Our mission - 'To create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God'.

Our Core Values;

Faith, Aspiration & Unity

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic and Church of England Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

EDUCATIONAL VISITS & JOURNEYS POLICY

Educational Visits & Journeys Policy - Document Status			
Date of review completion	**January 2020**	**Named Responsibility**	Buildings, Health & Safety and Safeguarding (BHSS)
Inception of new Policy	**January 2020**	**Named Responsibility**	Mr J Doust
Date of Policy Adoption by Governing Body	**February 2020**	**Review Date**	January 2023 or when guidance changes
Policy Basis	T&WC Policy and Guidance for Educational Visits – Updated Sept 2019		

EDUCATIONAL VISITS AND JOURNEYS – POLICY & GUIDANCE

[1] Policy Statement

This policy is essential for all those who have responsibility for the approval, planning and / or execution of any educational visit.

All visits must be planned and organised in accordance with this document. The status of this document is mandatory for all Telford & Wrekin community and voluntary controlled schools.

Schools / Establishments, school staff and course providers have a duty of care to their children and young people, any accompanying adults, each other and themselves to ensure that they are kept safe and well and, that, in the event of any incident, they are able to respond appropriately in order to minimise the risk of harm.

The School governors recognise and accept their responsibility to set out systems, procedures which enable all members of the college community to participate in Educational visits and Journeys. To participate in such activities in ways that limit the risk of injury, accident, damage or work related illness to an acceptable minimum.

The governors and senior leadership team (SLT) will take all reasonably practicable steps within their power to fulfil their responsibility for providing a safe and healthy environment on Educational visits and Journeys and provide appropriate insurance cover.

The operational framework for Educational visits and journeys will use the T&WC Policy and Guidance for Educational Visits Sept 2019 as a reference document. *This document has been incorporated into this policy as guidance to all HTA stakeholders.* This document can also be accessed via the academies shared drive (T/drive) educational visits section. A hard copy can be obtained from the Educational visits Co-ordinator. The governing body will adhere to the legal responsibilities as set out by T&WC and LA in the statement below.

[2] Local Authority

T&WC has adopted the OEAP National Guidance. This will ensure that this Guidance for Educational Visits and Journeys reflects nationally recognised standards. To ensure that the most up to date National Guidance is accessed, please ensure you do so via the OEAP website: http://oeapng.info/

This Policy/Guidance document can be accessed through the T&WC Educational Visits Service Level Agreement which can be accessed by emailing Ed.visits@telford.gov.uk. All associated guidance, training information, events and resources are found on the webpage: http://www.twccommercial.co.uk/educationalvisits and also within the documents section of your establishments EVisits site.

OEAP National Guidance is written and kept up to date by leading and informed professionals and replaces the previous T&WC / Shropshire Guidelines. This Guidance contains specific additional detail and clarification that has developed through input from the T&WC Health and Safety Team, Head Teachers, Educational Visit Coordinators (EVCs) and the Outdoor Education Service.

In the event of any apparent conflict between T&WC Guidance, HTA's policy or National Guidance, then T&WC Guidance must be followed and clarification sought from the Educational Visits Co-ordinator, Outdoor Education Advisor or management.

Throughout this document, reference will be made to individual OEAP guidance documents; these are the key documents but further information may exist. T&WC recommend the use the OEAP website and its search function, and that the most current version of a document is always used.

[3] Local Authority Responsibilities

The Local Authority is responsible for:

i) An Outdoor Education Advisor accredited by the Outdoor Education Advisors' Panel
ii) T&W Local Authority Policy and Guidance for Educational Visits and Journeys which is compliant with Department of Education's guidance 'Health and Safety on Educational Visits' (November 2018) and adopts the Outdoor Education Advisor Panel's National Guidance.
iii) Forms 16A to 16H and the E-Visits software system with associated training and support.
iv) Initial and revalidation training for Educational Visits Coordinators (compulsory role for all schools)
v) Termly network meetings for Educational Visits Coordinators (Minimum attendance of 1 meeting per school year will count as revalidation instead of repeating the EVC training if preferred).
vi) Email and telephone support with response time within 5 working days.
vii) Monitoring of visits.
viii) Approval of more complex Category 2b Educational Visits; outdoor adventurous activities both on/off site, residential visits, visits overseas and their associated journeys.
ix) Webpage for guidance, events and resource: www.twccommercial.co.uk/educationalvisits
x) Outdoor Learning and Leadership and Professional Development programme (fees will vary).

