



LATCHMERE  
ACADEMY TRUST

## Educational Visits Policy

|                           |                |
|---------------------------|----------------|
| Status                    | Curriculum     |
| Review Cycle              | Annual         |
| Date written/ last review | September 2019 |
| Date of next review       | September 2020 |

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## Introduction

Latchmere School provides many opportunities for its children to enrich and enhance their learning through the use of Outdoor Education and Off-Site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, adventurous and community activities.

In implementing the arrangements and practices within this policy, children will be offered high quality learning experiences which are both rich and varied, all within a safe and secure environment.

The LEA adopts as best practice the guidance given within:

- The RBK 'Guidelines for Educational Visits and Outdoor Education Activities 2006'
- The DFES 'Health and Safety of Pupils on Educational Visits' (HASPEV)

### 1.1 Definition

An educational visit is any visit off the school site including:

- A walk within the local community
- Regular visits to other schools and leisure facilities to take part in sporting or other curriculum activities
- Day visits to places of interest
- A residential journey

### 1.2 Latchmere School will ensure that:

- A trained Educational Visits Co-Ordinator is appointed who will ensure that educational visits follow National, LEA and establishment guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit to the correct adult/child ratios (minimum 2:1)
- There is always a fully qualified First Aider accompanying the group, whatever the group size
- There is a Risk Assessment (RA) for **all** off-site visits (see **Appendix B**)
- All accidents, incidents and 'near misses' are reported and investigated
- Procedures are in place to monitor all educational visits
- There is an approval system for day and shorter visits, whilst referring **all** residential journeys and visits abroad to the Head of Strategic Management and Service Development via the 'Evolve' online approval network
- There is a procedure for dealing with emergency situations / critical incidents (Critical Incident Plan - CIP, see **Appendix C**), including having a named school-base contact for each visit and a school-based emergency plan (with the exception of Residential Visits where the CIP must also be venue-based)

## Roles and Responsibilities

### 2.1 The Trustees

The Trustees satisfy themselves that the appropriate procedures, and control measures are in place and the documented guidance notes are being followed.

### 2.2 The Headteacher

- The Headteacher is delegated by the Trustees to approve **all** off-site educational visits of a perceived low risk, local, daily or regular nature
- The Headteacher is delegated by the Trustees to approve the first stage of **all** visits that are residential, abroad and hazardous. The second and final stage of approval must be through the online 'Evolve' system by the Head of Strategic Management and Service Development
- The Headteacher, together with the Leadership Team, will approve: the group leader and adult helpers for every visit; the written Risk Assessments and Critical Incident Plans (where appropriate) to ensure good practice

### 2.3 The Educational Visits Co-Ordinator (EVC)

The Educational Visits Co-Ordinator ensures that all off-site activities follow the correct procedures. The person with these responsibilities will establish who the group leader for every visit is, write the risk assessment and ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Booking and coordinating the planning of off-site visits together with the Group Leader which will include venue suitability, curriculum links, transport and health and safety aspects
- Establish with the group leader the purpose of the visit and selection, training and briefing of appropriate members of staff and volunteer helpers, ensuring the correct ratio of adults to pupils (minimum 2:1).
- Ensure all adults helpers have valid, up-to-date Disclosure Barring Service (DBS) clearance for the supervising of children within RBK schools
- Establish a First Aider for each visit, ensuring that for visits of more than 30 pupils the designated First Aider must **not** have any attached to them
- Write the Risk Assessment with the support of the group leader, ensuring that this has been approved by the Headteacher and Leadership Team a minimum of one week in advance of the off-site visit (sporting fixtures – minimum of two days in advance); additionally, the venue for the off-site visit must submit their own Risk Assessment which must be attached to the school's Risk Assessment, where appropriate

- Ensure contact details for those participating in the off-site visit are gathered prior to the visit (together with a completed CIP for residential visits) Appendix D

## 2.4 The Group Leader

The Group Leader is responsible for identifying the purpose of the visit and following the guidance published in the Latchmere School 'Guidelines for Planning an Off-Site Educational Visit' booklet. The Group Leader is also responsible for the following:

