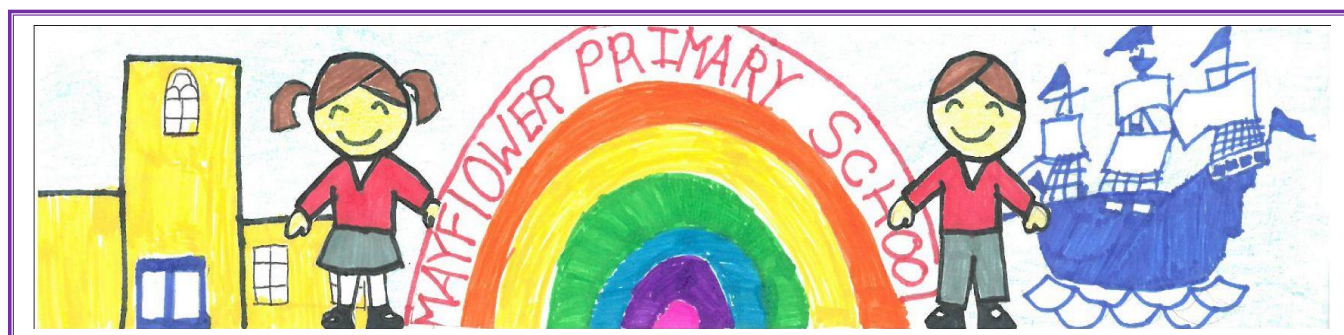
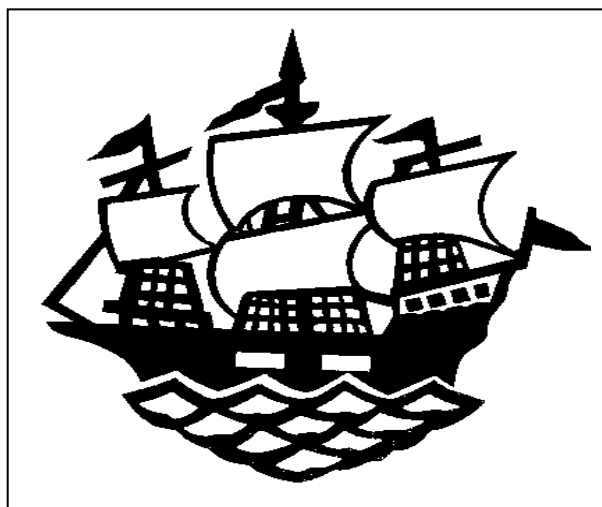


MAYFLOWER PRIMARY SCHOOL



EDUCATIONAL VISITS POLICY 2023-2025

Educational visits are a core means by which the creative curriculum at Mayflower Primary School is enhanced and enriched beyond the National Curriculum Programmes of Study. We fully recognise that there are many legitimate anxieties about learning beyond the classroom. This policy will outline the school's approach to the management of all educational visits, including responsibilities, procedures, obligations, and oversight.

Policy Date:	November 2021	Version: 2		
Policy Review Date:	September 2025	Head Teacher: Luke Whitney		Insert Date
Ratified by Governing Body:				
Mr. K. Bhogaita	(Chair of Governors)	Insert Signature		29.11.23

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1. The value and benefits of undertaking off-site visits and outdoor learning

Mayflower Primary School recognises the value of well-planned and managed Outdoor Learning and Off-site Visits for young people. Governors and staff believe off-site visits provide valuable learning experiences for all pupils. Visits add value to the overall educational experience provided by the school and enrich and enhance the curriculum and the development of skills. Every class will have regular opportunities to take part in a variety of activities during their time at Mayflower e.g. walks to local parks or places of worship, country parks, zoos, museums, theatres etc.

We aim to ensure that all visits are appropriately planned to ensure the suitability of the venue and the safety and well-being of the pupils. We aim to keep costs to parents/carers as low as possible to maximise pupil participation.

Purpose of offsite visits –

- To enrich learning inside and outside the school and the classroom
- To widen pupils' social and cultural experiences
- To increase awareness of the community and environment
- To encourage personal development and independence
- To develop and promote teamwork skills
- To develop a sense of responsibility
- To develop high quality relationships between staff and pupils - To learn new skills and have fun

2. Policy and Practice

This document is a statement of the procedures and guidelines in place to ensure that outdoor learning and off-site visits take place within safe and meaningful context.

