

# Kenmore Park Infant & Nursery School



## Educational Visits Policy & Procedures.

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Date Ratified: 11<sup>th</sup> October 2017

Next review date: **July 2020**

### Educational Visits and Activities Policy



All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

- 1.2 In our school, we ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All pupils are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of activities and educational visits.

## **2 ORGANISATION**

- 2.1 The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for every school year.
- 2.2 Within each class's programme of work, the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents as the school year progresses.
- 2.3 Visits and activities usually take place within the school day. We ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the children will be unable to participate. When a child is first admitted to school parents are asked to sign the Short Visits Form giving permission for their child to leave the school site for a short activity e.g. looking at street furniture, which does not involve transport, or more than about an hour out of school (EV1).
- 2.4 Only coaches fitted with seat belts are used for school visits (EV2).

## **3 CHARGING FOR SCHOOL ACTIVITIES**

- 3.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum but we may ask parents for a voluntary contribution towards the cost. There are some circumstances when the school can make a charge for certain activities. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

## **4 CURRICULUM LINKS**

- 4.1 All educational visits and activities support and enrich the work we do in school. We sometimes invite speakers into school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.
- 4.2 For any subject in the curriculum, activities, which may include visits by specialists, may be arranged.
  - English – theatre visits, visits by authors, poets and theatre groups;
  - Science – use of the school grounds, visits to wildlife centres, farms and museums;
  - Mathematics – use of shape and number trails in the local environment;
  - History – castle visits- Tower of London, study of local housing patterns, museums, visits by companies supporting the curriculum, Black History month, storytelling workshops on the theme of different cultures;
  - Geography – use of the locality for fieldwork, village trails;
  - Art & design – art gallery visits, use of the locality;
  - PE – extra-curricular activities, visits by specialist coaches;

Music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents;

- Design & Technology – extra curricular activities, visits by theatre groups/workshops e.g. Puppet making;
- ICT – its use in local shops/libraries etc;
- RE – visits to local centres of worship, visits by local clergy.
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## Guidelines for the Arrangements of Educational Visits

Visits to places of interest to support curricular studies are to be encouraged. The maximum travelling time should be in the region of two hours each way, with a one-hour journey being the preferred length.

The following procedures should be strictly adhered to: -

1. Discuss with colleague's ideas for such visits at least half a term in advance and preferably one term in advance.
2. Arrange to visit the proposed location personally to assess its suitability. Reasonable costs of such visits will be met by the school on production of official receipts.
3. Discuss with the Headteacher the proposed arrangements ensuring there is a plan B in the event of any aspects of the trip being compromised e.g., by weather and obtain official permission to approach the parents. Conditional booking of the location and transport arrangements may now be made.
4. Issue the parents with the standard information letter stating the location, date, cost to the school, curriculum links, the voluntary contribution. This letter should be sent at least 6 weeks before the visit unless exceptional circumstances prevent this.
5. On receipt of the agreement slips, consult with the Headteacher again as to whether the visit can go ahead with adequate funding and if the trip is to go ahead complete the EV2 form which will need to be approved by the LA before the trip can take place.
6. No pressure may be put on any child/family to contribute to the cost, and no public mention is to be made of who has paid and who has not paid.
7. After official agreement, issue the parent with the standard letter requesting voluntary contributions as agreed. This letter should be issued at least 4 weeks before the visit and payment requested at least one week before the visit takes place.
8. Keep confidential records of all payments received on a sheet obtainable from the Secretary. This list must be returned to the office once completed. If promised, payments are not forthcoming inform the Headteacher as soon as possible to decide on action.
9. In the event of there not being sufficient parents willing to contribute the amount requested, or parents promising to contribute and then not doing so, the visit is to be cancelled.
10. Ensure that all arrangements for payment of costs are sorted out the day before the visit, and the necessary cheques issued. **ALWAYS** obtain official receipts for any costs and give these to the Secretary as soon as possible after the visit.

