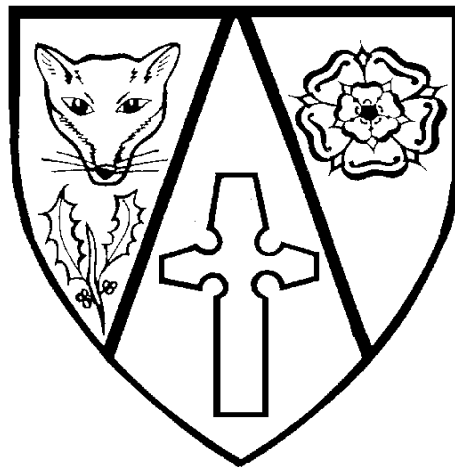


Deanery C.E. Primary School



**Educational Visits
Policy**

September 2016

Rationale

‘Outdoor education offers attractive opportunities for achievement to pupils across the spectrum of ability. These can stimulate and reinforce a positive attitude towards education and are recognised as achievements by teachers and peers alike’.

(DfES ‘Extending opportunity: a national framework for study support’)

Aims

- In some instances visits may fulfil a statutory part of the national curriculum programme of study and a compulsory part of the National Curriculum (for example, Geography fieldwork).
- The effect on self-esteem and motivation and the development of personal and social skills is also sometimes quite remarkable. This can have a dramatic and positive effect on the attitude and aspirations of young people, often resulting in an improved response to academic work and indeed school generally.
- Relationships between young people and also with staff, are often transformed for the better and this can have a positive ongoing effect on the whole learning and development process.
- School visits provide a valuable opportunity for pupils to encounter experiences, which are not available to them in the classroom. They can enable pupils to develop initiative, resourcefulness and independence. However, it is essential that all such visits be carried out with the highest regard for the safety and welfare of the pupils taking part in them.
- To experience a range of environments, extending their cultural awareness and widening horizons.
- To involve children in teamwork and problem solving through residential experiences.
- To support national agendas and initiatives eg Every Child Matters, new curriculum for Early Years Foundation Stage and ‘Social Emotional Aspects of Learning.’

Organising a Visit

Steps should be taken to minimise risks and all hazardous activities must be identified through a vigorous Risk Assessment. All pupils or young people are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities.

Any pupils whose behaviour is considered to be a danger to himself, herself or the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways, wherever possible.

Adequate child protection procedures must be in place at all stages of the visit and any guidelines laid down in the school's Child Protection Policy should be followed.

The checklist for a school visit should be adhered to strictly and no visit should take place if any of these items are incomplete.

1. An "*Initial trip*" form (see appendix 1) is completed by the trip leader and given to the Head teacher to agree and sign.
2. The trip leader is then to organise a pre visit to said destination/event to carry out the school's "*Risk Assessment*" (see appendix 2), liaise with the school office to book transportation and finalise costs and complete a "*Finalised Trip Form*" (see appendix 3).
3. The completed "*Finalised Trip Form*" is then given to the Educational Visit coordinator to check and sign and then passed to the Head teacher for final checking.
4. A letter is to then be sent to parents detailing the key information for and about the planned visit, plus the request for payment (if necessary).Appendix 4.
5. If parent helpers are being used for the trip/event, it is the responsibility of the trip leader to share with each parent helper a "*Policy for Volunteer Helpers in School*" (see appendix 8 and 9), ask them to sign one copy which is then kept on file and the other to be kept by them to refer to.

The Deanery follows the guidelines for all trips (including day, residential, home and abroad) in the BCC document ' Learning Beyond the Classroom a guide to educational policy and visits'. This built on ' **Health and Safety of pupils on Education Visits**' Dcsf ref. No. HSPV2.

The LEA may also be contacted regarding visits on the following numbers:

Tom Lilley EVA 0121 445 3177 or 07980 266367 .

Richard Batty 0121 675 6395 or 07827 367 179

As Deanery is an academy it has signed an agreement with BCC Outdoor Learning Service and continues to follow their guidance indicated above.