In particular it ensures that:

- Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Off-site Visits/ activities or Outdoor Learning will comply with OEAP National Guidance, LCC Off-site Visits Policy and our guidelines relating to the health and well-being of children and young people undertaking such activities.
- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Leicester City Offsite Visits Policy.
- Systematic written procedures, based on reasonable and sensible risk/benefit management process and underpinned by establishment induction and training, support staff when leading Outdoor Learning. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

3. Management structure and lines of responsibility

In compliance with both DfE 'Health and Safety: Advice on legal duties and powers' and LCC Off-site Visits Policy Mayflower Primary School has appointed a trained Educational Visits Co-ordinator (EVC) and will ensure they attend a refresher course every three years following their initial EVC training. The Educational Visits Co-ordinator is Luke Whitney, who is also the Head Teacher of the school. The tasks of the EVC are outlined in the LCC Off-site Visits Policy

4. Approval and notification of Outdoor Learning and Off-site Visits

Every off-site visit or outdoor activity must be either notified or approved by the Head Teacher or an appointed member of the Senior Management team as outlined in this policy and indicated in the management structure, above.

For the purposes of approval off-site visits are classified into 3 categories:

- Category A – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc All of these visits can be put on EVOLVE, or a Notification of Category A Regular/Routine Visit form (EV1) completed. One application can cover a range of visits or activities over a term, for example. For the purposes of this policy the establishment defines 'regular and routine' (Category A) activity as: Those activities that take place as part of a planned curriculum – to include... Visits to libraries, arts galleries, swimming pools and leisure centres, city schools, sports fixtures, Tigers' stadium, King Power Stadium, Leicester Cricket Club (Grace Road), local parks, local museums, local places of worship, cinema, city centre, allotments etc. that can operate within the following locations: Within the local neighbourhood, Leicester City, and Leicestershire Beyond these areas of working it is recommended that the LCC Off-site Visits Guidance is used as a framework to plan and operate off-site visits and the visit becomes a category B visit. For 'regular and routine' activities staff will be trained in the operation of this policy. 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period of time.
- Category B – Usually annual visits to attractions or locations beyond the City or County e.g. Visits to the seaside, major visitor attractions, UK cities. All of these visits MUST be entered on EVOLVE and will require the approval of the EVC and Head Teacher.
- Category C – Includes: All residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities. All of these visits MUST be approved using EVOLVE and will require the approval of the EVC, Head Teacher and LCC.

5. Process of Approval and notification

Category A visits to be approved by the EVC, Luke Whitney. Second Stage Approval is also overseen by the Head Teacher. For Category A visits, Visit Leaders should complete the following: Notification of Category A Regular/Routine Visit form, which will be authorised by the Head Teacher or Phase Leader. This must be presented to the EVC 1 week before the trip takes place and will be returned to the trip leader to be taken with them on the trip. Please report to the office when you are leaving the site.

Category B visits to be approved by the EVC, Luke Whitney. Category B visits Visit Leaders should complete the following:

- Complete the On-line Approval on EVOLVE; Risk Assessments that should include:
 - ✓ Travel
 - ✓ Generic (off-site)
 - ✓ Any other Risk Assessment appropriate to the activity
 - ✓ Activity programme
 - ✓ Programme planning information, as appropriate.

A minimum of 3 weeks' notice to the EVC is required Use the LCC Provider Form or use LOtC Quality Badge for checking providers.

Category C Visits, to be approved by the EVC, Luke Whitney. Second and Final Stage Approval: Leicester City Council Outdoor Education Adviser. For Category C visits, Visit Leaders should complete the following:

- Complete the On-line Approval on EVOLVE; 7 Risk Assessments that should include:
 - ✓ Travel
 - ✓ Generic (off-site)
 - ✓ Accommodation – if staying overnight
 - ✓ Any other Risk Assessment appropriate to the activity programme or location
 - ✓ Activity programme
 - ✓ Programme planning information, as appropriate. Give minimum 6 weeks' notice.
 - ✓ Provider Form or use LOtC Quality Badge.
 - ✓ Parental consent form completed

6. Staff Training and Induction

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of sessions by the Head Teacher or delegated senior staff members, and as part of the staff Continuing Professional Development process. All staff should be trained in the operation of this policy. Staff will be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence. New employees will undertake a specific establishment induction process in relation to this code of practice.

7. Staff management and communications

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed and actions recorded. Notes of such meetings should be maintained as evidence of the risk management process, and retained. To supplement such meetings staff will be issued written information and briefings when appropriate. Leaders and managers recognise that this is an ongoing process and each trip will generate additional information about the quality of the educational visits that have been offered by the school. As a forward-looking provider, we should be receptive to information of this kind as it will help to improve the overall enrichment offer.

8. Staff responsibilities

Staff are directly responsible for the well-being of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Code of Practice and LCC Guidance, for the activities they undertake.

9. Staff Competence

The Head Teacher, who is also the EVC, should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led, see Generic risk assessments on the EVOLVE system. In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and establishment risk assessment.