1. Ensure that medical arrangements are in place, with the necessary resources taken, and that responsibility for such arrangements is clearly understood by staff.
12. Ensure that all adults on the visit clearly understand their duties, have a list of the children in their care, have copies of the relevant work sheets/questionnaires and that the timetable for the day is clearly understood.
13. **Full school uniform** should be worn by the children unless instructed otherwise. If the visit involves physical or outdoor activities, where clothes may be dirtied, the children may wear an alternative to their uniform.
14. No sweets or chewing gum are allowed on any trip.
15. If a child's behaviour prior to a visit causes concern that the necessary element of self-discipline and self-control will be lacking, the Headteacher should be consulted about refusing the child permission to go on the visit and informing the parents of the reason for such a decision. Alternatively, a parents may be asked to escort the child on the visit and take full responsibility for the child. No child should be banned from a visit without the Headteacher's approval and strong justification.
16. If a child's behaviour on the visit is considered to be unacceptable then the procedures outline in 15 above should be followed immediately following the visit, with regard to future visits. The child's parent/s and Headteacher should be informed of the behaviour and incident/s. An individual risk assessment should also be produced as supporting evidence.

**Procedures and guidance on Categories of Educational Visits and action to be taken accompanies this policy.**

**Educational Visits Planning Guidance,**

We have split educational visit types into three different categories.

**Category A**

1. These visits have no significant risks (EV1 Form). The activity can easily be supervised by a teacher with no accreditation but who is deemed competent by the EVC.
2. These trips require educational visits forms 1, 5 (ESRA) and the checklist to be filled out.
3. Corporate Health and Safety does not need to look through these forms.
4. Examples include
  - a. Walking in parks or on non-remote country paths;
  - b. Field studies in environments presenting no technical hazards.

**Category B**

5. These visits have medium risk activities and require approval from Corporate Health and Safety (EV2). The activities may require staff to have additional training e.g. activity specific induction or familiarisation of the activity and/or location. Some accredited training may be necessary for certain activities e.g. the Basic Expedition Leadership Award (BELA). Corporate Health and Safety and the EVC will determine if the competence level is adequate.

These trips require educational visits forms 2, 3 (for staff lead activities), 5 (ESRA), and the checklist to be filled out.

7. Corporate Health and Safety WILL need to look at these forms. As much information as possible should be provided and approval of your request may be dependant on conditions.
8. Examples include
  - a. Walking in remote country;
  - b. Camping;
  - c. Cycling on roads or non-remote off-road terrain;
  - d. Low level initiative challenges.

### Category C

9. These are the high risk activities (EV2), and usually are taken on by external providers e.g. tour operators HOAC etc or are taking place overseas. High standards of training for external leaders is expected (e.g. NGB qualifications or awards) and Corporate Health and Safety will need to approve qualifications and/or registrations (e.g. AALA licenses).
10. These trips require educational visits forms 2, 3 (only for STAFF lead activities), 4 (only for EXTERNAL leaders), 5 (ESRA), and the checklist
11. Corporate Health and Safety WILL need to look at these forms. As much information as possible should be provided and approval of your request may be dependent on conditions.
12. Examples include
  - a. HOAC
  - b. Trips abroad e.g. France Italy etc.
  - c. Go-Karting (engine karts not pedal karts)
  - d. Skiing
  - e. Any water activity except for weekly swimming lessons at a local swimming pool

### Environmental Considerations

13. Depending on the conditions of your visit the category that your trip will fall into **may** change. A visit may rate a higher category if it takes place:
  - a. In or near water;
  - b. In winter conditions;
  - c. On or near cliffs or steep terrain;
  - d. In an area subject to extremes of weather or environmental change;
  - e. On public transport.
14. Please discuss with Corporate Health and Safety if you are unsure what category your

trip will fit into.

15. Examples include
  - a. A field study with activities next to open water may rate a category A whereas activities such as pond dipping, might rate as category B.
  - b. Off-road cycling over steep terrain might rate a category C.
  - c. Travelling to a museum in London by coach may rate a category A whereas going by public transport may rate a category B.
  
16. **Each Trip will be present a different risk and will be considered on its merits. If in doubt please contact Corporate Health and Safety on 0208 416 8776.**

17. Example trips include

<b><u>No approval required</u></b>	<b><u>Approval required</u></b>
Weekly swimming in a pool	Open water/Hotel swimming
Field studies	Costal activities
Pedal go karts	Residential activities
Library visits	Activities abroad
Traffic surveys	Overseas activities - remote places
Sports Fixtures	Water Margin Activities
Museums - e.g. Harrow Museum, Hendon etc	<b>Museums - in central London</b>
	Open country activities
	Snow sports
	Ice skating
	Theme Parks
	Horse/Donkey Rides
	<b>Farm visits</b>
	HOAC

# Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for **all** visits.