[4] Legal Responsibilities of the Academy

The organisation of educational visits and journeys and learning outside the classroom gives rise to the same duty of care as any other academy activity. Proper and reasonable arrangements for the care and safety of the pupils must be made. This responsibility rests with Educational Visits Co-ordinators (EVCs), party leaders and ultimately the Headteacher.

This responsibility includes the reporting and recording of any accidents, incidents and/or near misses and the meeting of any other relevant reporting requirements that may apply.

Only a Court of Law can decide whether arrangements in particular circumstances were reasonable or not. Advice given by the LA, either generally or specifically, must be followed at all times.

The status of these guidelines is, therefore, mandatory for all T&WC maintained, community and voluntary controlled schools. The guidelines should be followed by all Council staff organising visits and journeys for children and young people including those working in the Youth Service. The guidelines include the requirement to notify the LA well in advance, giving at least six weeks' notice of visits abroad and/or involving high risk activities.

These guidelines are commended to academies, foundation and voluntary aided schools, as employers, to adopt in full for the planning and organisation of their educational visits and journeys. Any academy, foundation, voluntary aided or free school choosing not to follow these guidelines must have other guidelines in place for educational visits and journeys which should be at least as comprehensive as these.

Therefore, as a school, we must adhere to these responsibilities and:

i) Ensure the School holds a current Educational Visits and Journeys SLA.

ii) Appoint an Educational Visits Coordinator (EVC) and make sure they have the training they need. The Head Teacher has this duty if there is no coordinator. The EVC works with the T&WC Outdoor Education Adviser to help their colleagues in schools to assess and manage risks.

The EVC should:

- be an experienced visits leader
- have the status to be able to guide the working practices of other staff
- be confident in assessing the ability of other staff to lead visits

- be confident in assessing outside activity providers
- be able to advise Head Teachers and Governors when they're approving trips
- have access to training, advice and guidance

iii) Must have an emergency response plan that covers what to do if there is an incident during an Educational Visit or adventurous activity on site. This must be part of the School's Emergency Plan. This plan must include communications plan that covers how routine communications should be handled, including regular check-ins and calls to reassure people. Visit Leaders must be familiar and confident with these plans.

iv) When using an external organisation or provider are responsible for checking they have the appropriate safety standards and liability insurance. There should be an agreement that makes it clear what everyone is responsible for, which is especially important if the organisation or provider is taking over supervision of the young people. The school/establishment is responsible for making sure required dietary, allergen, medical and behavioural information for both staff and young people are communicated as appropriate.

v) Evaluate all visits once they have concluded from the planning through to the visit itself. Schools are required to keep a record of any incidents, accidents and near misses. This will help with evaluation of the value of the visit and to learn from any incidents which took place and inform the management of future visits.

[5] Headteacher Responsibilities

The Headteacher must ensure that visits comply with regulations, guidelines provided by the LA and / or Governing Body and the school's own health and safety policy. They should ensure that the party leader is competent to monitor and manage the risks throughout the visit.

[6] Clarification of Roles

All visits and Outdoor Learning activities will follow the hierarchy below and this is used in both the paper based and E Visits systems:

Visit Leader (VL)	- Initiates, plans and runs the visit and / or Outdoor Learning activity and on return completes an evaluation.
Educational Visits Co-ordinator (EVC)	- Checks the plans and associated documents, gives outline approval, monitors progress, assesses the success (or otherwise) and provides feedback to improve future visits or Outdoor Learning activities. Under T&WC Employer Guidance every school/organisation **must** have an EVC and they **must** be registered with the Outdoor Education Advisor and be current.
Outdoor Education Advisor	- For the higher risk / more complex visits the Outdoor Education Advisor checks the plans and associated documents, gives LA approval (or otherwise) and provides training, advice and guidance to improve future visits or Outdoor Learning activities.
Head Teacher/ Senior Manager	- Checks that essential elements for the visit or outdoor Learning activities are in place and **must** give their approval by signing the Form A (or equivalent)
Governors	– Determine which visits and Outdoor Learning they would like to be notified of in advance to give their prior approval. It is their responsibility to ensure an Establishments Visits Policy is in place for their school/organisation as part of their health and safety statutory