All staff in sole supervision of young people must have undergone suitable DBS checks as part of their recruitment procedures, including the taking up of references. These should be part of the establishment's wider recruitment processes and will be recorded on the Single Central Record (SCR).

10. Consent and management of group information

DfE guidance ('Health and Safety: Advice on legal duties and powers', 2014) states:

"Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Department has prepared a "one-off" consent form which schools can ask parents to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend). Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form."

LCC recommends that all establishments obtain consent on an annual basis for activities that take place outside of the school day (Sports fixtures/Theatre visits/day visits that don't return within the school day), adventurous activities along with residential and visits abroad. Mayflower Primary School has developed its own consent form, details of which are retained centrally, and are overseen by office staff. In addition, we will inform parents and seek consent for each category of visit by:

- For Category A: Local regular and routine visits, that are part of the curriculum, planned programme or life experiences. This will be in the form of a letter/action plan/lesson plan to parents outlining the range of off-site activities to be undertaken over a period of time. A letter may be sent with a consent form at least 7 days before the activity takes place. However, if the activity falls within the normal school day consent is not a requirement, as detailed earlier in our policy.

- For Category B visits: If it is covered in the annual consent form, this could be a specific letter/form relating to the particular activity/ visit. Such letters may take the form of a notification/permission letter and may ask for voluntary financial contributions. If the visit is not included in the annual consent then consent will be required.
- For Category C visits, for example residential visits, adventurous activities or visits abroad. Even though annual consent for such activities may have been given, it is recommended that consent specific to these types of activities is asked of parents/carers:
 - ✓ Personal information on all participants is known (as regards any medical, dietary or special requirements) this is to assist safe inclusion of all participants.
 - ✓ Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the Provider Form, or the Learning Outside the Classroom Quality Badge Scheme as guidance)
 - ✓ When appropriate, ensure that the visit is logged on the EVOLVE Online system or establishment reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.
 - ✓ The Head Teacher or other nominated member of staff should have access to the following information, prior to and during and off-site visit taking place:
 - Names, addresses, dates of birth and phone number of all children taking part.
 - Names of all staff attending, with contact phone numbers.
 - Full details of the venue, Coach Company, departure and arrival times, with appropriate phone numbers.
 - The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated establishment contact person. Appropriate details should be placed in an accessible location or available electronically. Taking copies of consent forms on visits There is no requirement for visit leaders to carry evidence of consent on visits in the UK, however, they must be taken on any visit abroad. Refer to OEAP National Guidance documents: Parental Consent 10
 - When planning the number of adults needed to lead/accompany a visit undertake a risk assessment to inform the appropriate staff/young person ratios. The ratio of children to adults is dependent on the nature of the class and individual pupils participating on the trip.
 - DBS checks should be obtained on all individuals helping on activities with children, as appropriate.
 - Ensure appropriate briefings and instructions are given to the group and accompanying adults to ensure a safe, high quality experience.
 - Ensure all young people are informed of the nature and purpose of the visit. Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any discussions. OFF-SITE VISITS PROCEDURES – ALL VISITS/ACTIVITIES Pre – session/activity planning and considerations Before any off-site activities are undertaken staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this code of practice and LCC Offsite Visits and Adventurous Activities Policy both the policy and a summary can be found in the Resources section of EVOLVE.
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required reference should be made to the Generic Risk assessments prepared by Leicester City Council, found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents'.
- Ensure that a parent/carer and young people are made aware of the nature, purpose and detail of the off-site visit/activity and are briefed/notified accordingly and consent obtained, as appropriate, see section

11. Off-site Visit Procedures

During the visit the Visit Leader will:

- Ensure children and young people are wearing appropriate clothing/equipment for the activity being undertaken.
- Ensure that the visit is managed in order that risks are reduced to staff and young people, as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants, including staff, are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Contact the Establishment or nominated contact person if you anticipate returning later than estimated. Your 'late back' procedure should be followed.

Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information regarding suitable clothing and equipment to group members
- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing – check before departure and/or bring spares Management of on-going conditions:
- Daily weather forecast obtained and plans adjusted accordingly.
- Ongoing risk assessment carried out by Visit Leader during the activity.
- Be considerate to other site/venue users and seek advice on venues for off-site activities from line manager, Head or Outdoor Education Adviser prior to the session. Such sites must be risk assessed before use.
- Ensure young people and staff are briefed about appropriate behaviour around likely hazards such as steps/stairs, slopes and areas that are wet etc.
- If necessary, have close supervision around such areas
- There should be no running around or inappropriate behaviour in such areas
- Suitable footwear should be worn

- Pre - plan supervision before visit and brief staff
- Discuss itinerary and arrangements and code of conduct with young people and staff

- Young people understand arrangements, that they are part of a group and need to follow instructions

