

Educational Visits Policy

THE HUB SCHOOL



Transforming Lives

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1. Introduction

All offsite visits and activities (apart from work experience or college placements which are dealt with separately) that are organised and undertaken by the school are regarded as “educational visits”. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

2. Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school’s Executive Headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

3. Types of visits organised by the school

The school offers a wide range of educational visits, including:

- Visits to local shops as part of life skills
- Sports fixtures
- Overseas visits, foreign languages, skiing

4. Compliance

The school's policy is to comply with the LA's Educational Visit Code of Practice and Safety Guidelines. The school's Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- Health, Safety and Welfare policy statement
- Charging policy
- Equal Opportunities/Inclusion/SEND
- Safeguarding and Child Protection Policy and flow chart (specific section on Visits)
- Safe working practice

5. Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

The LA Educational Code of Practice and Visits Guidelines are accessible via the LA Educational Visits webpage http://www.eriding.net/educ_visits/index.shtml and also via EVOLVE Online <https://www.eastriding.gov.uk/eforms> (username/password required from the LA Educational Visits Consultant through the School EVC). Hard copies of these documents can be requested from the Executive Headteacher.

Roles and responsibilities (for details see LA Educational Visits Code of Practice)

The Executive Headteacher has overall responsibility for all the school's educational visits.

(New/Acting Headteachers should contact the LA for guidance on taking up the position, and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits).

If the Executive Headteacher is absent or unavailable **the appropriate Head of School/SLT** will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) is Lynn Pearson.

The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and the Executive Headteacher, including recommendations regarding the approval of visits.

New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The Governing Body representative for educational visits is encouraged to take advantage of specific governor training provided by the LA.

The LA Educational Visits and Outdoor Learning Consultant is Mr. Taff Bowles (tel 01482 392417 - email taff.bowles@eastriding.gov.uk).

5.1 Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Executive Headteacher
- the LA Educational Visits and Outdoor Learning Consultant

- other experts with specialist/local knowledge (e.g. National Park ranger)

5.2 Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by the Admin team and stored on SIMs personnel. The school ensures the following training opportunities with regard to ED visits are made available:

- Training for Headteachers - Through the LA consultant as within the first term of appointment
- Training for EVC (including update courses every 3 years)
- Training for Group Leaders - By the school EVC at the start of the school year
- Training for NQTs and new staff - By the school EVC as part of the induction programme for all NQT's
- Training for TAs/others by the school EVC as part of the induction programme for staff.

5.3 Monitoring

To assure quality of standards on educational visits:

- the school's Executive Headteacher, Head of School or the EVC will accompany at least one visit per term to monitor real practice, and to assist with the review of policies and procedures.
- records of these monitoring visits are stored in the EVC Visits file.

The following should be read in conjunction with the corresponding chapters in the LA Educational Visits Guidelines, and provide additional information and policy statements that are specific to the school.

6. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1A - DAY VISITS (ROUTINE)

These are visits that take place on a regular basis throughout the year, or over a specific period of time (e.g. a series of six weekly visits to local library/swim pool/away sports matches).

Category 1 visits should:

- have gained approval from the Executive Headteacher, EVC and LA Educational Visits and Outdoor Learning Consultant through the completion and submission of EVOLVE Online (see EVC to request username/password) at least 2 weeks before the first series of visits.

Category 2A– DAY VISITS (NON ROUTINE)

These are one-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre.

Category 2A visits should:

- have gained approval from the Executive Headteacher teacher, EVC and LA Educational Visits and Outdoor Learning Consultant through the completion and submission of the EVOLVE Online (see EVC to request username/password) at least 2 weeks before the visit where ever possible.

Category 3A – UK RESIDENTIAL VISITS

These are visits that involve one or more nights away from home in UK or Overseas.

Category 3A visits should:

- have gained approval from the Executive Headteacher, EVC and the LA Educational Visits and Outdoor Learning Consultant through the completion and submission of the EVOLVE Online (see EVC to request username/password) at least 6 weeks before the visit where ever possible.

Category 4A– OVERSEAS VISITS

These are residential or day visits to any place outside England/Scotland/Wales.

