



**Spon Gate Primary School**  
**Educational**  
**Visits policy**



## Context

We believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Spon Gate Primary School a supportive and effective learning environment. The benefits of children taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for creativity, developing learning relationships and practicing their awareness
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other's)
- Improved achievement and attainment across a range of curricular subjects. Students are active participant's not passive consumers and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## Application

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

Spon Gate Primary School adopts Coventry City Council's **Policy for the Management of Visits, Trips and Learning Outside the Classroom** (currently dated October 2011 and available via the EVOLVE homepage. EVOLVE is the web based notification, approval, monitoring and communication system, used by Coventry City Council, to which all staff have access.).

All staff are required to plan and execute visits in line with Coventry City Council's policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

The rest of this policy explains how visit approval and planning takes place at Spon Gate Primary School.

## Types of visit

There are two types of visit, for each of which the approval process is slightly different:

1. Staff using the local area to deliver lessons
2. Other visits within the UK excluding adventurous activities

## **Roles and responsibilities**

**Visit leaders** are responsible for the planning of visits but should involve both accompanying colleagues and the children in this process. Staff must make appropriate checks of any third party providers. Staff are advised to obtain outline permission for a visit, from Jamie Wingrove, before beginning to plan and certainly before making any commitments.

**The EVC** is Jamie Wingrove who will support and challenge colleagues over visits and learning outside the classroom. They are the first point of call for advice on visit related matters. The EVC will check final visit plans on EVOLVE.

## **Staff Competence**

We realise that staff competence is the single most important aspect of safe trip management and so we support staff in developing this competence:

- Supervision by Senior staff of some educational visits
- Support for staff, where relevant, to attend training courses relevant to the role of visit leader

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

- Level of relevant experience
- Any relevant training undertaken
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the children, the venue and the activities to be undertaken

## **Visit Planning and approval**

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

1. Local area visits will follow the extending learning territory policy (Appendix 1)
2. Visits within the UK excluding adventure activities – these are put on EVOLVE and approved internally by Jamie Wingrove. Visits should be submitted to the EVC via EVOLVE at least 7 days in advance.
3. Visits involving adventure activities must be put on EVOLVE and submitted to the EVC at least 42 days in advance. Spon Gate Primary School is required to submit these for Local Authority Approval 28 days in advance. Visit leaders must check if an activity provider holds either an AALA licence ([http://www.aals.org.uk/aals/provider\\_search.php](http://www.aals.org.uk/aals/provider_search.php)) or an LOTC quality badge (<http://www.lotcqualitybadge.org.uk/search>). If they don't then they must complete a Provider Questionnaire (National Guidance document 8p)

## **Emergency procedures**

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

Spon Gate Primary School has an emergency plan in place to deal with a critical incident during a visit (Appendix 2). All staff on visits are familiar with this plan.

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

## **The Visit Leaders' job list**

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

- Gain outline approval from the EVC/head to begin planning the visit.
- Ensure the visit:
  - has clear learning outcomes
  - has activities appropriate to the group
  - is planned to maximise benefits to the children while managing significant risk
  - is appropriately staffed
  - complies with the school's safeguarding policy
- Involve children in the planning of the visit, and how it will be managed, wherever possible.
- Ensure the LA procedures are followed and that the visit plan is recorded on EVOLVE.
- Ensure all other staff, accompanying adults and children are:
  - fully briefed about their roles and responsibilities during the visit
  - know what to do in the event of an emergency
  - are given information they need about individual pupil needs.
- Emergency procedures must include what would happen in the event of illness or injury affecting the party leader.
- Ensure the base contact back at school is fully briefed and has copies of all relevant information.

## **Parental Consent**

Spon Gate Primary School obtains blanket consent, for all local, non-residential visits, at the start of each year. For any visits not covered by the extended learning territory, information will be sent home giving parents information on the visit and including a request for information on any changes in their child's medical details.

For residential visits, visits extending beyond the school day or visits out of the City specific consent should be requested using EVOLVE and the relevant forms (available via EVOLVE).

## **Transport**

We use hired minibus and we follow the LA transport policy. All staff driving the mini bus have had the relevant test and training.

Where outside companies are used, they will be companies recommended by the LA.

**Use of staff cars to transport pupils** - Staff cars can be used to transport pupils when the driver is covered by business insurance and a clean driving licence (a record of both of these being checked will be kept by the EVC). Any use of private vehicles will be subject to a specific risk assessment.

## **Insurance**

Spon Gate Primary School has comprehensive liability insurance.

## Appendix 1 Extended Learning Territory

### **Boundaries**

The boundaries of the territory are within 20 miles, from the school.