- Establishing together with the EVC the nature of the off-site visit
- Supporting the EVC in the research, booking and planning of the off-site visit
- No financial commitment should be agreed until all relevant approvals have been confirmed
- Ensuring, together with the EVC, that the visit has been approved by the Headteacher and Leadership team
- Ensuring parental consent has been obtained {see **Appendix A 1,2,3**} together with the emergency contact details which are obtained from the SIMs database
- Staff supervision, including the designated First Aider, should be agreed and volunteer parental helpers notified, ensuring that all have up-to-date DBS clearance for supervising the children within RBK schools
- The designated First Aider is responsible for gathering together all the first aid requirements necessary for each off-site visit, this must include the basic first aid kit (which is stored in the school office) together with any pupil specific medical requirements such as EpiPen's and inhalers.
- A Risk Assessment is required for all off-site visits, to be written by the EVC with the support of the Group Leader, ensuring that this has been approved by the Headteacher and Leadership Team a minimum of one week in advance of the off-site visit (sporting fixtures – minimum of two days in advance); additionally, the venue for the off-site visit must submit their own Risk Assessment which must be attached to the school's Risk Assessment, where appropriate
- Prior to the visit, organise pupils into groups with their adult leaders; ensure all adult leaders are briefed appropriately as to the planned course of activities for the visit; be in possession of adult leaders and pupil emergency contact details; be aware of pupil behaviour and any special pupil requirements (medical or other); for residential visits, an approved CIP must be in place
- The Group leader will continuously monitor the children during the visit by means of head counts and liaising with other adult leaders regarding behaviour, medical and other needs
- On returning from the visit, the Group Leader is responsible for making sure that pupils are collected by their parents or designated adult at the end of the visit.

This policy should be read in conjunction with the Latchmere School 'Guidelines for Planning an Off-Site Educational Visit' booklet.



# Latchmere School

## Whole School Permission / Data Form

Child's First Name.....Surname.....

*This form provides permission for the school office to use the data which you have provided for the whole of your child's time at Latchmere School. Please complete all sections and remember to notify the school office if any information changes. Thank you.*

### Home School Agreement (please see attached)

I confirm that I have read and understood the terms of the Home School Agreement

### Acceptable Use of ICT and Internet (please see attached)

I confirm I have read and understood the terms of the Acceptable Use of ICT and Internet statement

### Photo Permission (please delete where applicable)

**I give permission for my child's photograph to be used for the following:**

press and publicity / newsletters / out of school competitions (e.g. sports and art) displays and films within school / the Latchmere website

### School Local and Day Visits (A separate form will be provided for residential visits)

*At the beginning of every year you will be given information detailing the various school visits and in-school workshops your child will be taking part in. This will give you the opportunity to sign up to help on the visits, book packed lunches from school and will provide you with the information about how to make a payment via 'ParentPay'.*

I give permission for my child to leave the school premises on supervised visits within the local area and outside the local area by coach (with seat belts), bus, train or walking.

I acknowledge the need for my child to behave in a responsible manner during any school visit.

In the event that my child needs to return to school early from a visit, I give permission for him / her to travel in a vehicle with an insured driver who is a member of staff accompanied by another member of staff as an escort.

Please tick if your child suffers from travel sickness (specifically on coach journeys).

Signed.....Date.....

Print name.....

**LATCHMERE SCHOOL**

**Parental Consent for Residential Visit**

Details of visit to: **XXXXXXXXXXXXXXXXXXXX**  
From: **Monday XXXXX** to **Friday XXXXXXXX2014**

**1.** I agree to ..... (child's full name) taking part in this visit and have read the information I have been given regarding the visit. I agree to ..... 's participation in the activities described.

I acknowledge the need for ..... to behave sensibly.

**2. Address:** .....

**3. Home Telephone Number:** .....

**4. EMERGENCY CONTACT DETAILS:**

**In the event that we need to get in touch while your child is on this residential visit we will use the information that we hold in your child's records at school and contact you via 'Parentmail'. It is therefore vital that you notify us of any changes**

**5. Child's National Health Number:**.....

**Date of Birth**.....

**6. Name of Child's Doctor:**.....

**Tel: No**.....

**7. Does your child need to take travel sickness pills? Yes  No**

If the answer to the above question is **YES**, please give clear details below and ensure that supply for the duration of the visit, is given to the teacher in charge, clearly labelled with child's name, name of drug/medicine and recommended dosage.