Category 4A visits should:

- have gained approval from the Executive Headteacher, EVC, and the LA Educational Visits and Outdoor Learning Consultant through the completion and submission of the EVOLVE Online (see EVC to request username/password) at least 6 weeks before the visit where ever possible.

For visits with significant financial commitment, “Outline Approval” should be obtained before firm bookings are made.

All staff who lead visits are required to meet with the school EVC to input information and assurances on EVOLVE Online

All staff who lead visits are required to have their own EVOLVE username and password

Staff can request their own EVOLVE username/passwords by contacting the school EVC

6.1 Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

6.2 Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

The school follows the LA guidelines in respect of the selection of students to participate in any school visit

No student will be excluded from a school visit other than on the grounds of Health & Safety; where there may be a danger to the student themselves, other participants on the visit or the general public. Health & Safety in this context includes poor or unpredictable behaviour

Children of school staff who attend the school will be able to participate in all school visits. The children of school staff who are not part of the school i.e. 'on roll' at the school may only be a part of the school party in exceptional circumstances if agreed by the Executive Headteacher. N.B. Trip Leaders should consider carefully the implications of family members being present, and the possible complications that might arise.

Complete attendance lists must be with the emergency home contact if out of school hours and with the Attendance office during school hours. Registers must be taken at the start of the visit and then the Attendance office contacted by 09:00 to ensure safeguarding procedures are complied with and that parents do not receive telephone calls to say that students are absent. Up to date information should be gathered from the consent forms supplied by parents/carers.

6.3 The Overall Group Leader

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Executive Headteacher. School follows the LA guidance below:

Overall Group Leaders should normally have been an Assistant or Deputy Leader on at least 5 similar visits, and been a Deputy Leader on at least 1 of those visits.

Deputy Leaders should normally have been Assistant Leaders on at least 3 similar visits.

Executive Headteacher might require Overall Group Leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience.

Group leaders who organise 'high risk' activities should have significant experience of leading such visits previously and where possible have completed specific training in leading such visits e.g. 'Ski visit leaders training'.

6.4 Deputy Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary.

Deputy Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Executive Headteacher, EVC and Overall Group Leader.

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care.

The school's Safeguarding policies must be followed consistently for the duration of all schools trips and visits.

Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits)

6.5 Staffing selection and supervision ratios

School follows the LA guidelines regarding selection of staff and supervision for school visits.

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits.

The LA Educational Visits Guidelines provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Consultant, if necessary), as part of the risk assessment and management process.

It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong.

For overseas visits, at least 3 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances.

Particular consideration should be given to staffing levels required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

7. Selection and suitability of accommodation or venues to be visited

School follows the LA guidelines regarding selection and suitability of accommodation for school visits.

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe.

Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom “Quality Badge”. However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures.

When planning a visit, the Trip Leader (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability.

All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory “A” and must be recorded on EVOLVE, and approved by the EVC, Executive Headteacher, Governors, and Local Authority.

Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. This is stored:

- on the EVOLVE online database
- and in the staff SIMs Personnel system

Visit Leaders should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

9. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels.

The Overall Group Leader should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders before the visit takes place. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise.

A set of written generic risk assessments and a blank specific visit form is available on the Local Authority's Educational Visits website http://www.eriding.net/educ_visits/index.shtml and a link to this site is also available via EVOLVE Online.

- All relevant generic risk assessment forms are reviewed and amended for each visit by the overall leader, deputy and assistant leaders.
- An additional specific visit risk assessment should be completed by the visit leaders for each visit to record and share information about potential hazards and precautions that may be particularly noteworthy for that specific group, doing particular activities, at specific sites on that visit.
- Completed assessments are spot checked/approved by the school EVC.

10. Insurance and finance arrangements (including charging arrangements)

The Executive Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Group Leaders should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

The Senior Finance Officer must be consulted to arrange LA insurance cover for all visits unless the visit/activity leaders have insurance as part of the overall cost of the visit. Such insurance must be carefully checked as above.

The Council also provide additional travel insurance for visits abroad, if required – contact the Council's Insurance team (01482 394195).