### **Operating Procedure**

The following are potentially significant hazards within our extended territory:

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

These are managed by a combination of the following:

- Jamie Wingrove, EVC, must give verbal approval before a group leaves.
- Parents are informed that their child will be participating in an activity away from the school site
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and operating procedure of the extended learning terrain is explained to all new parents when their child joins the school.
- There is always a minimum of two adults. Staff are familiar with the area, including any 'no go areas' and have practiced appropriate management techniques.
- Children are fully briefed on what to do if they become separated from the group.
- Children's clothing and footwear is checked for appropriateness before leaving. Staff carry additional spare clothing and a first aid kit
- Staff carry student medical information and emergency contact details
- Staff will deposit in the office a list of all pupils and staff, a proposed route and an estimated time of return. A school, or staff mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

## Appendix 2 Emergency procedure

Spon Gate Primary School's emergency response to an incident is based on the following key factors:

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



## **EASEE Supplementary Advice and Guidance (Coventry Specific)**

### **Emergency during an Offsite Activity**

*Note: Please use in conjunction with the E.A.S.E.E. Emergency Advice & Support for Education Establishments Document.*

Coventry City Council is signed up to *Outdoor Education Advisers Panel National Guidance* – this guidance is reviewed and revised regularly and takes account of any changes in legislation and/or good practise

### **Outdoor Education Advisers Panel (OEAP) National Guidance**

For national guidance on how to plan for and respond to school trip emergencies we **strongly advise** you visit and use the information on the Outdoor Education Advisers Panel (OEAP) website and if required contact Coventry's Education Visit Adviser for further support:

<http://oeapng.info/downloads/good-practice/>

The guidance which is included here is:

- [An Overview of Emergencies and Critical Incidents](#)
- [Off Site Visit Emergency Guidance for Leaders](#)
- [A Visit Leader Emergency Checklist](#)
- [The Role of the Establishment during an Off Site Visit Emergency](#)
- [The Role of the School Governors during an Off Site Visit Emergency](#)
- [The Role of the Employer during an Off Site Visit Emergency](#)
- Actions Cards for the:
  - [Visit Leader](#)
  - [The First Contact during an Off Site Visit Emergency](#)
  - [Establishments Management](#)
  - [Employer Senior Manager](#)

### **Academy Schools**

Academy Schools who buy into the Educational Visits Service will continue to receive the same service as all LA maintained schools. For those Academy Schools that do not buy in, support will only be provided in a major emergency.

### **Emergency Procedure**

Staff in charge of young people during a visit have a duty of care to make sure that the young people are safe and healthy. They also have a common law duty to act as a reasonable prudent parent would. Staff should not hesitate to act in an emergency and to take life-saving action in extreme situations.

### **Preparation**

- Arrange for the recording of accidents and the reporting of death or disabling injuries as required by the Coventry City Council accident/incident reporting procedure. Review accident and incident records regularly and use this information to inform future visits;
- Help to ensure that serious incidents, accidents and near-accidents are investigated;
- Ensure staff are made aware of and understand LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for staff;

- Ensure that the education establishment has emergency procedures in place in case of a major incident on an offsite activity. Staff should discuss and review these and ensure that young people, parents, group supervisors and others are given written details of these procedures;
- 



1. Ensure that the education establishment contact has the authority to make significant decisions. He or she should be able to respond immediately at the base to the demands of an emergency and should have a back-up person or number;
2. Ensure that the EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit;
3. Ensure that the EVC/party leader impresses upon parents the importance of providing their own contact numbers, more than one, which will enable the parents to be contacted in case of emergency;
4. Establish a procedure to ensure that parents are informed quickly about incident details through the base contact, rather than through the media or young people;
5. Be aware that advice and support is available through the LA when dealing with media enquiries: and
6. Check that providers (where used) have adequate emergency support procedures, and that these will link to establishment and LA emergency procedures;
7. Ensure that the education establishment has emergency procedures in place including a nominated 'base' contact person who is contactable for the duration of the offsite activity. This is essential when groups are away after school, on residential activity or when they are away during school holiday periods.

## Who takes charge in an emergency?

The Group Leader (Expedition Supervisor) would usually take charge in an emergency and would:

- Liaise with the nominated 'base' contact or EVC to ensure that emergency procedures are in place and that back-up cover is arranged;
- Liaise with the representative of the tour operator/provider if one is being used; and
- Ensure that all group members know what action to take if there is a problem.

## Pre-arranged establishment base contact.

The main responsibility of the educational establishment's 'base' contact is to link the group with the establishment, the parents and the LA (where appropriate), and to provide assistance as necessary. Ensure the named person has all the relevant information about the visit.

