

# Pownall Hall School

*'Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise their academic, sporting, musical and creative potential. The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self discipline and good working habits for the future. The all round personal development of each and every pupil lies at its heart.'*

## **4a –EDUCATIONAL VISITS POLICY**

### **- to Safeguard and Promote the Health and Safety of Pupils on Educational Visits**

*This policy has been prepared having regard to the DfE 'Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies', DCSF guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide" and ISI Regulatory Standards for Independent Schools (January 2017). Copies of the policy can be obtained by parents on request.*

#### INTRODUCTION

At Pownall Hall School, we believe that learning outside the classroom is essential for the education, and the social, personal and moral development of our pupils. We recognise the importance of providing opportunities for our pupils to develop their resourcefulness and initiative and to spend time together in an informal environment. Some visits are directly related to the curriculum, some are designed to enhance physical skills, self-reliance and team-working. Others will extend pupils' knowledge of the world. The purpose of this policy is to ensure that all trips are undertaken as safely as possible, through careful, thorough preparation, safe procedures and responsible supervision of all groups.

#### OUR TRIPS AND VISITS

We regularly take pupils on day trips to: historic sites, museums, galleries, natural features, farms, Roman sites and activity venues to support the curriculum. There are theatre visits for pupils of all levels and groups are taken to local Festival and concert halls. Residential trips are offered to pupils in primarily in Years 4, 5 and 6. Parents accompanying residential visits must have enhanced DBS checks.

We take sports teams to matches in a variety of locations.

Parents are fully informed of all trips in advance – on the website, by newsletter, calendar and specific letter.

#### RESPONSIBILITIES

##### **Role of the Governors:**

The Governing Body is responsible for the safety of pupils who take part in school trips. In order to authorise visits, the governors will delegate the following responsibilities to the Headmaster:

- i. To ensure that the visit has a specific objective which is appropriate to the age and abilities of the group of pupils;
- ii. To ensure that plans are in place for the safety of pupils and seen by him;
- iii. To ensure that guidance is available to inform the school's policy, practices and procedures relating to health and safety of pupils on visits out of school;
- iv. To ensure that the Group Leader has the expertise, commitment and time required to fulfill his/her responsibilities;

- v. To ensure that visits are well planned in advance and risk assessments are in place.
- vi. To be satisfied that the necessary assurances have been obtained from external contractors about risk assessment and insurance cover;
- vii. To ensure that the visits are accessible and inclusive for all pupils as far as is reasonably possible.

**Role of the Headmaster:**

The Headmaster is the focal point for the school and will be the overall supervisor of arrangements for all trips as well as the reference point for parents and governors.

The Headmaster will:

- i. Ensure that the Group Leader is suitably trained and competent to discharge his/her responsibilities;
- ii. Ensure that the Governors are well informed of the purpose and arrangements of any trip that they are asked to authorise;
- iii. Satisfy himself that safety arrangements, to include risk assessments, pre-visit checks, competence and insurance of external agencies are in place;
- iv. Consider the Group Leader's experience, competence and ability to maintain discipline and undertake on-going risk assessments on the visit;
- v. Ensure that all staff and other persons involved are competent and appropriate to be on the trip;
- vi. Ensure that staffing ratios are appropriate for the age and stage of the pupils;
- vii. Ensure that appropriate DBS disclosures are in place for volunteers, where necessary;
- viii. Ensure that parents are fully informed and have provided their consent and contact information for the duration of the trip;
- ix. Ensure time for pre-visits as necessary.
  - x. Make time for any training needed well in advance of the trip;
  - xi. Ensure that emergency procedures are in place in case of a major incident/accident;
  - xii. Receive reports of each trip and review practice and systems if necessary.