The Overall Group Leader and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received "Outline Approval" by the relevant authorities;

- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;

All money collected in respect of school visits must be paid into ERYC and all financial arrangements must be discussed and approved by the School Business Manager.

10.1 Charging arrangements (for more details see school charging policy)

No charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during “school hours” if 50% or more of the activity, takes place within school hours.

If more than 50% is deemed to be outside of school hours then a charge may be made for “optional extras” only.

Residential visits are considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity.

The school will not charge for:

- any activity undertaken as part of the National Curriculum , or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The school may ask parents for voluntary contributions towards the cost of these visits, but it must be clear that any contribution is genuinely voluntary.

Where it is not permissible to charge parents, any subsidy will come from:

- Voluntary fund raising
- Voluntary parental contribution
- Local charitable funds

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging policy) but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

The costs of the visit should be clear to all concerned, stating how much will be given from other funds and how much parents are being expected to contribute.

The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

Those pupils in receipt of free school meals are exempt from the cost of board and lodging during residential visits which are directly related to the curriculum.

11. Overseas visits

All overseas visits (Category 4A) require Local Authority approval as well as school approval.

Because of the additional complexity and financial commitment involved, staff planning overseas visits should seek outline approval for the visit at an early stage from all the relevant authorities, before parents or the school make commitments.

It is good practice, wherever possible, for the Overall Group Leader to make an exploratory visit to a location. If this is not reasonably practicable, then the Overall Group Leader should gather sufficient appropriate information and assurances (via website/teacher pack) about the location and facilities.

The level of staffing required for overseas visits should reflect not only the direct supervision needs, but also the contingency plans made for emergencies. It is not uncommon for a member of staff to need to return home early or to accompany a group member to hospital.

The Overall Group Leader must ensure that the party is covered by comprehensive insurance that covers all travel and all planned activities.

It is recommended that pupils carry a note in the relevant foreign language in case they get lost to help re-unite them with the group.

For exchange visits, both parents from host families in the UK are required to be ISA registered and to be DBS checked. Partner schools abroad are expected to make maximum practicable use of the facilities for vetting that are available in their own country.

New Overall Group Leaders of ski visits, overseas expeditions, or other complex overseas visits MUST obtain specific training and guidance from the LA before organising a visit.

12. Transport

As part of the overall risk assessment process, the Overall Group Leader must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met.

Leaders should refer to the Local Authority's generic risk assessments that give detailed recommendations for all standard forms of transport.

- Coach/bus/minibus/taxi hire are all from LA authorized companies
- Supervision is in accordance with LA procedures and guidance as is the first aid procedure
- Emergency arrangements are as LA educational visits guidelines
- All members of School visits must wear seat belts
- All parents will arrange for students to be collected from school at the end of any visit, special requests from parents must be agreed with the Headteacher and EVC as soon as is practicable

The school hires coaches/buses from:

- Companies that have already been checked and approved by the Council's Transport Services team or
- Companies whose safety management systems and operating procedures have been checked using the "Coach/minibus hire company enquiry EV3 form"?

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- Sit in various locations, spread throughout the coach
- Carry a first aid kit and the school mobile phone

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- assess and decide if the driver is suitably qualified, experienced and competent;

- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, license, roadworthy, seatbelts, etc.;
- carry out suitable Safeguarding checks (Council policy requires all drivers carrying young people to be DBS cleared);
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual school policies may require the use only of full 3-point seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc.).
- drivers have appropriate insurance – including business cover for employees

For visits that require the use of staff cars, drivers must:

- Have business insurance
- Be assessed as competent and suitable by the Headteacher using the Driver validation form.

Parents' cars will not be used for educational visits

Use of minibuses.

The school follows national and Local Authority regulations and guidance, and all minibus drivers have been assessed and approved by the LA Transport Services.

All new minibus drivers will be required to successfully complete the MiDAS courses.

Existing minibus drivers will be required to complete the MiDAS course at least once every 4 years.

Minibuses will only be hired from companies checked by the LA.

A Section 19 bus permit will be required.