## Emergency Briefing

Inform all those involved in the trip, including supervisors, youth workers, young people and their parents, who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

## Emergency Procedures and checklist during the visit

### Immediate Response

1. Establish the nature and extent of the emergency as quickly as possible;
2. Contact the relevant emergency services;
3. Ensure that all the group are safe and supervised;
4. Get immediate medical attention and seek to establish the names of the casualties;
5. Have an official mobile phone available during the visit, but be aware of limited performance in remote areas;

6. Ensure that a member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
  7. Ensure that emergency procedures are not breached by individual young people or adults accompanying the party by making independent calls on a personal mobile or via other means – e-mail, social media etc.;
  8. Notify the police if necessary;
- 
- 



- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;

### **Secondary Response**

- Inform your establishment emergency (base) contact. The emergency contact number should be available at all times throughout the visits;
- Ascertain telephone numbers for future calls;
- Details of the incident to pass to the emergency contact should include; nature of incident, casualty details-names, injuries and others involved to allow parents to be reassured, action taken so far and action to be taken (by whom);
- Ensure that the LA Emergency contact is notified as soon as possible for serious or critical incidents, using the supplied telephone number (this should be undertaken by establishment emergency contact);
- Ensure that all group members who need to know are aware of the incident and that group members are following the emergency procedures;
- Keep a written account of all events, times and contacts after the incident;
- Refer media enquiries to your establishment base contact and/or the LA Officer;
- No-one in the group should discuss legal liability with other parties;
- Notify the provider/tour operator (if one is being used);
- Notify the British Embassy / consulate if an emergency occurs overseas;
- Notify the insurers, especially if medical assistance or emergency repatriation is required whilst overseas (this may be undertaken by the emergency contact).

### **Follow-up Response**

- For all LA maintained schools complete accident report form as soon as possible and return it to the Coventry City Council Health and Safety Team.
- Review the emergency procedures adopted.

## **Emergency Procedures for Education Establishments**

Before the visit, identify the name of the person, establishment, mobile and home telephone numbers of the contact (base contact). It is advisable to arrange a second contact as reserve. These persons should be available at all times whilst groups are away.

If an emergency should occur;

- The group leader must always contact the emergency base contact, head teacher, senior manager or chair of governors in the first instance. They will make any decision to contact the LA if the situation requires it.
- The LA issued emergency contacts telephone number is available to support a serious or critical incident.

The establishment contact (base contact) should consider these main factors:

1. ensuring that the group leader is in control of the emergency and establishing what if any assistance is required from the education establishment base;

2. contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The establishment 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;
  3. liaison with the governing body/management committee and/or LA. The establishment contact should act as a link between the group and head, chair of governors/management committee or LA and arrange for the group to receive assistance, if necessary;
  4. if a serious or critical incident occurs, the education establishment should consider contacting the LA emergency telephone number as soon as possible. The LA Officers will contact the press team for media support if required;
  5. the reporting of the incident using Coventry City Council Accident/Incident Report system.
-



## Media contact

The school or relevant LA Officer should deal with any media enquires depending upon the nature of the incident and other relevant circumstances. Advice may be sought from the LA Communication Team.

## After a serious incident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other young people or if staff in the school have been affected.

Establishments in this situation sometimes find it helpful to contact local counselling support services and to seek professional advice on how to help individuals and others cope with the effects of a tragedy.

## School Trip Emergency Contacts

| LA Service / Position  | Contact Number |
|--|----------------|
| <b>Educational Visits Service</b>  |                |
| Head of Outdoor Education Service  | 07943520592    |
| Deputy Head of Outdoor Educational Service (education visit advise)  | 07943520599    |
| Plas Dol-y-Moch Outdoor Education Centre   | 01766510200    |
| <b>Coventry Solihull and Warwickshire Resilience Team</b>  |                |
| CSW Resilience Team 24 hour Emergency Contact Number. This number must not be issued to the public. <ul style="list-style-type: none"> <li>When calling this number ask the operator for the Duty Emergency Planning Officer.</li> </ul> | 02476 832 673  |

## School Trips and Emergency Planning Enquiry Contacts

| <b>Coventry City Council Outdoor Education Service</b>                        |               |               |                          |
|---|---------------|---------------|--------------------------|
| Address   | Telephone     | Fax           | Email                    |
| Plas Dol-y-Moch,<br>Maentwrog,<br>Blaenau Ffestiniog,<br>Gwynedd,<br>LL41 3YT | 01766 510 201 | 01766 762 438 | admin@plasdolymoch.co.uk |

**Coventry, Solihull and Warwickshire Resilience Team**

| <b>Address</b>   | <b>Telephone</b> | <b>Fax</b> | <b>Email</b> |
|--|------------------|------------|--------------|
| CSW Resilience Team<br>People Directorate<br>Lower Ground Floor<br>Council House<br>Earl Street<br>Coventry<br>CV1 5RR | [REDACTED]       | [REDACTED] | [REDACTED]   |