**8. Does your child need any other special drugs/medicines? Yes  No**

If the answer to the above question is **YES**, please give clear details below and ensure that supply for the duration of the visit, is given to the teacher in charge, clearly labelled with child's name, name of drug/medicine and recommended dosage.

It may be that your child is ill just prior to departure and may be completing a course of medication etc. Please ensure that last minute details are made available.

**9. Does your child have any allergies? (e.g. Asthma or Hay Fever)**

If the answer to the above question is **YES**, please give clear details.

**It is important that you provide an inhaler,  
Piriton / Benedril and eye drops if needed**

**10. Does your child have any special dietary requirements?**

Yes  No

If **YES**, please specify.....

**11. Does your child occasionally wet the bed? Yes  No**

If necessary give details .....

**12. Date of last anti-tetanus injection (if any) .....**

**13. In the event of a headache etc., do you agree to your child receiving a correct dosage of paracetamol? Yes  No**

I agree in the event of an emergency, to my child being given any treatment considered necessary by the medical authorities present and also undertake to notify the school of any changes affecting the information given above.

**Date..... Signed .....**  
**Parent/Guardian**

Please print name:.....

## Hindleap Warren Sleeping Arrangements

**Child's name**

**I would like to share a room with the following people**

|          | <b>NAME of person</b> |
|----------|-----------------------|
| <b>1</b> |                       |
| <b>2</b> |                       |

# Appendix B.....Risk Assessment Blank



Latchmere School  
Tel: 02085467181

Destination:  
Tel:  
Issue Date:

## Day Visit Risk Assessment

Risk Assessment for:

Date:

Travel Arrangements:

Group Leader:

Accompanying Staff:

Accompanying DBS Checked Parent Helpers:

First Aider:

Total amount of people:

Children with Complex needs requiring 1:1 support:

Pupils with First Aid Requirements: *See table below*

### Medical Risks & Control Measures

| Pupil   | Medical                      | Risk                | Proposed Control Measures |
|---|------------------------------|---------------------|---------------------------|
| <i>(Example Pupil)</i><br><b>Epipen</b><br><b>Inhaler</b> | <i>Asthma, Allergies etc</i> | <b>Low/Med/High</b> |                           |
|   |                              |                     |                           |
|   |                              |                     |                           |

### Potential Risks & Control Measures

| Hazards | Risk                | Proposed Control Measures |
|---------|---------------------|---------------------------|
|         | <b>Low/Med/High</b> |                           |
|         |                     |                           |
|         |                     |                           |
|         |                     |                           |
|         |                     |                           |

#### Added Details

Risk calculated: (likelihood X severity) Scale 1 to 5

Risk Assessment from venue: *(received/not received)*

Emergency supervision at last minute:

Emergency procedures from venue:

Adult to child ratio:

Headteacher's Signature:.....Date:.....  
*(enter name here)*

Group Leader Signature:.....Date:.....  
*(enter name here)*

BPM Signature:.....Date:.....  
*(enter name here)*

## **Critical Incident Plan**

### **School Residential Journey to: **Name of residence****

#### **ACTION WITHIN HOURS**

##### **1. Obtain and collate information about what has happened – Headteacher**

Information required:

- what has happened and to whom?
- where and when?
- **name and contact number of an adult at the incident site**
- extent of injuries, numbers and names
- location of injured, name and contact number of adult present
- is immediate help required from the school – if so what?

CIMT also needs to know:

- who has been informed?
- **what has been said?**

##### **2. Gather and brief the Critical Incident Management team (CIMT)- Headteacher**

- **See front sheet for membership of CIMT.**  
**XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX to phone or send for members immediately, if in school time. If in out of school time – Headteacher to phone Deputy Heads who will phone the rest of the team.**
- If during school time, **Headteacher / Deputy heads** to organise cover for teachers to be able to attend (e.g. any adults in school - teaching assistants, office staff)
- The team need to meet regular to be briefed and action updated.

##### **3. Trigger LEA support network through the Emergency Planning Officer and/or the Major Incident Team – Headteacher**

See front sheet for phone numbers, including press and public relations officer.