requirements. This Establishment Visits Policy should clarify any establishment-specific requirements of these and other roles within your school/organisation. Any delegation of key areas of responsibility, such as assessment of competence or approval must be clear. The policy should also set out the criteria for selecting the EVC, if these are different from those recommended in National Guidance.

Refer to OEAP National Guidance 3.1b **Establishment roles and their inter-dependence** for further details.

[7] Procedural Requirements

This guidance applies to all situations where adults acting in the course of their employment have responsibility for children and young people taking part in educational visits and on site adventurous activities.

HTA must have a trained EVC who has either been trained by T&WC or has, within 3 years, revalidated their training obtained elsewhere by attendance at a T&WC EVC course. EVCs must attend at least 1 out of 3 Network Meetings each year. Every EVC **must** attend at least one T&WC EVC training course and then maintain subsequent revalidation. Attendance at Network Meetings is recorded and used for revalidation of the EVC role every 3 years. EVCs are also welcome to attend repeat EVC training if this is deemed appropriate. The numbers of EVCs required by the school / establishment is a decision for the Head Teacher / Senior Manager.

Educational Visits and journeys are placed in 3 categories:

Category 1. Routine activities covered by generic risk management. These are off-site activities and outdoor learning on-site activities that take place during school hours and which are a normal part of a child's education. These involve no more than an everyday level of risk, such as slips and trips, and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. These would include the use of the school grounds for enhancing the delivery of the curriculum including data collection and local studies. Also included typically would be regular visits to a library or place of worship. Routine PE fixtures although not covered by Educational Visits and Journeys Guidance would be another example.

Category 2a. Visits and / or journeys that require enhanced planning and event / journey specific risk management but are NOT residential, overseas or adventurous. These visits require one-off consent, parents **must** be given specific information about the visit and their child's proposed participation, and **must** also be given the opportunity to withdraw their consent should they not wish them to participate. Examples will include visits that extend beyond the school day (out-of-hours), longer journeys that involve breaks e.g. for toilets and food stops, and larger public venues such as national museums and cultural events.

Category 2b. Visits that are residential, or require travel overseas, or are adventurous in nature. These require detailed planning to reflect the challenging environments, locations, and higher risk activities. The activities in this category require enhanced Leader competence. These visits are those that are any of the following:

Residential visits
Visits that involve travelling outside England, Scotland and Wales
On-site adventurous activities
Off-site adventurous activities
The associated journey and travel arrangements

Adventurous activities both day/residential and both on/off site include:

Multi activities (from below)	Abseiling	Airborne: all types
Archery	Assault course	Bell boating
Bushcraft	Camping in wild country	Camping on campsites
Caving	Clay pigeon shooting	Climbing: indoor & outdoor
Coasteering	Cycling on tracks & roads	Dog sledging
Dragon boating	Field studies: natural envt.	Forest School

Free running	Go karting	Gorge walking
Ghyll scrambling	Hang gliding	Horse/pony riding
Hovercraft	Improvised rafting	Jet skiing
Kayaking	Kite surfing	Mine exploration
Motorised sports (all)	Mountain biking	Mountain boarding
Open canoeing	Orienteering	Paintballing
Paintballing	Pot-holing	Powered boats inc. safety
Ropes courses	Rowing	Sailing
Sand yachting	Scuba diving: lake & sea	Scuba diving: indoor pools
Segway	Shooting	Skateboarding
Skiing & snowboarding	Snorkelling	Surfing/body boarding
Swimming: not lifeguarded	Trampolining out of PE	Walking: hill & moorland
Walking: Lowland	Walking: Mountain	Water skiing
White-water rafting	Wind surfing/sailboarding	

EVC's will audit Category 1 and 2a Visits and / or journeys themselves, and refer Category 2b visits to the Outdoor Education Advisor. At HTA, all visits are given final approval by the Head Teacher.