**The role of the Group Leader is to:**

- i. Prepare a plan outlining the nature of the envisaged trip and the educational/social benefits to be gained and how it links with the school's curriculum and aims of the school. All residential and foreign trips will be referred by the Headmaster to the Chair of Governors for authorisation. The Educational Visits Co-ordinator, if satisfied, will approve other visits in writing;
- ii. Discuss the possible staffing with the Headmaster, after which he will authorise suitable persons to accompany the trip;
- iii. Hold a valid First Aid Certificate or ensure that one of the accompanying teachers hold one for all visits (with the exception of the very shortest visits, such as to our local library or church);
- iv. Nominate a Deputy Leader for all trips;
- v. Start an administrative file in which to keep all paperwork and liaise with the Bursar regarding the collection of money and any payments required;
- vi. Ensure that pupils are fully briefed about the visit and of the standards of behaviour and cooperation required;
- vii. Inform the parents; invite parents to a meeting if the trip is residential in order to discuss the visit, insurance cover and safety measures, costs etc;
- viii. Obtain parents' written consent – otherwise the pupils cannot participate;
- ix. Liaise with the Bursar to undertake formal assessments of any significant risks;
- x. Liaise with any external agencies to make clear the distinction between the responsibilities of the staff of the external agency and the school;
- xi. Ensure that any non-contracted adult on the trip has the approval of the Headmaster and has undergone an enhanced DBS check;
- xii. Obtain medical information on the pupils involved in the visit – discuss concerns with the Headmaster and, if necessary, the parents to ascertain the suitability of the visit related to particular medical conditions;

- xiii. Provide, at the end of the trip, a written report to the Headmaster and Governing Body, including the reporting of any accidents/incidents and near accidents/incidents and the action taken, plus any recommendations for changes to procedures and practice.

Authority is delegated to the Group Leader to stop pupils from participating in activities during the trip should they be incapable or irresponsible.

**SEE APPENDIX 1 – GROUP LEADER’S CHECKLIST and APPENDIX 2 – GROUP LEADER’S CHECKLIST FOR PARENTS. SUPERVISION**

- i. Every trip must have a Group Leader and a Deputy Group Leader;
- ii. We recommend the following minimum staff/adult : pupil ratios:

Our considered recommended ratios for off-site visits and remote supervision:

Ratio	Pupils’ Year Group
1:6	Y1 to Y2
1:10	Y3 to Y6
1:9	For All Visits Abroad

- iii. The Group Leader or another member of the staff team should be trained in First Aid;
- iv. The Group Leader must explain the responsibilities clearly to all staff and supervisors prior to the visit;
- v. The supervisory staff must be assigned a group of pupils for whom they are responsible throughout the visit. Pupils must be made aware of these arrangements.
- vi. Pupils must not be allowed to wander on their own, groups will keep close to their supervising member of staff, who will call a register/ take a head count when pupils re-assemble or leave a venue;
- vii. Parents may only accompany visits if the Headmaster gives permission and, where necessary, an enhanced DBS disclosure has been obtained;
- viii. On residential visits, each pupil must have a card giving the name, address and telephone number of the school and details of the name, address and telephone number of the group’s accommodation and the name of the Group Leader.
- ix. The Fire procedures at residential centres should be checked as far as possible before the visit. A fire evacuation should be carried out as soon as practicable after arrival.

**SAFETY**

**Safety is always our top priority.**

We expect parents to support the school in stressing that pupils listen to and follow the instructions given either by a member of staff, or by a qualified instructor, and use the proper equipment. We reserve the right to ask parents to collect any pupil early if he/she declines to follow reasonable instructions given for their own safety, (or does not follow the school’s behaviour code, which applies on all school visits).

Where teachers have specific qualifications, for example First Aid, Minibus Driving, it is up to them to ensure that these qualifications are up to date in order to carry out their respective roles relating to educational visits.

Where external agencies are used, the Group Leader will establish the competence of their staff in advance. Where the activity is an adventure activity as defined in the Adventure Activities Licensing Regulations 2004, the Group Leader will check that the agency holds a current license.