General information

Adults

On each trip there must be a minimum of 2 employed members of staff. On an educational day visit at least 50% of staff must be employees. The pupil adult ratio can be made up with parent helpers. The helpers no longer need to be CRB checked but (see appendix 8) and a letter needs to go out (see appendix 9)

(Teachers-choosing your adult helper)

To make sure the whole procedure is fair and transparent, I suggest the following

- When the trip letter goes out to children, it should be made clear that x volunteers are needed and that if this number is exceeded a 'draw' will be conducted
- unsuccessful parents will go to the top of the list for next time
- Grandparents should be allowed if the parent has requested they go in their place because of work commitments
- For whole school trips which are funded by the PTFA then places will be allocated to PTFA, Governors and extended care first before point 1 is adopted

Responsibilities

Head teacher

- Must be consulted/informed about any educational visit being organised
- Ensures that the EVC is aware of his/her duties and that a clear line of responsibility is established
- Head Teachers who sign forms for Educational Visits must in turn have recent EVC training
- Ensures that the EVC is competent, trained and is revalidated at least every 3 years
- Ensures that medical and personal/address details for all pupils are updated regularly
- Considers Insurance matters for Educational Visits and fully informs parents
- Writes and fully informs parents regarding regular and repeated activity and fixtures or regular repeated programme of off-site Educational visits
- Ensures BCC/appropriate policy for transporting children in cars is adhered to

Educational Visits Co-ordinator

- Promotes and 'Champions' Educational Visits from School and takes a lead in policy development
- Approves all visits and notifies the LA for categories of 'Adventurous Activities' and 'Overseas Visits' in line with the agreement
- Approval of competency of the Visit Leader and accompanying staff
- Ensure the Visit Leader is school employee
- Ensures compliance with 'Learning Outside the Classroom'
- Ensure all paper work is completed appropriately
- Supports and advises colleagues in planning visits
- Ensure risk assessments are completed
- Checks to make sure parents are fully informed of visit details
- Ensures accident and emergency procedures are in place and understood by staff and that near misses are recorded
- Ensures central records of trips are held centrally
- Ensures evaluations of trips are undertaken

Visit Leader, Teacher and Support Staff

- To ensure there are clear educational aims for the visit
- Understand the importance of 'collective Discussion' regarding risk assessments and that these risk assessments are shown to the Head and EVC
- To carry an Emergency Contact List of everyone going on the visit to include dietary requirements, medical, names addresses and telephone numbers
- Ensure parents are kept informed
- Plan carefully
- To evaluate the trip and give children the opportunity to do the same
- Share any near misses

- To ensure the children are continually briefed
- To ensure adequate first aid has been considered
- To agree on drop off and collection places

Designated Visit Leader

This should be a member of staff who is familiar with school policy, has experience of trips (has undertaken at least 2 trips with other staff) and is confident to lead.

Emergency Procedures

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school that may be needed as a link between the party, the parents, the school and the Governors/LA in the event of an emergency.

In the event of a known delay due to traffic or something out of the leader's control the Head Teacher should be informed and appropriate action taken to notify parents. If this is after the close of school an agreed procedure should have been set up prior to the visit by the DVL with the 'home/school' contract.

If a delay is due to an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Head Teacher or appropriate Senior Manager in charge of the school so that they can decide:

- If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
- However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Head Teacher, Deputy or the home contact will inform the Chairman of Governors as soon as possible and the school will instigate its critical accident plan (as appears in basic form at the end of this policy or in more detail in The Critical Incident Policy).

In the event of a party being overdue and without contact for more than an hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

Policy written by Sue Youngman

Policy presented to staff
Policy presented to Governing Body

Date agreed by staff
Date adopted by Governing body
Review Date

Checklist for visits

Please note that visits must be organised at least two months prior to date.