There are two options to support this process: A forms based system or a software system called 'E Visits'. The forms are included with this guidance in the Appendix, E Visits is provided as part of the SLA and accessed on request through: Ed.visits@telford.gov.uk Each school / establishment choses the system that works best for its staff.
Notification and approval of visits and/or journeys

Category 1 visits and / or journeys. These will be organised through the general school planning. Generic risk assessments must be in place and available for the EVC for process checking. Submitted to the Headteacher for approval as part of annual curriculum for approval.

Category 2a Visits and / or journeys. Visit Leaders complete Forms A and C (and D if relevant) to the EVC for process checking. On receipt of the Forms from the Visit Leader, the EVC must check that all required information is completed fully and submit to the Head Teacher for approval.

Category 2b Visits and/or journeys. Visit Leaders complete Forms A and C (and D if relevant) to the EVC for process checking. On receipt of the Forms the EVC must check that all required information is completed fully and submit to the Head Teacher for approval. Once the Head Teacher has approved the Visit, **Forms A and C (and D if relevant)** are submitted to the Outdoor Education Adviser for process checking and approval and notification to T&WC.

T&WC strongly recommend that all those who lead learning outside the classroom activities undertake Visit Leader Training to meet OEAP National Guidance requirements regarding leader competence. Leaders must be current in their knowledge of expectations of good practice, so update refresher training is also strongly recommended. Schools and other educational establishments may find training for Visit Leaders can more successfully be delivered to whole staff on training days. There is a 3 hour theory module or a 6 hour theory and practice full course available – both accredited with the OEAP and nationally recognised.

T&WC requires any commissioned provider, purchased or otherwise, providing educational visits and Outdoor Learning activities to work within the National Guidance and to be able to demonstrate their compliance through a quality standard, accreditation or scheme e.g. Learning Outside the Classroom Badge. The Form D: External Provider Declaration is a generic way to audit a provider's compliance if required. Please note it is NOT a requirement to ask for copies of Risk Assessments from a Provider although a Safety Management Summary should be available for inspection and a reputable provider will provide the necessary information to inform and support a Visit Leader in their planning and risk management.

Category 2b educational visits submission to the Outdoor Education Adviser is required **four working weeks** before the departure date. This is to allow any recommendations to be considered and implemented. Forms will be considered after this 4 week period but a response cannot be guaranteed. Advice may also be sought well in advance if a visit and/or journey is particularly complex for any reason. Notification forms may be submitted via E Visits or the email address: Ed.visits@telford.gov.uk

Duke of Edinburgh Award Expedition. This guidance applies to DofE training and assessed expeditions and practice walks. Forms A, C (and D and G, as relevant) and route information clearly marked on a map to be submitted to the Outdoor Education Adviser **four working weeks** before the departure date. This is to allow any recommendations to be considered and implemented**.** Forms will be considered after this 4 week period but a response cannot be guaranteed. Notification forms may be submitted via E Visits or the email address: Ed.Visits@telford.gov.uk.

[8] Monitoring

HTA will ensure that there is sample monitoring of educational visits and learning outside the classroom activities undertaken. Such monitoring should be in keeping with the recommendations of OEAP National Guidance. There is a clear expectation that the monitoring function is a delegated task to the School, principally carried out through systems put in place by the EVC.

T&WC will monitor through the notification process.

[9] Induction, training, apprenticeship and succession planning

T&WC offers training to assist educational establishments in discharging their duties with regards to educational visits and journeys, as follows:-