Management of Ongoing Procedures:

- Ratios are set as part of the risk assessment, in line with National Guidance
- In conjunction with any assistant staff, provide adequate supervision of young people in charge during the activity session.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)
- During a briefing on the day include what to do if separated from the Group.
- Head counts should be undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups.
- Obtain and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.
- Member of staff identified to remain at the venue if transport leaves before the young person(s) return. Return by staff/school vehicle or public transport.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and additional staffing as necessary
- Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and pupils
- Young people and parents/carers are reminded to bring individual medication and this is kept secure (e.g. Asthma inhalers)
- Programme arranged with due regard to mobility and special needs of all members of the group
- Contact with animals, insects and plants
- Avoid known high risk situations
- Take necessary avoidance action if encountered
- Ensure those with known allergies carry medication
- Wash hands after contact, especially before eating

Incident management and containing emergencies:

- IF THE WORST HAPPENS..... Remember, you should be familiar with Crisis Line and Emergency Planning for Schools (Leicester City LA) and the school's Emergency Plan:
 - Obtain facts & information
 - Call emergency services
 - Inform all the other party leaders; make sure all members of the party are accounted for;
 - If there are injuries, establish the names of injured and the extent of injuries; administer first aid where possible, ensure that the injured are accompanied to hospital, by one of the Party Leaders except in exceptional circumstances. Students should remain accompanied at least until contact has been made with parents and a procedure agreed.
 - Notify Crisis Line on 0116 3737599
 - Contact the school as soon as possible.

- Supervise the group: do not neglect the safety needs of the remainder.
 - Keep a record. Take written statements as soon as possible, before memory becomes distorted by gossip. Make your own written record. Obtain the names and addresses of independent witnesses.
 - Exercise great caution if others request information. Legal proceedings may follow an accident. Media enquiries should be referred on to the Contact Person.
- Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand their role how it may affect them, especially in an emergency.

Illness and injury to young people and staff:

- Medical details must be easily available and centrally located, including NHS numbers during residential activity
- Visit leader to make an informed assessment of the situation, referring back to the school if time is available for consultation
- In the event of a less serious injury, first-aid to be administered in-line with training and school policy
- As part of induction and a venue will provide details of medical contacts, and this will especially during residential visits
- The deputy group leader will assume responsibility for the wider group, allowing the visit leader to manage the injury and any follow-on actions that may be required
- A written account will be required of key actions taken, including the rationale behind any decisions that are taken to support the injured child or member of staff; these will form part of the overall incident record
- Where medical intervention is required, all parents and next of kin will have completed a detailed medical form; any medication will be safely stored in conjunction with consents and details about timings, dosage, and the prescribing physician
- Non-prescription medication is only permissible during residential activity; parents will have provided consent via the detailed medical form that is a condition of the child's attendance
- The Head Teacher will remain the primary point of contact at all times, and this will include decisions that are taken regarding the engagement of other professionals and possible next-steps

Groups' ability and management:

- Brief participants again at the beginning of the visit.
 - Ensure that provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident.
 - Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group
 - Young people and parents/carers should be reminded to bring individual medication where appropriate
 - Mobile phones should be carried by staff.
 - List of young people and contact details of parents/carers are held by visit leader, deputy leader and establishment contact, after-hours emergency person and contact number must be available.
 - Emergency plan for lost or missing young people known and understood by group leaders.
- Illness of injury – Young people and Staff

- At least 1 staff member with each group prepared to take lead in first aid. Check first aid certificate current, and that an appropriate first aid kit is taken,
- First Aid certificate uploaded to EVOLVE and SIMS training database
- Staff must know and understand the Establishment Emergency procedures. For staff this must be part of their induction training or briefing
- First aid and travel sickness equipment carried, young people with travel sickness known
- Member of staff identified to remain at the venue or accompany young person/staff member to hospital if necessary. Return by staff/establishment vehicle or public transport. Establishment emergency contact informed.
- Supervision re-organised to consider the member(s) of staff now missing.
- Group return home early if supervision levels fall below the required standard for safety to be maintained.

Contact with animals, insects and plants

- Avoid known high risk situations
- Take necessary avoidance action if encountered
- Ensure those with known allergies carry medication
- Wash hands after contact, especially before eating

Indirect/ remote supervision

- Check location is suitable for this mode of supervision.
- Ensure young people are sufficiently briefed and competent (any individual young people for whom indirect supervision is not suitable must be directly supervised)
- Clear guidelines and emergency procedures set and understood.
- Young people remain in pairs or groups (buddy system - each responsible for named other)
- Rendezvous points and times are set and young people know how to contact staff
- Designated staff remain at a central contact point known by young people
- Set clear boundaries
- Parents/carers informed and if necessary consent given for Indirect/remote supervision
- Warn young people about traffic, if necessary
- If appropriate, Issue 'emergency cards' briefing young people on what to do if they get separated, including emergency numbers.