FILL in the Initial trip form (appendix 1) to seek permission by the Head teacher to proceed

- ❑ Visit leader should carry out a preliminary visit. This should be done prior to every visit. See Headteacher or Education Visits Co-ordinator before proceeding if you have no intention of doing a preliminary visit.
- ❑ Venue for visit needs to be confirmed with either Education Visits Coordinator or school office. Some visits need LEA approval and additional forms would need to be completed.
- ❑ A risk assessment should be filled in, based on what you have seen (Appendix 2).
- ❑ Arrange coach through school office.
- ❑ Costing should be worked out for the whole visit (including entrance fees, coaches and additional activities, etc.)
- ❑ Check ratios are adequate (guide, depending on the activity – 1:3 Nursery 1:5 Reception and Y1/2 1:6/10 and Y3-Y6 1:10/15,. Please note that there must be 2 members of staff in every group if they are separating, also 2 members of staff per coach.) 50% of adults attending visit must be employees.
- ❑ Check whenever possible that you have at least 1 male and 1 female adult on each visit.
- ❑ Complete all details on 'Proposed Visit Form' (Appendix 1)
- ❑ Pass all forms to Education Visits Co-ordinator who will check, sign it and give to the school office to obtain the Head Teacher's signature.
- ❑ Ensure date of proposed visit is entered on the diary sheet.
- ❑ Once you have final approval and the trip is agreed, you need to send notification to the parents. This may be by letter or parent permission form (Appendix 3). Ensure you get a signed agreement from the parents with contact details clearly marked.
- ❑ School office will notify the kitchen and also peripatetic staff.
- ❑ Take down the name of all volunteers and complete a 'draw' to find out which parents will be helping on this occasion.
- ❑ Send out the meeting letter, giving volunteers a date and time to be briefed.
- ❑ At the briefing give out the parent checklist of expectations etc. "Policy for Volunteer Helpers in School".

One week before the visit

- ❑ Check children's contact details are complete and chase any missing forms.
- ❑ If the visit is not to be invoiced to school and a cheque is required, ensure the Bursar is asked to raise a cheque. You will need to collect this from the Bursar on the day of the visit.
- ❑ Ensure you have all contact details and consent for every child. You must take these details with you on the visit.
- ❑ Group the children with appropriate adults ready for the visit.
- ❑ Mobile phone numbers of staff to be given to the office.

Day before the visit

- ❑ Organise first aid for each group leader/coach.
- ❑ Check all contact details of children and medical conditions (inhalers, epi-pens etc).

Day of visit:

- ❑ The leader must go through the rules/risk assessment with all helpers and ensure they have necessary information/packs etc.
- ❑ Go through volunteers policy
- ❑ Take register as normal
- ❑ Ensure office know of all children going on visit and any absentees.
- ❑ If there is more than one bus/coach ensure a lead member of staff on each coach.
- ❑ A list of all children on coach should be given to coach leader.
- ❑ Coach leader should check all children are wearing seatbelts. Try not to seat any child at the front or in the centre back.
- ❑ Spread adult helpers throughout the coach to monitor the children.

After the visit:

- ❑ Evaluate the visit on Visit Evaluation Form (Appendix 6 and 7).
- ❑ Fill in any near misses
- ❑ Pass a copy to the office and Education Visits Co-ordinator.
- ❑ Complete the LA Accident form if there have been any accidents during your visit.

All non hazardous activities can now be signed off by the EVC/Head teacher in school, but should the activity fall into the, 'Adventure Activity,' as categorised on page 104, then forms on page 148 need to be filled in and returned to the authority as notification only. Form OE 2005

Birmingham run centres-

Residential:

Bell Heath
Bockleton
Ogwen Cottage
Stansfield Study Centre

Day:

Botanical Gardens
Birmingham Museum/Art Gallery

Hams Hall Environmental Centre
Springfield Environmental Centre
Stables Centre
Clifton Road
Birmingham Outdoor Education Centre
Mount Pleasant Farm


Appendix 1 (Educational Visits Policy)

DEANERY CE PRIMARY SCHOOL
PROPOSED EDUCATIONAL VISIT FORM

Year group affected:		
Place to be visited:		
Date of proposed visit & timings:		
Reason for visit. Curriculum link:		
Pre visit undertaken & when:		
Transport (coach, mini bus, walking, parents taking):		
Initial Costings:		
Logistics of the day:	Leave school at:	
	Arrive at destination:	
	Lunch – where and when:	
	Depart from destination:	
	Arrive back at school:	
Logistics of groups:	Group leaders/groups to be split up/staying together:	
Staff: Child Ratio		

Signature of visit leader/class teacher:	Date:
Signature of Head Teacher:	Date:

Appendix 2 (Educational Visits Policy)

	<p>Deanery C E Primary School</p> <p>RISK ASSESSMENT</p>
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To be completed before proposed visit. (A personal visit by the lead teacher is advised wherever possible to ensure an accurate risk assessment is carried out).