**The visit should only go ahead if the answer to all applicable questions is 'YES'**

## In advance of the visit:

1. Have the educational aims of the visit been clearly identified? (see Section D)  yes
2. Is the visit appropriate to the age, ability and aptitude of the group?  yes
3. Has there been suitable progression/preparation for participants prior to the visit?  yes
4. Does the visit comply with any guidelines specific to your Establishment?  yes
5. Does the visit comply with any specific LA guidelines? (see relevant sections)  yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA? (see Section Z)  yes  n/a
7. If using an external provider or tour operator, has the provider satisfactorily completed and returned a 'Provider Form'? (see Section AA)  yes  n/a
8. Are transport arrangements suitable and satisfactory? (see Section L)  yes  n/a
9. If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section O)  yes  n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activities and safety of participants? (see Section P)  yes  n/a
11. Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made?  yes
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).  yes
13. Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability?  yes  n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?  yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?  yes
16. Are all support staff aware of and comfortable with their roles?  yes
17. Are all helpers aware of and comfortable with their roles?  yes
18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see Section G and ESRA Form)  yes
19. Is insurance cover adequate? (see Section K)  yes
20. Does at least one member of staff know the participants that are being taken away, including any behavioural traits?  yes
21. Have participants been advised in advance about expectations for their behaviour? If  yes

appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff?

22. Are participants aware of the nature and purpose of the visit?  yes
23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section J)  yes
24. Have all relevant details been issued? (e.g. itinerary, kit lists, etc?)  yes  n/a
25. Are staff aware of any medical needs and/or other relevant details of participants?  yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?  yes  n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group?  yes  n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section W)  yes
29. Is a first aid kit (appropriate to the visit) available? (see Section W)  yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g. 'Plan B', and have these plans been risk assessed and parental consent been obtained?  yes
31. For journeys taking place outside the establishment's 'normal' hours, will Form EV7 be carried by the Visit Leader, and Form EV8 with the designated emergency contact/s?  yes  n/a
32. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section X) and will Form EV7 be with the Visit Leader at all times?  yes
33. Are full details of the visit at the LA establishment, and if appropriate with the establishment's Emergency Contact(s)?  yes
34. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section M)  yes  n/a
35. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? See Section R  yes  n/a
36. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?  yes  n/a
37. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?  yes  n/a
38. Does any specialist equipment conform to the standards recommended by responsible agencies?  yes  n/a
39. Have all financial matters been dealt with appropriately?  yes
40. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section C)  yes
41. If residential, overseas or involving adventurous activities, has the visit been approved by the LA? (see Section C)  yes  n/a



### During the visit

42. Do all staff have a list of participants/groups? + emergency contact details and Form EV7 if out of the establishment's normal hours?  yes
43. Does the establishment office have a list of the names of all participants, including adults? (+ contact details if out of establishment hours) + Form EV8?  yes
44. Do staff have sufficient funds to allow for any contingencies?  yes  n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc?  yes  n/a
46. Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc., if needed?  yes
47. Are participant numbers being checked at appropriate times?  yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?  yes  n/a
49. Are participants aware of the procedure in areas where there is traffic? (e.g. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.)  yes  n/a
50. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively?  yes  n/a
51. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet?  yes  n/a
52. Do participants know what action they should take if they become separated from the group?  yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)?  yes

### At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants?  yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator?  yes  n/a
56. Has the group been debriefed and any relevant follow-up work completed?  yes  n/a
57. Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?  yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?  yes
59. Have all staff and helpers involved in the visit been thanked for their input?  yes



**Form to be used to record details of all visits that DO NOT require LA approval (low risk).**

Date/s of visit	Destination	Activities	Leader	Age range	Nos.	Organising Agency Name	signed/date * EVC	signed/date * Head

\* In signing the above I confirm that:

***The planning and risk management for the visit has been checked and approved according to Harrow Council's 'Requirements for Educational Visits' guidelines, including adherence to the 'Educational Visits Checklist', and appropriate training/induction of the visit leader. The Governing Body Policy on Educational Visits has been complied with.***

This form should be retained by the EVC on file at establishment, together with all other documentation relating to the visit(s)

**This Approval Form must be completed for all visits that are:**

Please tick which apply:  **overseas**  
 **residential**  
 **involving an adventurous activity as defined in Section Y which** **will be led by:**  
 **school staff**    **an external provider**    **involves skiing**

School:	Name of EVC:
Dates of visit:	Approx. no. & year of pupils:
Venue and activities:	
Educational aims:	
Name of any external providers:	
Travel arrangements:	
School emergency contact numbers:	
Visit Leader name & contact numbers, (including mobile):	