Educational Visits Co-ordinator	ALL EVCs must hold a current EVC training certificate (valid for 3 years). T&WC provide 6 hour OEAP accredited initial and revalidation training for Educational Visits Coordinators as part of the core package. Also provided are termly Network Meetings for Educational Visits Coordinators as part of the core package. Attendance at these meetings can be used for revalidation rather than repeat attendance at EVC training (minimum attendance of 1 meeting per school year will be required). A certificate is issued by T&WC and a record of EVC course attendance is kept.
Visit Leader Training	OEAP accredited Visit Leader Training (Theory and Practical) is offered by TWC as a recommended option for EVCs and staff leading and/or taking a key role on an Educational Visit.
Management of Visit Emergencies	T&WC also offers the OEAP accredited Management of Visit Emergencies (MOVE) 3 hour scenario based course for EVCs and Managers. This is an expanded section of the EVC Training course.
Endorsement of Visit Leaders	OEAP National Guidance provides clear advice regarding the assessment of Visit Leader competence. It is an expectation as part of this guidance that all leaders and their assistants have been formally assessed as competent to undertake the responsibilities of leading the educational visit or learning outside the classroom activity. To be deemed competent, a Visit / Activity Leader, or Assistant Leader must be able to demonstrate the ability to operate to the current standards of recognised good practice for that role. All staff and helpers must be competent to carry out their defined roles and responsibilities. The OEAP Education Visit Leader course attendance is an indicator of competence. OEAP National Guidance sets a clear standard to which leaders **must** work.
Accompanying Staff	Staff participating in educational visits and learning outside the classroom activities must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of

	competence issues is applied to both newly qualified and newly appointed staff.
Volunteers	Adults volunteering are required to follow the instructions of the Party Leader and the school staff and help with ensuring the health, welfare and safety of the children. They may be allocated a group to supervise and help but not be left in sole charge of the children. Where a Volunteer helper is a parent (or otherwise in a close relationship to a young person taking part in the visit) they should be aware of their roles and responsibilities with regards their own, and other children. The Visit Leader should directly address this issue as part of the Risk-Benefit assessment. The Form G is provided to assist.
Additional Outdoor Education Courses	Additional and specific training courses are also provided to support Visit Leaders; examples include First Aid appropriate to Educational Visits, Water Margin Safety Management, Outdoor Leadership Awards (e.g., Lowland Leader), The John Muir Award, Outdoor Learning linked to curriculum delivery, and first hand data collection through field studies. School/establishment bespoke courses are also available on request and content can be adjusted to needs and time available.
Apprenticeship model	Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment. It is situational – a leader who is competent in one activity or environment may not be so in another - and it involves breadth as well as depth. Relevant experience is not necessarily gained by repeating the same thing several times, but by experiencing a range of different activities and environments. Shadowing an experienced and competent Visit Leader, can develop accompanying staff in preparation to becoming the future Visit Leader themselves. By taking responsibility for less complex and lower risk visits first, skill sets can be developed and confidence built.
Succession	To avoid a visit becoming dependent on one individual succession planning is required. Planning for a visit should also include consideration of the possibility of the Visit Leader or an Activity Leader becoming incapacitated. An Assistant Leader can contribute to supervision, support the Visit Leader with agreed aspects of the visit and act as deputy for a Visit Leader. At the same time the Assistant Visit Leader will be developing their experience and competence for the future.

[10] Risk management, risk-benefit assessment, ratios and effective supervision

T&WC, as an employer has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level. This requires that suitable and sufficient risk management systems are in place, requiring the employer to provide such support, training and resources to its employees as is necessary to implement this policy. The risk management of an activity should be informed by the benefits to be gained from participating. T&WC strongly recommends a "Risk-Benefit Assessment" approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. HSE endorse this approach through their "Principles of Sensible Risk Management" and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is a requirement for the risk assessment process to be recorded in writing / electronically and for suitable and sufficient control measures to be identified for all significant risks i.e. those that may cause serious harm to individuals. Form C is provided for this purpose and has two styles of risk assessment which a Visit Leader may choose from. 'Form C with notes' gives assistance with this process. When completing a risk assessment it is essential to focus on what is

important, to keep this group of children, safe on this day, with these staff, doing this activity - be specific and avoid over generalisation. The risk assessment must include the safety of staff, volunteers and members of the public. The risk assessment shows the Visit Leader's thinking and then informs the 'how' the visit is going to be managed safely, which can then be shared.

Risk assessment is included in both the EVC, Visit Leader and MOVE training and regularly included in EVC Network Meetings. T&WC Health and Safety Team also provide training.