Name of person completing the risk assessment: _____

Lead Teacher in charge of visit: _____

Date of proposed visit: _____	Place to be visited: _____
-------------------------------	----------------------------

Year Group/Class on visit _____	Number of children: _____
---------------------------------	---------------------------

Number of adults: _____	Type of transportation: _____
-------------------------	-------------------------------

Names of adults:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Aim of the visit

Identify here the groups of people who are vulnerable to risk:

List the existing controls that you have noted are in place.

List of possible/potential risks:		
Risk	Action Required	Target Date
<ul style="list-style-type: none"> • The staffing • The equipment • The venue • Travel/transport • Emergency procedures • <ul style="list-style-type: none"> ○ Has a date been set for parent helpers to come in? 	<p>Date of meeting to be inserted here</p>	

Signature of lead person/risk assessor: _____ Date: _____

Signature of Educational Visit Coordinator: _____ Date: _____

Signature of Head Teacher : _____ Date: _____

Appendix 3

DEANERY CE PRIMARY SCHOOL
FINALISED EDUCATIONAL VISIT FORM

Designated visit leader's name:		Class(es):
Contact Tel no of place visiting:		
How many pupils:		
Names of children with medical conditions/vulnerable to risk: <i>(please detail)</i>		
Names of adults (including staff & parent helpers):		
Coach company:	No. of coaches booked:	
Contact Tel:	Cost per coach:	
Booked by: Date:	Seating capacity per coach:	
Coach leader:		
Entrance fee/cost implications: <i>(if VAT is included in price, we can claim back – please check and give details)</i>	Method of Payment:	
	<input type="checkbox"/> Invoice to school <input type="checkbox"/> Cheque to be raised	
Cost per pupil:		
Community Cohesion: <input type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> International		
Attached to this form: <input type="checkbox"/> Initial trip form <input type="checkbox"/> Letter to parents <input type="checkbox"/> Deanery Risk Assessment		
British Values <input type="checkbox"/> Democracy <input type="checkbox"/> The rule of law <input type="checkbox"/> Individual liberty and mutual respect <input type="checkbox"/> Tolerance for those with different faiths and beliefs		

Signature of visit leader/class teacher:	Date:
Signature of Educational visit co-ordinator:	Date:
Signature of Head Teacher:	Date:

Appendix 4

DEANERY C.E. PRIMARY SCHOOL

Fox Hollies Road Walmley Sutton Coldfield B76 2RD
Tel: 0121 351 6441/6615

Dear Parents

Year/Class _____

EDUCATIONAL VISIT/ACTIVITY to _____

Date of visit/activity _____ from _____ to _____

Purpose of visit/activity _____

Means of transport _____ Cost of visit _____

I am writing to inform you that a visit has been arranged as detailed above. This letter and reply slip below combines the essential permission form and record payment for the visit*. Please return the slip by _____ for final arrangements to be made.

PLEASE NOTE: If you do not respond to this letter your child will not be allowed to participate in the visit. Please enclose payment with this form. However, if there are any personal circumstances relating to this trip please inform the school office. Contributions are voluntary but it is important that we emphasise that trips are only viable if there are sufficient contributions to cover the cost.

Yours sincerely

VISIT ORGANISER

Please return to class teacher in clearly marked envelope.

Year/Class _____ Educational Visit to

Name of child _____ Cost _____

I agree to my child taking part in this visit/activity. I have read the information supplied with this form and agree to him/her taking part in the activities described. Should any emergency medical treatment be necessary during the visit you have my consent to treat my child. To the best of my knowledge my child is medically fit to take part in all the activities proposed.