Group Leaders should be familiar with the nature of local conditions likely to be encountered and ensure that

pupils and other staff have the correct clothing, equipment and information (published prior to the trip commencing).

Staff must take a school mobile phone that must be charged and switched on at all times. Use of personal devices is not permitted unless prior permission is given by the Headmaster. Parents are not permitted to bring or use mobile devices.

Where a trip is to a foreign location, an appropriate foreign language phrase-book should be taken and at least one member of staff should be fluent in the local language. On such trips, a pre-visit may be necessary to evaluate the site from an educational and safety point of view.

## PUPILS

The group of participating pupils should:

- i. be well briefed by the Group Leader and supporting staff at a specific meeting prior to the start of the visit.
- ii. be informed of the details of the location, the hotel/hostel to be used, if applicable, the means of transport and the expected timings.
- iii. be informed of the activities planned and of any special clothing/equipment required.
- iv. be given clear instructions about the standards of behaviour, cooperation and safety measures required and the ground rules for the trip.
- v. be given the opportunity to ask questions,

Each pupil should:

- vi. know who their particular supervisor is.
- vii. know that he/she should never wander off or be on his/her own at any time.
- viii. comply with the expected standards of behaviour.
- ix. be sensible and responsible .

## TRANSPORT

The Group Leader will liaise with the Bursar/ Office Manager to:

- i. Ensure that the tour operator or coach company is fully insured and reputable;
- ii. Consider the risks associated with transport and, if a high level of risk is involved – for example, when travelling on a ferry or an aircraft - conduct a travel risk assessment;
- iii. Ensure that First Aid is available at all times including medication for travel sickness – only to be given in accordance with the school's policy on administering medication.

No one should drive the school minibus unless he/she has qualified as a minibus driver.

Two adults need to be within minibuses when transporting the children. When two minibuses are driving in convoy one driver is permitted in each minibus on only the shortest trips. ie. local leisure centre/schools.

We expect every member of staff to complete a "Drivers' Declaration Form" before he/she drives pupils in a school minibus. The completed forms are supplied and held by the Bursar. (See also the Minibus Policy).

Pownall Hall School's policy is to discourage staff from transporting pupils in their private cars. If this is absolutely necessary, then staff must contact their own insurance company to inform them of 'business use' and must ensure that they have the correct seating arrangements to comply with the law.

If, for good reason, and with the permission of the Headmaster, parents use their cars to transport pupils other than their own son/daughter in connection with a school visit, their cars must be equipped with the appropriate seats for the age group. Consent must be given by parents for their child to travel in a private car belonging to a

member of staff or another parent.

## PARENTS' INVOLVEMENT AND CONSENT REQUIRED

- i. All draft letters must be given to the Headmaster for approval before being sent to parents.
- ii. Annual consent forms are signed by parents for short local visits and sports fixtures that take place during the normal school day.\*
- iii. For residential trips or foreign visits, separate consent forms will be sent to parents along with information from the Group Leader.\*
- iv. Parents must be informed of any special requirements for the visit, for example clothing, equipment, time of leaving and return, addresses and telephone numbers of hotels/hostels, passports etc in advance of the visit.
- v. A medical form must be sent to parents and returned to the Group Leader. This form must include emergency contact numbers for the parent throughout the duration of the trip and signed permission for emergency medical treatment should the parent be unavailable when contact is attempted.
- vi. Full itineraries must be given to parents.
- vii. Meetings must be held for those parents whose son/daughter is going on a residential visit in order to explain the itinerary, accommodation, travel arrangements and ground rules, in addition to answering questions from them.
- viii. Charges must be made clear and adhered to fully; any surplus must be reimbursed following the trip.
- ix. The full cost will be passed on to parents, provided they have given written consent. Staff costs will be included in the overall amount and apportioned to the overall cost to pupils.