School risk assessments are required with the submission of a Form A. Risk assessments from a Provider are not required, evidence of their management of risk can be shown through their Safety Management Statement and relevant accreditation e.g. the Learning Outside the Classroom Badge, Schools Travel Forum or the Adventure Activities Licence. If no recognisable accreditation is available please request the completion of a Form D – 'External Providers Declaration'

Ratios and effective supervision Schools and establishments must ensure that the staffing of visits enables leaders to supervise young people effectively. Decisions about the staffing and supervision should take into account:

i) The nature and duration of the visit and the planned activities.
ii) The location and environment in which the activity is to take place
iii) The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational).
iv) Staff competence.
The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

Staffing ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff / participant ratios for a particular age group or activity.

TWC provide the following ratios of staff: young people for guidance with staff numbers capable of being decreased if the risk assessment supports it. (The term 'staff' here includes all competent adults provided by the school).

School years 7 onwards, 1:15 (overnight minimum 1:10)

When planning a repeat visit or a series of activities, it is important to review the previous plan (no matter how well it worked in the past) so as to ensure that it meets current group needs and any other changes (e.g. time of year and experience level of the staff).

[11] Assessing venues and providers

Where possible, an exploratory visit will give the party leader greater confidence in their ability to supervise the pupils. It will help the party leader to concentrate on the needs of the group as well as the unexpected demands of the environment. The aim of the exploratory visit is to:

- ensure that the venue is suitable to meet the aims and objectives of the visit
- undertake a full appraisal of learning opportunities and experiences
- identify what facilities are available and what the leader will need to provide
- establish the level of care and supervision which will be required
- identify any special problems or hazards and the organisation and expertise required to cope with them
- establish what information the provider will need and by when
- consider what alternative activities are available if those planned could be adversely affected by weather or other changes.

If a visit is impractical the same information needs to be gathered by other means – from the venue or provider, previous visit leaders, other users and local information sources.

Use the Form 16D as a guide to selecting a provider and / or accommodation but take advantage of established national approval schemes such as:-

- Learning Outside the Classroom Badge
- Adventure Activities Licence
- Schools Travel Forum
(See TWC resource 'Know your Badges)

For providers who do not hold external accreditation, please see Form D External Providers Declaration which is a pre-visit questionnaire to assist with gaining information to make an approval decision.

You should **not** ask for copies of providers' risk assessments, but should seek any information specifically aimed at helping Visit Leaders to manage their visit and complete the school/establishment risk assessment, such as a Safety Management Statement or information for specifically written for visit Leaders.

Refer to OEAP National Guidance document: 4.4h **Using external providers and facilities** and 4.4f **Assessing an adventure activity provider.**

[12] Volunteers

If HTA uses volunteers, then:

i) the appropriate vetting procedures (as per HTA policy) should be used including an enhanced DBS check
ii) all volunteers have received the appropriate instruction and training in order to carry out their assigned roles on the trip
iii) if volunteers are to be used as Visit Leaders then the appropriate instruction and training must have been given in order for them to carry out their role. They will be held accountable.
iv) HTA must only select volunteers that it [the school] deems suitable to carry out the assigned role.
v) HTA must make it clear to all volunteers as to the nature of their role

The Form G is provided for use with volunteers, and you will need to ensure you collect any relevant medical needs and/or dietary requirements.

Refer to OEAP National Guidance document: 3.4 **Volunteers**

[13] Emergency procedures and incident reporting

For the purposes of these procedures, examples of an emergency might be:

- an accident leading to a fatality or other serious injury;
- circumstances in which a party member is/might be seriously at risk;
- serious illness;
- any situation in which the press or other media are, or might be involved;
- significant delays that need to be communicated to parents/others

It should be noted, however, that it is not possible to give a definitive list of what might constitute an emergency. Visit Leaders should consider any unexpected event and decide whether or not the circumstances amount to an emergency and whether the emergency procedures should be followed.