I can be contacted on the following telephone no. should the need arise, for the duration of this visit.

Tel: No. _____ Signed _____ parent

I enclose _____ **CHEQUES TO BE MADE PAYABLE TO DEANERY PRIMARY SCHOOL.**

Office Use only

Payment enclosed: Amount YES/NO Cheque/Cash

Appendix 6

EVALUATION OF A DEANERY SCHOOL VISIT
TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE.

Group Leader:			
Year Group & Number in Group:	Boys:	Girls:	Supervisors:
Date of Visit:			
Purpose of Visit:			
Venue:			

Please comment on the following:

	Rating 1-10	Comment
The Centre's pre-visit organisation		
Travel arrangements and suitability		
Content of educational programme		
Equipment and personnel at the Centre		
Suitability of environment		
Enjoyment factor		
Accidents or injuries (also recorded on School Accident Form)		
'Near Misses' – problems to be noted for another visit.		
Signed:	Date:	

Appendix 7

EVALUATION OF A DEANERY PRIMARY SCHOOL RESIDENTIAL VISIT
TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE.

Group Leader:			
Year Group & Number in Group:	Boys:	Girls:	Supervisors:
Date of Visit:			
Purpose of Visit:			
Venue:			

Please comment on the following:

	Rating 1-10	Comment
The Centre's pre-visit organisation		
Travel arrangements and suitability		
Content of educational programme		
Equipment and personnel at the Centre		
Suitability of environment		
Accommodation		

--	--	--

Food		
Evening Activities		
Enjoyment factor		
Incidents or injuries		
General suitability		
Signed:		Date:

FORM OE 2005
Section 8

NOTIFICATION OF ADVENTURE ACTIVITIES

This form should be photocopied or submitted electronically and used for notification of the activities listed in Section 8 (Page 1).

USING THIS FORM

All Schools/Centres should:

- Complete Parts 1 & 2 and Checklist for Adventure Activities (this Section)
- Ensure each part is signed by the appropriate person
- Enclose wild country routes where applicable
- Send, with a copy of Checklist to the address overleaf

This form is not required for the use of Birmingham Outdoor Education Service Centres.

PART 1 TO BE COMPLETED BY ALL ESTABLISHMENTS

Name of School/Youth Centre _____ Tel. _____

Address _____

Date of visit from _____ to _____ Name _____ of _____ visit
Leader _____

Total students _____ Male _____ Female _____ Age range _____

Adventure activities (please list) _____

—

Geographical location _____

PART 2

Names of all accompanying adults
(please indicate whether male/female (m/f);
staff (s); parent (p); governor (g); volunteer (v)

Relevant qualifications/experience

_____	_____
_____	_____
_____	_____
_____	_____

If the activities are wholly or partly provided by a commercial company or independent organisation, please state:

Name of Company/Organisation Tel _____

Company Address _____

Address of Activity Base _____

Please state the activities, which will be under the direct control of:

i) LA employees _____

ii) Hired instructors _____

**For teacher/ youth worker-led expeditions into 'wild country',
Please enclose routes marked on a photocopied map scaled 1:50,000.**

Have you enclosed a copy of your completed Adventure Activity Checklist. Yes / No

I confirm that appropriate insurance has been effected and that adequate emergency procedures are in place

Signed _____(EVC/ Head Teacher/Senior Youth Officer)

Date _____

Please complete this form and send it with your 'wild country' /D of E routes if appropriate.

To The Education Visits Adviser, The Stables OLC, Spirehouse Lane, Blackwell, Bromsgrove B60 1QE. Telephone: 0121 445 3177 Fax: 0121 445 0532
Contact Person : Tom Lilley E-mail : Tom.Lilley@shapestone-oc.co.uk **to arrive at least four weeks before the proposed visit.**

Appendix 8

Teachers to hand this out at least a week before the trip with the attached letter. This also needs to go into the Volunteers' Policy.

Guidelines for helping Parents during Off Site Educational Visits

THANK YOU FOR OFFERING TO HELP ON THIS EDUCATIONAL VISIT. YOUR CONTRIBUTION TO THE DAY IS VERY IMPORTANT AS TAKING LARGE NUMBERS OF CHILDREN OUT OF SCHOOL CALLS FOR VERY CAREFUL SUPERVISION.