- a) *The planning and risk management for the above visit has been checked and approved according to Harrow Council's 'Requirements for Educational Visits' guidelines, including adherence to the 'Educational Visits Checklist';*
- b) *The Visit Leader has received appropriate training/induction;*
- c) *The Governing Body policy on educational visits has been complied with;*
- d) *I/we will approve the Event Specific Risk Assessment prior to the visit;*
- e) *(If using an External Provider): I am in receipt of a completed (unmodified or agreed) Form EV4.*

EVC  <div style="text-align: right;"><i>signed &amp; date</i></div>	Headteacher  <div style="text-align: right;"><i>signed &amp; date</i></div>
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The following is available for inspection if required (please tick):

- Information letter/s to parents
- Internal (school) approval forms
- Form EV5 Event Specific Risk Assessment (ESRA)
- Other:

**FOR HARROW COUNCIL USE**

**The above Educational Visit is approved by Harrow Council and may take place.**

Signed:	<i>for Harrow Council</i>	<i>date</i>
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**Harrow Council requires the following information to be forwarded for consideration prior to granting approval for this visit to take place:**

**Please send this form to Health & Safety Services, 1<sup>st</sup> Floor, Civic 6, Civic Centre, Station Road, Harrow HA1 6FX**

## Approval of a member of staff to lead an adventurous activity

Please refer to Section Z before completing.

**Please send this form to Health & Safety Services**

School	
Name of activity leader	
Proposed activity	
Details of intended venture/s -venues, dates, numbers, etc	

**Qualifications in the activity specified:**

Personal proficiency	
Teaching/coaching awards	Are these awards still valid? YES / NO

**Experience in the activity specified:**

Personal	
Teaching / leading	
Do you have recent relevant experience in the activity? YES / NO	

Signature of applicant ..... Date .....

**FOR HARROW COUNCIL USE ONLY**

The stated competence DOES / DOES NOT match current good practice for the leadership of the activity/ies specified.

**APPROVAL GRANTED / NOT GRANTED** .....signed .....date  
for Harrow Council

**SUBJECT TO THE FOLLOWING CONDITIONS:**

- 1) Adherence to Harrow Council Requirements
- 2) Adherence to National Governing Body guidelines (where these exist)
- 3) The above named must operate within the remit of his/her qualifications & competence at all times

# Provider Form – EV4

**For completion by 'external providers' used by**

**Harrow Council establishments**

When considering using a provider or tour operator for an Educational Visit, Harrow Council establishments must seek written assurances that the provision complies with Local Authority policy.

Establishment..... Staff member in charge .....

Date(s) of visit ..... Name of provider .....

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications that do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

## SECTION A - ALL VISITS

### Health, Safety, and Emergency Policy

- 1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
- 2. Accident and emergency procedures are maintained and records are available for inspection.

### Vehicles

- 3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

### Staffing

- 4. All reasonable steps are taken to check staff that have access to young people for their relevant criminal history and suitability to work with young people.
- 5. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.

### Insurance

- 6. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

### Accommodation (if provided)

- 7. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.
- 8. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
- 9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
- 10. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

## SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

11. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit  YES  OUT OF SCOPE

12. If YES, AALA Licence number R .....

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

### Activity management

13. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
14. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
15. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
16. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
17. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
18. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
19. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

## SECTION C - TOUR OPERATORS

Where a tour operator delivers services to establishments using other providers e.g. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

20. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.
21. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.
22. ATOL, ABTA or other bonding body name and numbers .....

## SECTION D - OVERSEAS EXPEDITIONS

23. The provider complies with 'Guidance for Overseas Expeditions, Edition 1' (GOE1).

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

**DECLARATION**

**I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.**

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

Name (print) ..... Position in organisation.....

Full name and address of company, firm, person or corporation.....

.....

Tel ..... Fax..... Email .....



# ESRA - EVENT SPECIFIC RISK ASSESSMENT

Visit details..... Carried out by ..... Date .....

ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc.	HOW TO MANAGE IT What procedures will we have? (Control measures)	WHO TO BE INFORMED		
		PARENTS	STAFF	PARTICIPANTS

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here  
The activity must only take place if the residual risk following implementation of control measures is deemed to be acceptable  
If none, strike through sheet and write 'NONE'

EVC signature/date.....