In the event of an emergency:

i) The Visit Leader should refer to the Emergency Contact Form that had been completed prior to the trip for key contact details
ii) The Visit Leader should refer to the OES Serious Incident Protocol for key instructions

HTA has an emergency response plan that all Trip Leaders should have with them on their trip. HTA also has set procedures for incident reporting. Both documents can be found at T:\Department Files\Educational visits\C - DOCUMENTS FOR COMPLETION. TWC support is available in responding to media enquiries (with the involvement of the Communications Unit), please contact:

CorporateCommunications@telford.gov.uk

Refer to OEAP National Guidance documents 4.1h **Avoiding Accidents and Emergencies** 4.1i **Emergencies and Critical Incidents – An Overview** 4.1k **Visit Leader Emergency Checklist** | 4.1j **Off-Site Visit E**mergencies: The Role of School Governors, **4.1l / 8.1l Visit Leader Emergency Action Card – amendable version**

[14] Additional

[i] Minibuses

A maximum of 14 pupils can travel in a HTA school minibus
No pupil should be sat in the front row of seats alongside the driver
The minibus should not exceed its weight limit of 3500kg when loaded with pupils / equipment
Equipment must be safely stowed … it cannot block access / exit routes
For trips within a 25 min range of HTA, then 1 x staff is sufficient … however, the age, sex and behaviour of the pupils must also be taken into account
For trips beyond the 25 min range of HTA, then 2 x staff (including the driver) should be in the vehicle

HOLY TRINITY ACADEMY
EDUCATIONAL VISIT - STAGE 1 - INITIAL APPROVAL
To be completed by Trip organiser

Activity / Event	
Date(s) of Activity	
Location	
Date of submitting this form (min 4 wks in advance)	
Aims/Objectives of trip	
Is there a classroom aim / objective that this ties in with? (If so, what is it)	
Activity Leader	
All accompanying staff	
Transport	
No. of pupils Nos. Male/Female Pupil/Staff Ratio	
Approx Cost	
Cover required	
Needs: Special medical or SEN	
Meeting with H&S Adminstrator and/or SENCO Re: medical/educational needs of students?	Date(s):
All risk assessments and associated paperwork to be completed by no later than 2 weeks before the activity	Date to be completed:
Approved Declined * (*delete appropriate)	 Signed: EVC Signed : Head

16A: APPLICATION FOR THE APPROVAL OF OUTDOOR AND ADVENTURE ACTIVITIES AND NOTIFICATION OF AN EDUCATIONAL VISIT ABROAD 2016/17

Name of School/Youth group: _____

Address of School/Youth group: _____

_____

Name of
Party Leader: _____ Role: _____

Signature: _____

Tel: _____ Email: _____

The party leader should complete all relevant sections of this form as soon as possible once the preparations are complete. The party leader should have already received approval of the proposed visit in principle and should have regularly updated the EVC and Headteacher on the progress of the preparations. The party leader needs to pass on this application to the EVC for any comments and their signature prior to presenting it to the Headteacher.

When approval is given, a copy of this form should be retained by the Headteacher and another by the party leader. The Headteacher should be informed of any subsequent changes in the planning, organisation and staffing. Where required, the Headteacher should ensure that approval from the school governors is sought.

Advice and Approval

Outdoor and Adventure or Field Studies in 'high risk' environments.

Telford & Wrekin schools visits, which involve **outdoor and adventure activities (OAA) or field studies in 'high risk' environments must submit this form to:**

Jo Barnett, Outdoor Education Service Manager,
Telford and Wrekin Council, 2nd Floor Mezz. Wellington Civic Offices Larkin Way Telford TF1X
Office Tel: 01952 382057 Mobile 07973716547

Please submit at the planning stage of the visit, or in any event, ***six working weeks before the departure date*. This is to allow any recommendations/changes to be acted upon.** Forms will be considered after this 6 week period but an authorisation cannot be guaranteed, the more notice you can give the better.

Arthog Wales
As Arthog Wales and Arthog Outreach Outdoor Education Centres are owned and managed by Telford and Wrekin Council, **please complete only the blue bordered sections** of this form. Include risk assessments for travel, any stops or activities en-route and any school led activities/ supervision or management of pupils when not in Arthog led activities. [NB: Arthog Outreach Booking Form already includes this information].