During a visit accompanying adults will

- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk and continually monitor the group.

During a visit all participants will

- Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- Develop their knowledge and understanding related to responsible participation in risk reduction.
- Educative curriculum content will be devised and implemented to support this aspiration in respect of participant conduct

12. Post Visit Activity

Where appropriate ensure that the visit is reviewed and a report is made to the Head Teacher via EVOLVE indicating the extent to which the intended visit aims were achieved. The receipt will include the result of all investigations into particular incidents/near misses as necessary, and report these to both the Governing Body and the Outdoor Education Adviser. Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Educational Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

13. Off –Site Travel Procedures

BY FOOT (Derived from the LCC generic Risk assessment on ‘Travel – On foot’. It will be important to make such procedures specific to the establishment and location of activities) General considerations:

- ‘Walk on foot’ planned to avoid fast roads wherever possible.
- Pavements must be used where available and the dangers of being on the road explained to young people
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned, using standard 2-person barrier approach in both directions
- Young people briefed regarding hazards and behaviour required
- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes
- Consideration could be given as to whether easily visible clothing could be worn by young people Walking on roads, although in general terms, this is discouraged at Mayflower Primary School
- Face oncoming traffic
- Staff must be present at front and rear of the group, ideally wearing fluorescent waistcoats; children to walk between 2-members of staff when crossing a road
- On the approach to a right-hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group
- Young people must be cautioned as to the dangers and have the dangers explained to them beforehand.
- Everybody must keep well in to the side

BY PUBLIC TRANSPORT

Becoming separated and lost:

- Journey is planned and assessed – (key specific risk points identified at this point)
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts
- Young people know their group and leader(s) and the route they are taking
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.
- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.

- Young people should never be on their own. Emergency and medical issues:
- Emergency plan in place – young people briefed where they are going, what to do if separated from group, or if there is an incident.
- Young people must be made aware of safety rules and expected standards of behaviour
- Young people should be made aware of emergency procedures and should remain under the direct supervision of the group leader
- Travel sickness pills will not be administered by staff (see medications policy)

TAXI:

- Parents/carers must be informed and consent given if young people are travelling without staff. This will only be authorised in exceptional circumstances only and with the consent of the Head Teacher, who will assume responsibility for any decisions that have been taken
- Only 'Black Cabs' / Council Licensed cabs to be used.
- Ensure seat belts are used
- Set 'pick up' times and check arrival times.

COACHES and MINIBUS:

- On double-decker buses supervisors should be positioned on both decks
- Use seat belts where possible
- Young people should not be allowed to walk around on a bus or coach
- Young people should be made aware that they are not allowed access to the driving area
- Supervise embarkation and disembarkation
- Warn pupils and staff when using raised platforms on the Tram system
- Make sure young people sit whenever possible BY COACH AND MINIBUS Traffic accident – Injury to passengers:
- Coaches/Minibuses have seat belts, which staff ensure are used.
- On double-decker coaches, supervisors should be positioned on both decks.
- Young People not to stand in the aisle or distract driver.
- All bags are secure and clear of exit routes Young people lost or separated - Service station and other breaks in journey:
- Care always taken in parking in suitable place for disembarkation
- Brief young people: re purpose and timings of any stops
- How and where to contact staff
- Remain in pairs or threes (buddy system - each responsible for named other)
- Remind re moving traffic (driving on right abroad)
- Careful head count before departure Accident injury due to poor supervision:
- Supervision within risk assessed ratios
- Brief passengers on expected behaviour, e.g. not to distract the driver, to remain seated whilst vehicle is in motion, etc and action in case of emergencies
- Loading should be from the front back, with the rear seats only used when the coach/minibus is full
- Suitable embarkation points used (e.g. coach park, onto wide pavement)
- Make sure staff sit in different areas of the coach/minibus to ensure supervision of young people
- If there is an incident involving young people on the coach/minibus e.g. involving behaviour, stop at the next Service station to deal with it or come off at the next junction. Do not stop on the hard shoulder, except in an emergency.