## Use of a private car to transport young people

<b>1</b>	To: The Head of _____ Establishment
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**I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.**

<b>2</b>	Signed: _____ Print name: _____
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<b>3</b>	Address: _____ _____ _____ _____
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<b>4</b>	Date: _____
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The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>

# Emergency Card (Visit Leader)

**This ‘card’ must remain with the Visit Leader at all times on a visit**

**In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member of the Senior Management of the establishment.**

**In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:**

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number (020 8420 9490 or 020 8484 1139)**

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment		
Harrow Council’s Duty Emergency Response Officer	<b>020 8420 9490</b>	
Harrow Council Civic Centre Security Emergency Line (24hrs)	<b>020 8484 1139</b>	-

If the visit will be outside normal establishment hours:

Establishment ‘Home’ Contact		
Head of Establishment / Chair of Governing Body (optional)		
Other/EVC		

## Useful Contacts

Divisional Director Educational Services	Paddy O'Dwyer	0208 736 6522
Insurance Section	Karen Vickery	0208 424 1995
Health and Safety Issues	Alyssa Williams	0208 416 8776
Human Resources	Teresa Hennessey Help Desk	0208 424 1736 0208 901 2655
Harrow Council Emergency Contacts:		
	Chris Spencer Corporate Director of People Services	0208 424 1356
	Duty Emergency Response Officer (24 hours)	0208 420 9490
	Civic Centre Security Emergency Line	0208 484 1139

**Further copies of this document may be obtained from Health & Safety Services:**

**Copies of DfES documentation (see page 1) may be obtained from:**  
DfES Publications Tel. 0845 6022260 - or [www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits)



## STANDARD INFORMATION LETTER

Dear Parents

We are proposing to arrange a visit to

.....

This visit will form part of the children's studies this term in

..... and will enable the children to

.....

.....

We shall travel

by.....a

nd the proposed date of the visit is

.....

The cost will need to be met by voluntary contributions from parents, as the school has no funds provided for this purpose. We have to inform you that if there are insufficient contributions the visit will not be able to proceed.

Could you please complete and return the attached agreement slip by .....(allow 4 days).

Yours sincerely

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### **PARENT'S AGREEMENT SLIP – please do not send any money with this form.**

I consent to my child going on the proposed visit to..... and agree to contribute voluntarily the amount of ..... for this visit.

Signed.....(parent/guardian)

Child's Name.....

Class.....



## STANDARD CONFIRMATION LETTER

Dear Parent,

We are pleased to confirm that the proposed visit to ..... can take place on ..... as you were previously informed.

(Details of arrangements: time of departure and return; equipment/lunch needed; clothes to be worn etc.)

As agreed, could you please send the contribution of ..... to cover the cost of the visit, to the school as soon as possible, contributions should be sent by

.....  
(1 week prior to the visit).

Payments may be made by cheque which should be made payable to 'Kenmore Park Infant & Nursery School' or cash. Please send the correct money in the envelope provided clearly marked with your child's name and class.

Yours sincerely

---

I enclose the contribution of ..... as agreed for the visit to

.....  
Signed.....

.(parent/guardian)

Child's Name.....

Class.....



You must have a 'PLAN B' = what will you do if the activity you planned for does not occur.

In case of planned activity cancellation:

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Signed Visit Leader \_\_\_\_\_

Signed EVC/Head \_\_\_\_\_



# Kenmore Park Infant & Nursery School

## Educational Visits Out of School (Organiser's Checklist)

Date Organised \_\_\_\_\_ Date of Visit \_\_\_\_\_

Destination (a) \_\_\_\_\_

(b) \_\_\_\_\_

Nature of Educational Visit \_\_\_\_\_

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Number of children in party \_\_\_\_\_ Age Range \_\_\_\_\_

Number of adults in party \_\_\_\_\_

Adults' names and status \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Time of departure \_\_\_\_\_ from \_\_\_\_\_