Helpers should attend the briefing before the visit so that you fully understand the educational objectives behind the visit and the standards expected from the pupils.

DBS checks

DBS checks are only required if, as a volunteer, you are in school regularly; this is defined as once a week or more or 4 or more times in a period of 30 days.

Volunteers on a school trip do not require a DBS, however if you do not have a DBS check you will not be left unsupervised with a child/ children.

Before the visit

Because we value your help and need your assistance in the important role of group supervisor, please don't expect to have your own child in your group. In the unlikely event of an emergency, you will be responsible for the safety of ALL the children in your care. It may be easier for you to do that if your child is with someone else; often children behave better when they are placed in a group other than with their own parent.

- Ensure that you are aware of the purpose and nature of the visit, what will be expected of the pupils and how you can help.
- Become familiar with the school rules for the visit, so that you and the teacher can be consistent
 - Do not allow pupils to eat or drink on the coach
 - Ensure that pupils have their belt on and remain facing forward
 - Do not allow pupils to spend more than the stated amount of pocket money for the visit
 - Ensure they have not been allowed to buy "dangerous" presents
 - Encourage exemplary manners at all times

- Find out who is responsible for first aid, where the first aid kit can be found and what would be expected of you should an accident occur.
- Find out if any of your children have special needs, including medical, e.g asthma or epi-pen.
- Indicate any specific medical conditions you may have that the staff should be aware of for the duration of the visit.

The day of the visit

- Volunteers should always have another adult present. (This includes toilet trips!)
- Ensure that you behave as a role model at all times.
- Identify and familiarise yourself with the children in your group. The teacher should have advised you about behavioural issues and how best to deal with these children.
- Keep a constant vigil on the children in your group
- Look ahead to anticipate any unforeseen dangers e.g. busy roads, dangerous crossings, rivers etc.
- Please do not use your mobile phone for any other purpose except that authorised by the group leader, during the visit. By all means leave it on for emergencies, but please don't make or accept any calls that are just for a chat!

Helpers' letter.



Date:

Dear Parents

Thank you for your offer of help during the visit to

.....

On

.....

A brief meeting will be held on

.....

In

.....(place eg meeting room etc).....

to go through procedures for the day.

Yours sincerely,

**IN THE EVENT OF A CRITICAL INCIDENT
(during school hours)**

See separate policy.

**IN THE EVENT OF A CRITICAL INCIDENT
(outside school hours)**

A 'Critical Incident' can be defined as...

An event or sequence of events affecting pupils and / or staff which creates significant personal distress to a level which potentially overwhelms normal responses, procedures and coping strategies and which is likely to have serious emotional and organisational consequences.

Regrettably, in recent times a number of very serious incidents have occurred in British schools which, in the worst cases, have resulted in death and serious injury both to pupils and staff.

In other incidents, whilst no casualties resulted, pupils and staff have been severely traumatised as a consequence of the random actions of individuals causing disruption on school premises. There have also been a number of 'natural' disasters such as the Hagley minibus accident, which have caused intense distress and sadness to staff, pupils and families and which have interrupted the normal functioning of the school. There are also less dramatic and more common occurrences, such as the death of a pupil from a terminal illness or traffic accident, which can have profound effects on individuals, groups and sometimes the school as a whole.

A1 IMMEDIATE ACTION

1. Obtain factual information. Complete Incident Log as time allows (Appendix 1c).

What has happened? **Who** is involved? **Where** and **when** has this taken place?
If incident is away from school, what is the location and what is the name and contact number of an appropriate adult at the site.
Any injuries - children/staff?

2. Contact Emergency Services if required.

Police [] Time.....
Fire [] Time.....
Ambulance [] Time.....

INCIDENT LOG

Date Time commenced.....

What happened:

Where:

Who was involved:

Casualties (if any) / pupils or staff in need of support:

Action Taken (including who was contacted):

Print name of officer reporting incident

Signed.....

Position.....