### \*NB

We do require parents' specific, individual written consent if we are to take their son or daughter on a visit that involves a higher level of risk management, takes place outside school hours, involves an overnight stay or an overseas visit. Please note that we are unable to take pupils without a completed and signed consent form, which includes details of where parents may be contacted in an emergency. This form will be sent well in advance and must reach the school by the date published on the form, which will be at least 5 working days before the start of the trip.

## INSURANCE

- i. For each school visit, the Bursar must prepare a statement on insurance cover.
- ii. Parents must be made aware of any insurance that has been arranged and copies of travel insurance should be sent to them.
- iii. Where any external agency is used, the Bursar must satisfy themselves that the insurance is adequate.

The school has Employers' Liability Insurance and Public Liability Insurance, and the Bursar ensures that there is valid insurance to cover all trips inside the UK and overseas. (This cover must include cancellation or delay, medical expenses, replacement of passports, personal possessions and money as applicable.) The policy will cover most school visits. Any member of staff organising an adventurous or hazardous activity should check, via the Bursar, whether or not the activity is covered by the school's insurance policy.

The Group Leader must ensure that he/she takes a copy of the school's travel insurance or the Travel Company's insurance with him/her on all residential visits.

The law places the Group Leader "in loco parentis". The DfE 'Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies' should be read by all Group Leaders. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Pownall Hall School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised

reasonable care and followed the school's guidelines and policy.

### EMERGENCY PROCEDURES

- i. Group leaders must ensure that a First Aid Kit is taken on every school outing.
- ii. Group Leaders must ensure that pupils know what to do in case of emergency or difficulty and must know where they can find the Group Leader and the accompanying staff.
- iii. All adults should have a list of students, their parents' emergency contact numbers and medical information.
- iv. The Headmaster and parents must be informed at the earliest opportunity if an emergency occurs.
- v. In the event of an accident or illness, the Headmaster and parents must be informed as quickly as possible. If there is an injury then an accident report must be made with eyewitness accounts in accordance with Health and Safety.
- vi. A point of contact must be established at the school in order to transmit information to parents, for example late returns. On residential trips a contact must be designated by the Group Leader and his/her telephone number given to parents in advance of the visit.
- vii. Adults are encouraged to take mobile phones – the school mobile will be taken by the Group Leader who must be contactable at all times.
- viii. The Headmaster will organise contingency plans with the Group Leader for early returns of injured pupils/poorly pupils and parents will be informed of these before departure.
- ix. The Headmaster will be available for contact by the Group Leader in an emergency.
- x. The Headmaster will meet with all staff taking residential visits to go through the procedures for dealing with a major disaster/incident.

**SEE APPENDIX 3 = PROCEDURAL INFORMATION FOR GROUP LEADER AND SUPERVISORY STAFF**

### EQUAL OPPORTUNITIES

The school operates an Equal Opportunities Policy. All pupils are entitled to take part in educational visits and will not be prevented from doing so because of equal opportunities issues.

### COMPLAINTS PROCEDURE

The school has a Complaints Procedure. It is available if anyone is unhappy with any aspect of an educational visit, although the Headmaster would be the first point of contact.

### MONITORING AND REVIEW

This policy will be monitored by the Headmaster, the Health and Safety Committee and the Group Leaders of the various visits. It will be reviewed annually in the light of Group Leaders' reports, new guidance and regulations.

**Presented to Governors for approval**

**Date: February 2016**

**Signed: Mrs. Eileen MacAulay**

**February 2016**

**(Including Appendices 1, 2 and 3 and all Forms)**

**Review Date: February 2017**

## References:

- A: The Revised Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, January 2017 version. ([www.isi.net](http://www.isi.net)).
- B: "Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies" DfE ([www.education.gov.uk](http://www.education.gov.uk))
- C: "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," DCSF guidance, 2004 ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)) HASPEV
- D: "School Trips" and "Minibus Safety", ROSPA guidance documents ([www.rospa.com](http://www.rospa.com))
- E: "Taking Students Offsite" ATL guidance document ([www.atl.org.uk](http://www.atl.org.uk))
- F: "School Trips and Outdoor Learning Activities" HSE ([www.hse.gov.uk](http://www.hse.gov.uk))

