the leader immediately.
- You should be aware that mobile phones should be switched off or left on silent when parents accompany school parties and only used if absolutely necessary. Personal mobile phone cameras should not be used to take photographs of children or staff on school trips. This is to protect children, staff and other accompanying adults.
- During the day, the children may be put into smaller groups for some activities. Please be aware that if you are accompanying your own child's class, he or she may not be in the group which you are asked to supervise.
- Please follow any instructions given by Lyonsdown staff, or staff from the venue.

Thank you for your attention to these details and we look forward to a great day out.

21 Appendix 4: Emergency Action Plan

As part of the admission process, parents sign to give permission for emergency medical treatment to be given to their child if necessary, and in the event that parents cannot be contacted immediately, or that this delay would cause further injury or ill health to the pupil. Pupils' individual medical information is held on their file on the confidential 'Pupil Details Form'. Despite good planning and organisation, emergencies that require immediate response by the leaders, sometimes occur. Whilst still controlling and supervising the rest of the group, leaders should contact the appropriate emergency/rescue service immediately.

Should an incident occur the basic **priorities** should be:

- Try to make the **group safe** without putting anyone else in danger
- Contact **emergency services** if necessary
- Inform the **school contact** (usually The Head)

The basic procedures after this urgent action should be the same:

- Establish the nature and extent of the emergency with full details of any casualties
- Ensure all in the group who need to be aware that there is an incident, are aware of it and that they follow emergency procedures
- If a casualty has to be hospitalised, a responsible adult accompanies the casualty
- Make arrangements for the rest of the group Later action should include:
- Making detailed notes of the incident and the aftermath whilst it is still fresh in the memory. This should include photographs and witness statements if appropriate
- Liaising with the school contact until the incident is resolved
- The school contact liaising with parent/s as appropriate and as promptly as possible
- If relevant, completing the necessary paperwork, including an accident report form

All staff accompanying a visit should be thoroughly familiar with its contents, and a copy must be taken on all overnight or long distance trips.

21.1 Further Details and Procedures to follow in the event of a Serious Incident

The Head (Deputy Head or another member of the SLT) at Lyonsdown School should be contacted as soon as possible. The SLT member contacted should then follow the Policy for Critical Incidents and:

- Inform the school office and pass on all the details, including names of casualties, their injuries, action taken and names of others involved. The school office will initiate this policy, if the accident/emergency warrants.
- Ascertain telephone numbers for future calls.
- As soon as possible, write down accurately relevant facts and witness details.
- Preserve any vital evidence.
- Keep a written account of subsequent events, times and contacts after the incident.
- Complete accident report forms, contacting the Head and HSE, if necessary.

21.2 Visit leader

Their first priority is to summon the emergency services, and/or to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured to hospital.

- As soon as is practical after the incident, and in conjunction with the Head/Chair of Governors, identify alternative phone numbers at school and at off-site base, as designated lines may quickly become jammed
- As soon as is practical (and after ensuring the rest of the group are safe and out of harm's way), inform the Head/Chair of Governors of the nature of the incident, injuries, names of pupils, staff injured/safe and any other relevant information
- If overseas, notify the British embassy or High Commission
- As soon as is practical, complete a written record of the incident
- Liaise with Head/Chair of Governors to ensure that insurers and Health & Safety Executive are informed, as may be relevant
- Ensure that no member of the group discusses or admits legal liability
- In this era of instant communications it is vital that the school remains in control of information flow. Staff and pupils should be actively discouraged from talking to the media.
- In the event of a serious incident, the parents of all group members should be contacted. This should be done by the Head or Chair of Governors. For serious injuries to pupils or in the case of pupil/s fatalities, this might involve the Head/Chair of Governors visiting the homes of those affected.
- Contact the school 's insurers, especially if medical assistance is required
- set aside an area in the school away from the public/press gaze, where the parents can be updated on the incident
- Refer all media enquiries via the Head/Chair of Governors. They will act as the on-going point of contact with the media, and all questions and enquiries should be directed to these contacts

22 Appendix 5: Updated Advice for School Trips into London

Prior to the trip and in consultation with the Head, staff in charge of the visit to review:

- Consulting with parents
- Adult child ratio
- Take extra water
- Consider taking extra first aid kit
- Pupils must wear purple cap
- Staff to have means to pay for extraordinary items e.g. tube/bus tickets, extra food/water
- Personal Mobile phones to be fully charged and numbers exchanged between school staff (not parent helpers) in the first instance, the main school number should be used to communicate between separated parents and school staff.
- All pupils be given a sticker with **Lyonsdown School 0208 449 0225**.
- All staff, not parent helpers (data protection) to have access remotely to contact numbers for the parents of the pupils in the whole party.