ANNEXE A: Accident and Incident Procedures

- Injury / disorientation in an emergency:
- Evacuation and emergency procedures are known by all before departure
- Make sure luggage is stowed safely without blocking emergency exits
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going)
- Make sure young people are evacuated safely off and away from the coach and road if it has to pull onto the hard shoulder in case of injury or incident while travelling on a normal Road
- On normal road keep pupils safe by remaining on the transport if it is safe to do so.
- If not then move the young people to a safe location protected from oncoming traffic.
- When moving young people to a safe place follow the Highway Code and use staff to supervise the young people to avoid danger.
- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all time.
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

On a Motorway

- Get the party behind the side crash barrier as soon as possible
- Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.)
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives. If a minibus is self-drive or Establishment operated ensure a risk assessment and operating procedures are in place, see LCC Minibus Risk Assessment and complete

ANNEXE B: Near Misses

A health and safety incident is an unplanned event which may result in injury, stress or other health effects to people, or damage to property. It can also include near-misses which may not result in injury or damage, but have the potential to do so. This Near-miss Procedure is to be enforced alongside the current Health and Safety Policy. This information applies to staff, pupils, contractors and visitors of the school.

At Mayflower Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring, as is reasonably practicable, adequate resources are available to address health and safety issues.

Reporting a near-miss allows the school the opportunity to take further precautions in order to avoid events that might lead to major, or even fatal, injuries. The Head Teacher will undertake regular evaluations of all reported incidents, both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Mayflower Primary School will seek to reduce such incidents to as low a level as possible with a stated aim of achieving a zero level.

2. Legal framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- The Management of Health and Safety at Work Regulations 1999.

3. Near-miss definition

3.1 For the purposes of this policy, a near-miss has been defined as an event that, while not causing actual harm, has the potential to cause injury, ill health or damage to property. All near misses are opportunities to learn how we can avoid similar events that might lead to major, or even fatal, injuries.

3.2 Examples of common near-miss incidents include the following:

- Slips, trips or falls
- Unauthorised vehicles entering a work area

- Moving vehicles passing unacceptably close or too fast
- Mishandling a load
- Falling objects
- Use of unsafe equipment
- Incorrect use of equipment

4. **Key roles and responsibilities**

4.1 As an employee of name of school, you must ensure that you know and understand the basic procedures you should follow (and are required by law to follow) in relation to reporting accidents and near-misses.

4.2 All school employees should follow the same procedures if the incident involves a student, visitor or contractor you are responsible for or are escorting.

4.3 It is a criminal offence for name of school not to report specific incidents to the Health and Safety Executive (HSE).

5. **Reporting a near-miss**

5.1 If you see or are involved in a near-miss, you should report it using the Near-miss Incident Reporting Form available at the office, in order to allow consideration of how to prevent a possible accident happening in the future.

5.2 If you see something you believe to be an immediate/significant hazard, you should instantly report it to the headteacher.

5.3 Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard which could lead to a near miss.

5.4 Reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Head Teacher as appropriate.

6. If an individual reports a near-miss using the required form, the remedial action must be detailed.

5.6 Certain serious near-misses are reportable to the HSE as 'dangerous occurrences'; failure of the school to do this is an offence.

- A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.
- On receipt of the Near-miss Incident Reporting Form, the safety officer will determine if a 'dangerous occurrence' has happened.

6. **Incident investigation**

6.1 All accidents and near misses, however small, will be reported and investigated by the Head Teacher, name of appointed person, and the outcomes recorded.

6.2 The length of time dedicated to each investigation will vary depending on the seriousness of the accident

6.3 After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

7. Monitoring and review

This policy is reviewed every 2 years by the Head Teacher (Luke Whitney) and Facilities Manager (Warren Wilkinson); any changes made to this procedure will be communicated to all members of staff. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

ANNEXE C: Emergency Contact Numbers

The following contact numbers will be updated on an annual basis, and will be taken by any visit leader as part of the pre-information pack.

Name and Designation	Contact Number
Luke Whitney Head Teacher and EVC	0116 2737504 07955 263175
Ama McKenley-Ballantyne Deputy Head Teacher	0116 2737504 07941 261822
Kishan Bhogaita Chair of the Governing Body	0116 2737504 07590 043587
Leicester City Council Emergency Line	0116 4541004 0116 4541000
Emergency Services Fire, ambulance and police service	999 911
EVOLVE	01394 775250
Edu-Focus	01394 775250
Main School	0116 2737504
Reception and Front Desk	0116 2737504

ANNEXE D: Practical Advice in Case of an Incident

It is not for the visit leader or other members of the party to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media. If it is necessary to talk to the media, the Director of will do this initially via the Press Office. A designated person should then act as the ongoing point of contact with the media to whom all involved should direct questions and requests. The following procedures may help in managing the incident. Not all of the actions will be necessary in every case.