##### **4. Put in place an incident management room and a dedicated telephone line**

**Headteacher's** room will act as the incident room and the dedicated outgoing telephone no. is **0208 549 9182**. An agreed factual statement along with reassurance of action being taken should be prepared by **Headteacher** and **Chair of Governors**, for **SENCO** who will deal with incoming calls. It is important to avoid speculation and not to make statements about further information or developments unless confident that they will be available.

##### **5. Contact families whose children are involved**

**SENCO** to implement very quickly and with sensitivity. The list of children's names and contact details is attached. If a parent cannot be contacted by phone it may be necessary to use the additional contact details given on admission to school.

Any message should relay known information and assurances of appropriate action being taken and should indicate if further information will be available.

Try to ensure that the parent has support immediately available before giving bad news. It may be appropriate for parents of pupils directly involved in the incident to come into school to be ready for further information. The staffroom could be used for this purpose.

## **6. Make arrangements for informing other parents**

**Headteacher** and **Chair of Trustees** will prepare a statement giving the necessary facts an expression of sympathy/concern and possibly a message for the community. It is important to remember that a letter is likely to be accessible to the media, therefore always seek guidance from the Council's Press and Public Relations Officer should contact the Director of Education and the Council's Press and P R Office to check the contents of any such letters or statements.

## **7. Inform Teaching and Support Staff**

It is vital that all adults who are in contact with pupils are kept well informed and feel secure in handling questions and comments.

**Deputy Heads** to organise a full staff meeting at the first possible opportunity e.g. lunchtime, after school. Such meetings ensure that knowledge is shared and questions are answered in an informed manner. Staff should be cautioned not to talk to the media or respond to questions from reporters but leave this task to **Julie Ritchie**.

Staff meetings need to be held regularly in order to update staff on situation.

## **8. Inform pupils**

This to be done by **classteachers** with particular care being taken to protect and support children close to someone involved with the incident and as well as any staff who are unable to handle the emotions confidently. Children should receive a consistent account of the incident prepared by **Headteacher** and **Chair of Governors** while allowing for differences in their ability to understand.

## **9. Encourage people involved to talk**

People involved both children and staff should be offered opportunities to talk about the incident and it's effect before going home. **Classteachers, SENCO, Family Liaison Officer** and teaching assistants to support children. **Headteacher /Deputy Heads** to support staff.

## **10. Dealing with the Media**

**Headteacher** to seek advice from the Council Press and Public Relations Officer about handling the incident and particularly before agreeing to be interviewed or releasing names of children and staff involved in the incident.

School communities may still have a need to deal themselves with the attentions of the media. Pupils, parents, Trustees, teaching and support staff may be approached directly by press, radio or television reporters during the earliest stages of an incident. This can be very intrusive at a time when people are feeling less than able to deal with this pressure. In an out-of-school incident, the media might learn of it before the school and therefore have information which is different to that of the school. In the most difficult circumstances, the Police could be asked to provide some protection against media intrusion.

**Headteacher** and **Chair of Trustees** (with RBK's Press & PR help if possible) an agreed text for release to the media and/or as a script from which anyone confronted by the media can speak. If possible ensure that a designated spokesperson, briefed and prepared, makes the direct response for the school.

**"Do's" in facing the new media:**

Do respond to 'what' and 'when' questions  
Do tell your story quickly, accurately and get your key messages(s) across  
Do consider, when possible, the needs of your audience  
Do choose your own time when to report to the media  
Do prepare and rehearse so that everybody has the same story

**"Don'ts" in facing the news media:**

Don't reply to 'why' and 'how' questions  
Don't speculate  
Don't bluff or lie  
Don't make promises you cannot keep  
Don't make excuses or blame others  
Don't respond to 'blind quotes' (e.g. "one of your staff tells me that – do you agree?")  
Don't say "no comment" – explain why you cannot comment  
Don't allow words to be put in your mouth – e.g. "would you agree that?"

## Critical Incident Management Team Contact List

**Place visiting:**  
**From Day/date / month**  
MOBILES : Group leader  
First Aider

- Headteacher



Deputy Headteacher



Office Staff  
0208 546 7181 MONDAY- AT SCHOOL



Chair Trustees

Inclusion Manager (in the event of a major incident)

**CENTRE CONTACT: TEL NO**

**RBK Critical Incident Team Number**  
**0208 547 5800**