Time of return \_\_\_\_\_ from \_\_\_\_\_

Method of travel \_\_\_\_\_ Cost £ \_\_\_\_\_

\_\_\_\_\_ Cost £ \_\_\_\_\_

Admission charges \_\_\_\_\_ Cost £ \_\_\_\_\_

\_\_\_\_\_ Cost £ \_\_\_\_\_

Total Cost £ \_\_\_\_\_

### Group Leader to hold meeting before visit – with all adults going on trip including parents

Size of donation requested from parents £ \_\_\_\_\_

Total cash collected from parents £ \_\_\_\_\_

Amount to be claimed from the school fund £ \_\_\_\_\_

**Notes:**  
Head's diary checked & date agreed \_\_\_\_\_

Letter to parent sent out \_\_\_\_\_

Cover & staff release checked with Head \_\_\_\_\_

Free meals checked with Administrator \_\_\_\_\_

Transport booked by Administrator \_\_\_\_\_

Leader mobile phone number \_\_\_\_\_



# Kenmore Park Infant & Nursery School

VISIT TO: \_\_\_\_\_

CLASS: \_\_\_\_\_ DATE: \_\_\_\_\_

TRIP LEADER: \_\_\_\_\_

	ADULT GROUP LEADER 1		ADULT GROUP LEADER 2		ADULT GROUP LEADER 3		ADULT GROUP LEADER 4

Key to above list

First Aider is: -

Itinerary for the day

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

Review of the day (Team Leader)





**Kenmore Park Infant & Nursery School  
Moorhouse Road  
Kenton  
HA3 9JA**

Dear Parents,

Under new legislation, schools are required to ensure that any cars used to transport children to school activities, such as sports matches must be roadworthy.

It is therefore necessary, that any parent or member of staff who use their own vehicles to transport pupils, fill in a declaration form.

We depend on your kindness to transport children in your car and without this service we, would find it extremely difficult to participate in various out of school activities.

Thank you for your co-operation.

Yours faithfully

Mrs. R.K.Mahil-Pooni  
Headteacher

# **THINGS TO DO BEFORE YOU TAKE CHILDREN OUT ON A FULL OR PART DAY TRIP**

- Fill in the form ESRA – Events Specific Risk Assessment.
- Fill in the Organiser’s Checklist
- Hold a meeting with all adults supporting on the trip to discuss groupings, medical and curriculum matters.
- Fill in LA form and ensure that it is signed by the EVC – Events Visits Co-ordinator, Headteacher & LA officer where applicable (EV2)

# THINGS TO DO BEFORE YOU TAKE CHILDREN OUT OF SCHOOL IN STAFF AND PARENTS CARS

- Every adult has signed a copy of the ‘Use of a private car to transport pupils.’
- It is clearly stated in the letter to parents that children are being transported in staff and parent cars.
- Someone has a small medical bag.
- Fill in the LA form and ensure that the EVC (Educational Visits Co-ordinator) and Headteacher /LA officer have signed it.

## **Educational Visits Procedures, Policy and Practice.**

The LA are produced guidance on educational visits. The new systems will take effect from March/April 2004.

The DfES guidance which came out last year established the need for a new role for an Educational Visits Co-ordinator (EVC) within all schools.

There is a need for robust systems in place at schools. The intention is not to reduce or stop educational visits but to ensure all things are reported and risks reduced.

Pre-visits are to take place where possible – it could be you visited the place last year. Pre-visits should assess not only what the visit will focus upon, but coach parking, eating arrangements, how best the groups should be organised, toilets etc.

The person leading the visit should carry out a pre-visit or use the judgements of another member of staff who has attended.

Access the competence of the person leading the visit.

Commercial providers – someone has to make a decision as to the risk and reliability of commercial providers.

Coach providers – need to make a judgement about risks.

### **Aspects.**

Things visit leader needs to think about:

Approval – Head/Governors /LEA

(Governors need to have a policy on visits, they need to decide the type of visits it wants to be involved in approving e.g. abroad)

Choice of – group, venue, provider, programme, resources.

Information to /from pupils & parents.

Staffing – need to have a member of staff or responsible adult of each gender on residential visits – police checks.

Finance

Insurance – need to know for which type of visit you need to take out additional insurance.

Transport

Emergency procedures – First Aid/Emergency contact numbers.

Follow up – evaluations/review of visit.

Reason for the visit.

All visits must have a clearly defined educational purpose.

Educational visits vs holiday.



No educational visits should be classified as a holiday as it is not the LEA/ Schools role to provide holidays – it is a parental responsibility.

All letters should make reference to “Educational Visits” and justify why a visit is taking place (objective) in the letter.

Contingency plans. (Plan B activities)

This should not be done on the hoof, it is something that has been planned in advance and a risk assessment carried out.

It should be on a consent form and a letter sent out to parents to have consent in event of Plan A falling apart.

Schools need to have a contingency and list of alternatives.

Recommended staffing ratios:

- Based on risk assessment
- There should be a safe supervision level at all times appropriate to the visit
- Venue, time of year, conditions
- Type, duration and level of activity
- Requirements of group
- Competence of the staff.

Visit leader should carry with them a folder of the pupils’ details and any medical needs and contact numbers in the event of an emergency.