A2 SUBSEQUENT ACTIONS (HOURS / NEXT DAY / WITHIN ONE WEEK)

Within hours:

Contact Chairman of Governors. Richard Petley Tel No: 07595 992998
Chairman to establish cascade to inform other governors as appropriate.

Head/Deputy meets with emergency services and support service personnel.

Decide which staff are going to do what tasks and when.

Prepare written statement and letters for parents covering the following points:

- Factual information about the incident;
- What the school has already done;
- What the school intends to do in the next few days (e.g. meeting for parents);
- Where parents can find out more information (e.g. helpline);
- Practical information (e.g. closure / re-opening of school);
- Promise of further information in the near future (e.g. special assembly).

Consult the Diocesan Office for press advice. The statement can be used for informing the media and general public. Contact The Revd Peter French on 0121 426 0400

Within 1 day:

Call a meeting for staff to give detailed factual information about the incident.

Phone parents of children directly involved and send letter to all parents giving a statement about the incident.

Inform pupils appropriately about incident in small groups in consultation with involved support services [if police allow]. *Groups should be small if possible, ideally no more than 10 pupils.*

If any child has died in the incident – see Section 32 of the Birmingham Safeguarding Children Board (BSCB) child protection procedures which can be found at www.lscbbirmingham.org.uk

Within 1 week:

Arrange further meeting for involved staff to explore lessons learned [when police allow]

Consult involved support services concerning care and support for pupils involved in the incident in consultation with support service [when police allow]

Promote some discussion in classes (with support services if required). *Try to achieve a balance between responding to children's emotional needs while aiming to get things back to normal.*

Identify high risk pupils and staff (i.e. those who appear to be profoundly affected by the incident) in conjunction with support services

Seek Deanery Clergy support. Contact Revd. Steve Doel at St John's Church, Walmley, Tel No: 0121 313 0413. Identify any other needs for group or individual intervention / support

Organise intervention / support as appropriate, in conjunction with support services

A3 INCIDENTS OCCURRING AWAY FROM SCHOOL IN TERM TIME, (E.G. SCHOOL TRIPS).

ACTIONS FOR HEAD OF SCHOOL

‘Head’ refers to head teacher or person nominated to deputise.

Head obtains factual information about the incident	Date logged	Time logged
---	-------------	-------------

Head establishes communication link with emergency services	Time logged
---	-------------

Establish phone/email/text services to be used
Ensure these are likely to be free

If the incident is serious inform Chairman of Governors and the Diocese.

If school closure is to be considered, inform pupils and parents via the media and text messaging service if outside school hours

ACTIONS FOR STAFF IN CHARGE OF SCHOOL TRIP

CONTROL AND SUPERVISION OF THE GROUP

- Assess the situation.
- Account for ALL other group members and ensure their well-being.
- Immediately inform all group staff of the problem; share it; clarify actions to be taken and by whom.
- Agree who will be the co-ordinator and person dealing with communications etc.
- Establish the names and numbers of people involved in the incident and, if injured, the nature and extent of the injuries.
- Notify the police where necessary.
- Ensure that the injured are accompanied to hospital wherever possible by a teacher or, if a teacher is unavailable, an adult helper.
- Clarify with the rest of the group what has happened and your consequent course of action.

INFORMATION AND COMMUNICATION

- Alert the Head of school with precise details as soon as practical.
- Do not release names of involved or injured participants other than to official sources such as police, medical services, or the LA.
- Leaders should avoid any direct dealings with the media. Media response to a major incident is often immediate; depending on location leaders should expect and be prepared for media attention within 30 minutes. **Refer all enquiries back to Head of school.**

ADMINISTRATION

As soon as possible:

- record all **facts** relating to the incident: time, date, those involved, what happened, witness details;
- take photographs if possible;
- maintain a record of subsequent events;
- notify the insurers;
- notify the tour operator or provider, where used;
- complete an accident report form.

A4 INCIDENTS OCCURRING AWAY FROM SCHOOL DURING HOLIDAYS (HOME OR ABROAD)

N.B. 'Head' refers to head teacher or person nominated to deputise.