## **Appendices:**

1. Out of school residential trip form
2. Educational Visits – Checklist for the Group Leaders
3. Checklist for informing parents
4. Important Information and Emergency Procedures for Group Leaders and Staff who accompany Pupils on Educational Visits

Appendix 1:

**Pownall Hall School**

**OUT OF SCHOOL RESIDENTIAL VISIT**  
**Parental Consent Form**

PUPIL'S SURNAME:

.....FORM.....

First Name(s) ..... D.o.B.....

Home Address: .....  
.....  
.....

Home Tel.No: ..... Mobile:.....

**VISIT TO .....**

**(The proposed itinerary is attached if appropriate)**

Departing at .....hours on..... from school,

And returning to school at .....hours on .....

[Where a visit is over-subscribed, places will be offered on a first-come basis]

- Type of accommodation: (1) Hotel in ... for ....nights. Pupils will be accommodated in .....  
bedded rooms.  
(2) Youth Hostel in .....for ....nights where there is simple  
dormitory accommodation.

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- Transport: (1) School to .....by coach /school minibus  
Arriving at .....  
Returning at .....approx.  
(2) Details of flights, if applicable to the visit, will be announced later.

*Please note, that although it is school policy always to book coaches fitted with seat belts, this is not always possible outside the UK.*

I agree that my son/daughter..... may take part in this visit and have read the information sheet.

I agree to.....'s participation in the activities described.

I acknowledge the need for my son/daughter to accept responsibly.

**Contact telephone nos.**

Mother's work No..... Mobile.....

Father's work No.....Mobile.....

**Alternative emergency contact**

Name.....Telephone No.

Address.....

Name of GP.....Telephone No.....  
Address

**Medical Information**

Does your child have any allergies or sensitivities to food, medication, pets or to insect stings? Please give details:

Does your child have any chronic or recurring medical conditions needing regular or occasional medication or treatment? Please give details:

Does your child suffer from travel sickness? If so, may we have your permission to give him/her a travel sickness tablet of your choice?

Do we have your permission to give him/her a prescription pain reliever, if necessary, such as paracetamol or one of your choice?

To the best of your knowledge, has your child been in contact with any infectious disease over the past four weeks? If so, please give brief details.

Does your child suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities? Please give details:

When did your child last have a tetanus injection?

Any other details we should be aware of?

**Declaration:**

I/We will inform the Group Leader/Headmaster as soon as possible of any soon as any changes in the medical or other circumstances between now and the commencement of the journey.

I/We agree to my child receiving medication as instructed and, in the unlikely event of a serious injury or condition, any emergency dental, medical or surgical treatment, including blood transfusion and anaesthetic, as considered necessary by the medical authorities present, under the school’s travel insurance.

I/We have read and understand the information provided by the school and the limitations of the insurance cover.

Name of parent/s or guardian ( BLOCK CAPITALS).....

Signed:.....and.....

.....

**Pownall Hall School**

**Behaviour code:**

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given either by a member of staff or by an Instructor at the Activity centre at all times. I accept that where his or her disregard for the code of behaviour either causes danger to him/herself and to others, is a serious breach of school discipline and we will be asked to collect him/her.

Signed: ..... Signed.....

Name: ..... Name:.....

Date: ..... Date: .....