- Provide support for the remainder of the party and supervise their return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all the pupils are accounted for.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- The visit leader and the leader of the sub-group should write down all relevant details while they are still fresh in the memory.
- Other party members may also be asked to write reports. A record should be kept of names and addresses of any witnesses.
- Do not disturb the scene of the incident until any investigation has been completed.
- Arrange for safe keeping of equipment which is involved in the incident.
- Restrict access to the telephone until the Head Teacher has been able to inform those directly involved.
- Legal liability should not be discussed or admitted.
- Refer requests from the media to the designated person as identified above.
- Ensure that all members of the party follow this procedure.
- Contact insurers if appropriate.
- Complete all accident forms following Local Authority procedures.
- Consider professional counselling support for pupils, parents and staff if appropriate.
- Mobile telephones carried by the accompanying staff could save valuable time in the event of an emergency.
- Imprudent use of mobile telephones by pupils or staff could inadvertently cause additional distress if used before accurate information is available or before those directly involved have been contacted by the Head Teacher.

ANNEXE E: Late Back Procedure

For all school trips, an itinerary will be produced that discloses departure and arrival times. These times must also be added to the EVOLVE Form and notified to parents, especially if the return time is outside of normal school hours. While being back on time is desirable, it is also reasonable to expect delays may occur, usually, but not exclusively, due to traffic congestion, accidents, and other related matters. A competent Visit Leader will remain in touch with named staff at school, and in the event that a significant delay (15-minutes beyond the published return time), the following procedure will be utilised:

- The Visit Leader will contact the Head Teacher to notify the delay and consider what a reasonable time may be for the children's return
- The Head Teacher will notify parents at the earliest available opportunity via the text message service within WeDuc
- Updates will be provided by the school as more information becomes available via the Visit Leader
- In the event of extensive delay, other information will also be provided, that will reassure parents as to their child's safety and the effective management of the matter
- The Head Teacher or nominated representative will remain on-site to manage information, and also be available to parents who may be concerned
- Call-forwarding will be established via the main telephone line (0116 2737504) so the Head Teacher can remain physically available to parents at the congregation point
- The school's website will also be updated to ensure that all parents are effectively informed of the delay, the underlying reasons and also the estimated time of arrival
- The Visit Leader will consider the impact of the delay on the children and also additional comfort breaks, as required
- In regards to the above, the Visit Leader has a delegated responsibility to make these decisions, and the Head Teacher will provide advice, as required
- Consideration shall be given by the Head Teacher as to the likely impact of a late return on children and staff; contingency planning will be used as required

ANNEXE F: Remote supervision and missing clients

Remote Supervision

Supervision can be close or remote but is always 24 hours:

- close supervision occurs when the group remain within sight and contact of the supervisor;
- remote supervision occurs when, as part of planned activities, a group works away from the supervisor but is subject to stated controls (e.g. during certain Duke of Edinburgh's Award expeditions). The supervisor is present though not necessarily near or in sight, but his or her whereabouts are known;
- down time (or recreational time) – for example during the evenings – may involve close or remote supervision, but should not be unsupervised - the supervisors continue to be in charge;
- it is essential that everyone involved in the visit understands the supervision arrangements and expectations.

When supervision is remote:

- groups should be sufficiently trained and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures. Remote supervision will normally be the final stage of a phased development programme;
- pupils will be familiar with the environment or similar environments and have details of the rendezvous points and the times of rendezvous;
- clear and understandable boundaries will be set for the group;
- there must be clear lines of communication between the group, the supervisor and the school. Do not rely exclusively on mobile phones;
- the supervisor should monitor the group's progress at appropriate intervals;
- the supervisor will be in the expedition or activity area and able to reach the group reasonably promptly should the group need support in an emergency;
- there should be a recognisable point at which the activity is completed;
- there should be clear arrangements for the abandonment of the activity where it cannot be safely completed.

Missing clients:

Mayflower Primary School places student and staff safety as its top priority when participating in school trips. Before embarking on the trip, extensive risk assessments are undertaken. The Visit Leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting. 1When travelling with a student with SEND, the Visit Leader will ensure an adult is with them at all times and that the visit is adequately modified to suit the student's needs. Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. 13.6. All staff members will be required to carry mobile phones with them at all times. Upon arriving at every venue, the Visit Leader will identify a rendezvous point where students and adults should go if they become separated from the rest of the group. Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times. This will also be part of the induction and orientation process that will be offered either by school staff or those employed by the venue.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin. If the missing person cannot be found, the group will return to school. If this is not possible, the Educational Visits Co-ordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits. If a member of the party has gone missing and is subsequently found, the Visit Leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future and report any incident to the Head of School.

APPENDIX 1 OFF-SITE VISIT MANAGEMENT CATEGORIES (LCC)

The following table will assist in the planning of a visit, and also the actions that must be carried out by the Visit Leader. Consent is also a specific issue and clarity is thus provided within the final section.