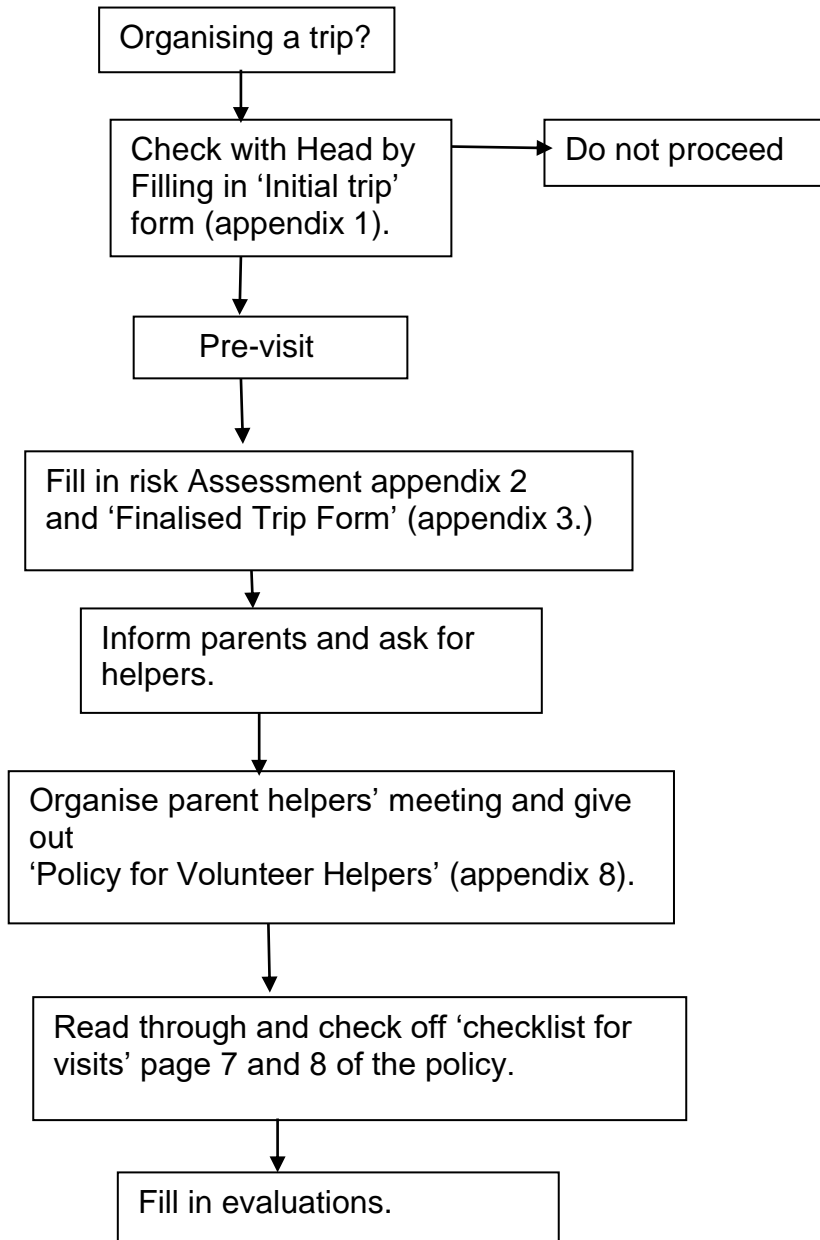
Head to decide role school should play following an incident (e.g. Information point for parents; centre where parents can meet etc.)

Consider opening the school in order to facilitate information flow to families and pupils and to organise support for them

Head to consider whether incident serious enough to warrant his/her travel to the scene

Head to liaise with Chairman of Governors

Head to consider management of pupils returning to school after the holidays in terms of first assembly, memorial services etc. with advice from support staff as required



THIS IS NOT EXHAUSTIVE –the policy should be referred to at all times, this is just a pointer in the right direction and should help with the order that paperwork should be done. The policy will detail exact actions the months/weeks/days before a trip. I particularly urge you to look at pages 8 and 9 (not appendix 8 and 9) of the policy which gives further guidelines.