Driver hours and number of drivers and staffing are in line with the EV guidelines.

13. Parent information and consent

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved.

There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

At The Hub School parents/carers of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual "rolling" consent for routine visits, or specific consent for a particular visit/activity.

Any special/medical needs of pupils are collated by the Overall Group Leader and supervising staff are briefed and trained accordingly.

Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary.

Medical information and consent forms can be obtained from 'Staff Shared' drive > Educational Visits.

The Overall Group Leader must obtain parent contact details for all pupils on the visit.

14. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit.

Staff should be aware of their expected roles and responsibilities before, during and after a visit.

All staff on the visit/trip should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required.

Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit.

The Overall Group Leader must ensure that all staff have immediate access to the emergency contact details of the SLT and the parents of those on the visit.

A properly equipped first aid kit must be checked and taken on all visits. The school first aid kits are stored in the finance office with the school visit mobile phone.

All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

15. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

Pupils should be briefed about safety arrangements and what clothing/equipment should be brought.

The Overall Group Leader must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.

“Buddy systems” are an effective means of promoting safety and welfare within the group.

During any time that remote supervision takes place the Overall Group Leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group.

Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group.

It is good practice to teach pupils how to recognise dangers and manage risks sensibly.

16. Documentation (and visit records)

The EVOLVE database will store key elements of Category 3, 4 and “A” visit details securely and indefinitely. Hard copies of other supporting documentation (e.g. risk assessments) are stored and retained in the school’s central “Educational Visits” file. This information is stored until such time that the Headteacher decides that all issues/ incidents arising from the visit have been dealt with fully.

If no significant incidents occurred during the visit, the school disposes of the paperwork after a period of 6 years. If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are retained until the young person becomes 21, with CP documentation

17. Visit Approval

Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/Executive Headteacher/LA, using EVOLVE Online.

UK and overseas residential (Cat 3A and 4A) are approved by EVC, Executive Headteacher, LA using EVOLVE Online

The Overall Group Leader must carefully check all visit forms before submitting for approval.

18. Visit approval status and feedback

The procedure for the Executive Headteacher and EVC to notify the Overall Group Leader of approval decisions and to give feedback involves:

For high-risk day visits (Cat 1A and 2A), and those involving high-risk activities/environments (Cat 3A and 4A):

- An email is automatically generated via EVOLVE Online and sent to the Overall Group Leader after the LA approval decision has been given.
- At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”)

If a visit is not approved or only given “Outline Approval” by the Executive Headteacher and EVC, they must give reasons for their decision and state clearly any changes that would be necessary.

If a visit does not obtain the correct level of approval, it may not be covered by LA insurance and support. **IT MUST NOT THEREFORE TAKE PLACE.**

19. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Overall Group Leader must notify all relevant approving authorities (EVC/Executive Headteacher/Local Authority) of these changes, and ensure that their additional consent is given.

There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For all visits recorded on EVOLVE, there is a clear procedure for recording minor amendments that do not need further approval in 19.1 “Late Minor amendments”.

For significant amendments that require further consideration and approval, the EVOLVE system requires the Overall Group Leader to access section 19 (by clicking “Amend” in right hand column of visit summary in “View All Visits”) and superceding the original submitted form by clicking on 19.2 “Significant Amendments” to create an unlocked version of the form that will need resubmitting after the amendments have been completed.

20. Post visit review and evaluation

It is good practice for the Overall Group Leader, on return from a visit, to review the visit with the EVC and/or Executive Headteacher, and to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits.

In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't).

It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts.

The Overall Group Leader should take several blank photocopied pages from the school's accident book to record details of any incidents. These can then be copied or added to the school accident book on return home.

Serious incidents must be notified to RIDDOR (HSE's "Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995), and to the Local Authority using the procedures and standard forms.

Post-visit reviews and evaluations should be recorded and stored on either EVOLVE in section 20 or using the downloadable form (SGA 20.1) in the LA Visit Guidelines.

Post visit reviews and accident/near misses records are reviewed regularly by the Headteacher, EVC and governors. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools.

Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher. These will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body.

Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Consultant.