Category	Category A Regular and Routine	Category B Occasional or one-off	Category C
Example	Local and regular activities which must be defined in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc	Usually annual visits to attractions or locations beyond the City of County e.g. Visits to the seaside, major visitor attractions, UK cities	Includes all residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities.
Risk Management	If not covered by School/Establishment/Centre Policy, risk assessment and planning completed. Enter on EVOLVE system or use school form, or similar	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Specific Activity being led or location working in. <ul style="list-style-type: none"> • Enter on EVOLVE system 	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Accommodation • Specific Activity being led or location working in. <ul style="list-style-type: none"> • Check providers through Provider Form or LOTC Quality Badge • Enter on EVOLVE system
Consent	Covered by annual consent/notification to parents, is clarified in School/Centre Policy and is part of the curriculum/offer.	No consent requires if part of the curriculum (schools only), but specific notification to parents/carers recommended.	Inform parents/carers and obtain Specific consent from parents/carers

APPENDIX 2 ACTIVITY AND LEVELS OF APPROVAL (LCC)

PLEASE NOTE VISITS TO TRAMPOLINE PARKS ARE NOT PERMITTED

Category	Level of Approval	Activity	Environment / Location
A	EVC and Head Teacher	<ul style="list-style-type: none"> ▪ Sports fixtures, within the city/county ▪ Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops etc. ▪ Fieldwork in environments with no technical hazards. (e.g. Bradgate Park, Leicester City Centre etc.) ▪ Visits to local/city museums and Space Centre 	Local parks, residential areas and shopping areas
B	EVC and Head Teacher Must be entered on EVOLVE	<ul style="list-style-type: none"> ▪ Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Farm Visits etc.) ▪ Theme Parks and other tourist attractions ▪ Seaside resorts <ul style="list-style-type: none"> ▪ Zoos ▪ Ice skating ▪ School Swimming – formal teaching in life-guarded pools ▪ Swimming in public, lifeguarded, pools ▪ Walking in ‘normal’ country <ul style="list-style-type: none"> ▪ London 	Walks in ‘non-remote’ country Non-remote Country – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) and/or where it is possible to be more than 30mins from a road or refuge. ‘Water Margin’ activity
C	EVC, Head Teacher and LCC Must be entered on EVOLVE	<p>Any visit/activity involving a Residential (overnight stay) element including Camping and ‘school sleep overs’.</p> <p>Any visit abroad</p> <p>Any visit involving ‘adventurous activities’, led either by a Centre, an outside provider or staff member</p>	<ul style="list-style-type: none"> ▪ Visits to hazardous environments ▪ Overseas Expeditions ▪ Any water-base activity ▪ Any activity in Winter mountain conditions ▪ Open Country/Remote terrain more than 30mins from a road (above 600m) ▪ Near cliffs or steep terrain ▪ Areas subject to extremes of weather or environmental change ▪ Swimming in non-lifeguarded pools or open water

APPENDIX 3 DEFINITION OF ADVENTUROUS ACTIVITIES – ALL REQUIRE NCC APPROVAL ON EVOLVE

ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENSE PLEASE NOTE VISITS TO TRAMPOLINE PARKS ARE NOT PERMITTED

Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Dragon Boating Wave Skiing White- water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hillwalking Mountaineering Fell Running Off Road Cycling Off-piste Skiing Pony Trekking – remote country Orienteering – remote country	Pot-holing Mine Exploration Caving
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NON-LICENSABLE ADVENTUROUS ACTIVITIES

Motorsports: Quadbiking Go- Karts etc Airsports Horse Riding	Archery Rifle Shooting Fencing Martial Arts	Remote areas: Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snowsports Dry Slope Skiing Grass Skiing Water Skiing Snorkeling - Scuba Diving
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These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the Outdoor Education Adviser, Jake Wiid jake@evolveadvice.co.uk, or Andy Smith 0115 947 6202 extension 238, Mobile 07944038678 andrew.smith.collegest.org.uk for further advice.

If you are planning to undertake any of the activities outlined below, please contact the Outdoor Education Adviser before making any bookings.

- Paint Balling
- High ropes Courses
- Air Sports – paragliding, parascending, gliding, parachuting
- Rock Climbing
- Abseiling
- Ice Climbing
- Gorge Walking Ghyll
- Scrambling Sea Level
- Traversing (Coasteering)
- Canoeing
- Kayaking
- Dragon Boating
- Wave Skiing
- White-water Rafting
- Improvised Rafting
- Sailing
- Windsurfing

- Kite surfing
- Use of powered craft
- All the above in 'specified' waters.
- Hillwalking
- Mountaineering
- Fell Running
- Off Road Cycling
- Off-piste Skiing
- Pony Trekking – remote country
- Orienteering – remote country
- Pot-holing
- Mine Exploration Caving

Luke Whitney: Educational Visits Co-ordinator

November 2021

To be reviewed every 2-years