Please note that your son/daughter will only be allowed to participate in this visit if this form is completed and returned to School by [            ]

Appendix 2 **Educational Visits – Checklist for the Group Leaders:**

**VISIT TO:.....BY.....ON.....**

		Ye s	Date .
1.	Have you read the school's policy for Educational Visits?		
2.	Have you read the DfE guidelines on school visits?		
3.	Have you discussed the visit with the Headmaster?		
4.	Do you have authorisation from the Governors/ Headmaster?		
5.	Have you made a reconnaissance visit and assessed facilities, hazards and safety?		
6.	Have you researched the necessary travel arrangements?		
7.	Have you planned suitable activities?		
8.	Have you checked insurance arrangements?		
9.	Have pre-trip risk assessments been carried out?		
10	Have you assessed the costs involved and fixed a charge per pupil?		
11	Have you arranged for sufficient staff to accompany the pupils?		
12	Have you arranged for another member of staff to be on stand-by?		
13	Are any other volunteer adults/parents accompanying the trip?		
14	Have they been fully briefed in writing?		
15	Are DBS checks in place for everyone including volunteers?		
16	Are all adults familiar with the school's Child Protection policy?		
17	Have parents been informed in writing and received all information?		
18	Have Parent Consent Forms been sent out and returned by parents?		
19	Has information on medical conditions and medication required been received?		
20	Have you collected the first/only payment of money?		
21	Have you collected the remainder of the money?		
22	Have you arranged meetings with parents?		
23	Have you prepared a code of behaviour for pupils and briefed them on it?		
24	Have you arranged meetings with the pupils?		

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25	Have you suggested a suitable level of pocket money?		
26	Have you informed staff in school and the catering staff about the trip?		
27	Have you arranged for all accompanying staff and yourself to have lists of pupils and staff taking part with their telephone numbers, addresses and medical details?		
28	Have duplicate lists been left with the school out of hours contact person?		
29	Have suitable arrangements been made to cope with emergencies?		
30	Have you arranged for a suitable First Aid Kit to be taken?		
31	Have you organised a reporting system for a possible delayed return?		
32	Have you arranged to take the school mobile phone and charger?		
33	Have you checked that all the equipment you need to take is available and ready for use?		
34	Have you arrange to take the school camera for photographing activities?		
	<b>TRIPS ABROAD</b>		
37	Have you obtained all necessary passports and EHIC cards?		
38	Have any necessary inoculations required been arranged?		
39	Are sufficient staff fluent in the language of the country to be visited?		

## Appendix 3

### **Check List for informing Parents:**

Parents must be informed in writing about arrangements for visits well in advance. Where appropriate, parents and pupils should be invited to school to discuss details of the visit with the Headmaster and Group Leader and other staff beforehand; this is necessary for all visits that last for more than one night, both those which are in the UK and those outside the UK.

It is important that parents are given full information before they commit themselves to any trip. The written information given to parents will depend upon the nature of the trip.

- a) Destination, dates and times of the visit.
- b) Accommodation (type, category, location) and information about meal arrangements.
- c) Activities - included and optional
- d) Travel arrangements, including type, times and dates of departure and return.
- e) Arrangements for notification of travel delays.
- f) Itinerary, including times and places of intermediate stops.
- g) Name of the organiser of the trip – ie the school.
- h) Names of Group Leader, deputy leader and members of staff accompanying the party.
- i) Address and telephone number of the Group Leader at the destination.
- j) Cost and method of payment – all monies to be paid into an account through the Bursar.
- k) Insurance cover, name and address of insurer.
- l) Health formalities, including inoculation information (eg up to date tetanus)
- m) How to contact can be made with any child in the party.
- n) Advice on pocket money, clothing and equipment.
- o) Code of conduct, details relating to the standard of behaviour expected from pupils throughout the visit.
- p) The consent and declaration forms, for participation, health and behaviour, which must be completed and signed by the parents for the child to be able to go on the visit.
- q) Parents should be advised that the Headmaster reserves the right to exclude a pupil from participating on medical or behavioural grounds.
- r) Date of information meeting with parents and pupils.

#### **Trips Abroad**

- s) Name and address of the travel company through whom arrangements are made (which must be ABTA approved or similar).
- t) Passport and visa requirements.
- u) The possibility of a price increase as a result of variations in airport taxes. No increase can be made within 30 days of departure.