Once in London and a security emergency occurs

1. If party together, lead teacher to make contact with Lyonsdown to explain situation and liaise with school re return or other action to take.
2. If groups are separated, each adult leader to ring Lyonsdown separately.
3. Always follow the instructions given by the security, transport and or emergency authorities.
4. If groups are separated with their adult and mobile communications are down, the procedure will be to get back to Barnet in any quick and safe way. The adult in charge will need to make this decision. – hopefully in the coach that brought the class into town. But this may involve Tube, bus, or even accepting a lift from an authorised taxi e.g. Black cab.
5. Pupils told where to go to seek help in the event that they become separated from their adult in a security emergency i.e. a person in uniform: emergency worker, police officer, security guard, shop assistant. That they should follow all instructions given and to stay as calm as possible.

Lyonsdown School - Risk Assessment Overview

Details		
Trip Leader: Name of accompanying adults:	Mob No.:	Year Group:

Risk Assessment Title:
Name of Trip/Visit: _____ Date of Trip/Visit: _____

Who is at Risk?	
People at Direct Risk:	Other People Who Could be Affected:

Summary of Risk						
<i>What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:</i>	<input type="checkbox"/>	High risk	<input type="checkbox"/>	Medium risk	<input type="checkbox"/>	Low risk
<i>What will the level of risk be <u>after</u> the ACTION PLAN is completed?:</i>	<input type="checkbox"/>	High risk	<input type="checkbox"/>	Medium risk	<input type="checkbox"/>	Low risk

Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately(E.g. by stopping the activity or making the areasafe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Accidents caused by inadequate planning or lack of control	Ineffective control that is not proportionate and commensurate to the proposed activity.	Pupil list with emergency contact details of parents/guardians to be taken by trip leader. (Up to date one available from Engage via office).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		At least one leader will carry a mobile phone with a list of emergency contact numbers and make sure phone has enough battery life to last the trip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff have prepared a contingency plan in the event of an accident or emergency – such as a missing child, an injured child, a building evacuation etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The school undertakes specific risk assessments for pupils with medical problems, including disabilities and any related restrictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		An Aide Memoir has been prepared to highlight specific do's and don't applicable to the trip, eg cultural observations etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff will brief pupils regarding hazards and involve them in the risk assessment and management process where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The trip leader is to be aware that he/she needs to maintain an ongoing risk assessment during the trip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Leader briefs all adults accompanying trip about the nature of the visit and any specific known hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Accidents caused by inadequate planning or lack of control	Ineffective control that is not proportionate and commensurate to the proposed activity.	Ratios of children to adults have been taken into consideration and appropriate numbers of adults employed to accompany the trip. Note: Nature of trip/venue and behaviour and needs of specific children should be taken into account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		First Aid kit taken from school and carried at all times by an adult during the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Any medicines, drugs or treatments are to be held centrally by the leaders with the First Aid Kit and the relevant documents for administration/instructions of medicines to be adhered to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Obtain mobile number of coach driver, in case of emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Parent volunteers accompanying trip are briefed and are given the information sheet of do's and don'ts, the names of children in their group and what level of Supervision expected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Travel by coach	Pupils moving about	Staff are to ensure that pupils are seated correctly on the coach and that seat belts are worn correctly at all time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Tampering with doors, windows or interference with the driver or controls.	Staff are to position themselves on the coach where they can best observe and control the group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The driver must not be disturbed or distracted during the journey.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Travel by coach	Pupil/member of staff or accompanying adults knocked down by overtaking vehicle.	Pupils and staff are only to get on and off the coach from a pavement or other safe area; they are not to disembark onto the road.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		A member of staff to be stationed at the coach door when pupils are exiting coach to make sure they stay on the pavement, away from the road.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		In the event of a breakdown, pupils are to be directed off the coach to a safe area with due regard given to traffic and any other hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Pupil runs out into oncoming traffic.	Extra care must be taken in the parking areas at venues etc. staff and pupils must be aware of moving vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trips and falls	Pupils and adults may slip or fall on uneven surfaces	The venues hazard/risks should be investigated prior to the trip and pupils and adults informed of any particular known hazards beforehand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Slip or fall in wet or icy conditions	Extra care to be taken or extra adults accompany trip if appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Weather conditions – hot/cold/wet	Sunburn Uncomfortably cold Get wet	Weather forecast noted prior to trip and parents informed if children need suncream, caps, extra drinking water, warmer clothes, waterproof coat/wellingtons etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Missing/ lost children.	Children go missing or get lost.	The leader to conduct regular head counts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All children to wear school purple caps for ease of recognition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Sign Off Sheet

Assessor Details:

<u>Assessor(s) name:</u>	<u>Assessor(s) signature:</u>	<u>Date:</u>
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School safety co-ordinator to sign below to accept the assessment

<u>School safety co-ordinator's name:</u>	<u>School safety co-ordinator's signature:</u>	<u>Date:</u>
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Ratios:

General Guidelines

EYFS – one adult every 4 children
Years 1-3 – one adult every 6 children
Years 4-6 – one adult every 10 children

Note

Location and nature of activity along with the needs of the pupils on the trip need to be considered and suggested ratios

adjusted accordingly. EYFS ratio of 1:4 however is a statutory requirement.