## Appendix 4

### **Important Information and Emergency Procedures for Group Leaders and Staff who accompany Pupils on Educational Visits**

#### **General:**

Pupils should not be allowed to take part in dangerous activities without prior training and parental permission and must always be accompanied by a trained instructor or member of staff.

River walking is forbidden.

Pupils should be closely supervised at all times. The responsibility on the staff is huge and they must be professional at all times to lead by example and ensure the safety of the pupils in their care.

All staff must accept that they are on duty 24 hours a day throughout the length of the visit.

Staff relations with each other and their behaviour on such trips should set an example to the pupils and be above reproach in all circumstances.

In the evening, staff must remain in the accommodation with the pupils unless the whole party goes out together.

#### **In case of serious incident/accident:**

1. Establish the nature and extent of the emergency.
2. Establish that all members of the party are accounted for and safe.
3. Establish the extent of any injuries and administer first aid if qualified to do so.
4. Establish the name(s) of the injured and call the appropriate emergency service(s).
5. Advise other staff of the accident and the procedures in operation.
6. Ensure that an adult in the party accompanies the casualty/casualties to hospital.
7. Ensure adequate supervision for the rest of the party and arrange for their return to base – all must be cared for and protected from the media.
8. Arrange for one adult to liaise with the emergency service(s), control access to telephones by others until the Headmaster has been contacted and all relevant information given out.

The staff emergency contact should inform parents, guardians and relations of:

- pupils who have been involved in the incident
- pupils who have been involved, but not hurt or directly affected
- teachers who have been involved.

9. Do not discuss the incident with the media. This will be done by the Headmaster or his representative if

appropriate.

10. Record relevant details of the incident as soon as possible – including names and addresses of witnesses and be sure to keep any associated equipment in its original condition.
11. It may be necessary to arrange for interviews to record statements from all involved in the incident (with parents/guardians present if needed).
12. Accident forms will need to be completed on return. Contact may need to be made with the insurers, the police and the Health and Safety Executive. Discuss with the Headmaster before any contact is made.
13. If a pupil needs to go to the police station, they should be accompanied by a member of staff at all times. His/her parents/guardians and the Headmaster should be informed immediately.
14. It is essential to carry lists of pupils and staff, their telephone numbers, addresses and details of their medical condition where relevant. Duplicate lists must be left within school and with the staff contact during out-of-school hours.

### **In case of medical illness:**

1. If a pupil becomes ill, or has an accident, the doctor should be called. His/her parents/guardians should be contacted and advised of this.
2. If a pupil has to go to hospital, the pupil's parents/guardians should be informed by telephone immediately. A member of staff should accompany him/her to the hospital and stay until the parent/guardian arrives. The Headmaster should also be informed.
3. Record all relevant details as soon as possible.
4. Points 9 to 12 above may apply in some cases of hospitalisation.

### **Guidance if a Child goes missing on an Educational Visit**

#### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

- An immediate head count must be carried out in order to ensure that all the other children are present
- The Group Leader must coordinate a search of the immediate vicinity
- If the child is not found immediately then the police must be contacted
- Inform the Headmaster by mobile phone
- The Deputy Leader and support staff must take full responsibility for the safety of the remaining group.
- Contact the Police
- Where it proves necessary, the school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care and:
  - The DP/DDP will inform the Chairman of Governors
  - The DP/DDP will inform Ofsted
  - The Insurers will be informed
  - If the child is injured a report will be made under RIDDOR to the HSE
  - The DP/DDP will inform the Local Children Safeguarding Board

The incident report will contain a full written record of all events up to the stage when the child was found.

Procedures will be examined and adjusted as necessary.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and comfort the child and other children in the group
- The Headmaster will speak to the parents and other agencies, as appropriate, to discuss events and give an account of the incident
- Media queries should be referred to the Headmaster
- There must be a full written incident report and procedures must be adjusted where necessary.