Travelling Outside England Wales and Scotland
For visits which involve travelling outside England, Wales and Scotland, a copy of this form should be sent to Internal Health & Safety, Telford & Wrekin Council, 7th Floor Darby House, Lawn Central, Telford, TF3 4JA or Health&SafetyAdmin@telford.gov.uk and in any event, *no later than six working weeks before the departure date*.

Completing this form will help you with the planning process and in meeting your obligations.
Also this form will help the Local Authority and the School/College to support the Party Leaders.

.

Purpose of visit and specific educational objectives:

1a. Type of Visit: **Day** ☐ **Residential** ☐ **HRA** ☐ **VA (Visits Abroad)** ☐
Arthog Wales OEC ☐
Other ☐ **Please describe:**

2. Address of place(s) to be visited*

Telephone:

3.Dates and times of visit:

Date of Departure: Time:

Date of Return: Time:

4.Transport arrangements: to include the name of transport company and vehicle registration number(s)

5.Organising / tour / package company (if any):

Name:

Address:

Tel: Email:

Licence Number if registered with Adventure Activities Licensing Authority:

6.Estimated cost and sources of funding (e.g. parents, sponsorships, pupil premium etc.)

7.Insurance arrangements for all members of the proposed party, including voluntary helpers:

Insurance Cover: Policy number:

Insurance Company name and address:

8.Accommodation to be used:

Name:
Address:

Telephone:

9.Details of the programme of activities:

Cultural Activities: _____

Outdoor Adventure Activities: _____

Field Studies: _____

Sports Activities: _____

Forest Schools: _____

Other: _____

If you are using centre staff: *I can confirm that a formal agreement has been made with the centre manager and that the staff from the centre and those from the school are fully aware of their roles and responsibilities.*

YES NO

If you are using a non AALA licensed commercial centre*: I confirm that the staffing declaration (16d) has been satisfactorily completed and returned.*

10. Names, relevant experience, qualifications and specific responsibilities of adults accompanying the party as appropraite:

Name	Role	Qualifications	Experience	First aid	DBS

OR it is confirmed that access to qualified first aid provision suitable to the needs of the party is available throughout the visit including activities.

YES NO

11. Name, address and telephone number of the school home base contact who holds all information about the visit of journey in case of an emergency:

	Name	Address	Tel	Mobile	Email
School					
Out of Hours 1st Contact					
Out of Hours 2nd Contact					

12. Existing knowledge of places to be visited and whether an exploratory visit is completed / planned? Please comment.

13.Size and composition of the group:

Age range: _____

Number of boys: …….Number of girls: Total number of pupils:_____

- Nursery: **1:2** [Adults:Children/young people]
- Reception: **1:4**
- School years 1 - 3, **1:6** (overnight's minimum **1:6**)
- School years 4 +, **1:15** (overnight's minimum **1:10**)

Ratios met? YES ____ NO ____ Comment:

14.Information of parental consent:

All parental consent forms duly completed and signed have been received/will be received by (date):

15.Numbers of pupils with special educational, disability or medical needs:

SEN: _____

Disability: _____

Medical: _____

Risk Assessments have been completed to meet the above specific needs and attached to the form?

YES NO Comment:

16. Governing Body approval:

Does Governing Body approval need to be given for this visit?

YES **NO** **Comment:**

(*The need for Governing Body approval for particular visits will vary depending upon individual schools' notification and approval arrangements so check your school policy);*

If **YES** Approval given/sought (date of Governing Body meeting): _____

BEFORE YOU SEND THIS FORM, PLEASE MAKE SURE THAT YOU ATTACH THE NECESSARY RISK ASSESSMENTS (PLEASE NOTE – IF USING AN EXTERNAL PROVIDER FORM 16D MUST BE ATTACHED UNLESS THEY ARE ON THE CURRENT APPROVED PROVIDERS LIST.

PLEASE ENSURE THAT PARTY LEADER AND STAFF ARE FAMILIAR WITH THE DOCUMENTATION PRIOR TO THE VISIT

17.Please attach Risk Assessments for:

Travel Risk Assessment ☐

High Risk Activities ☐

Fieldwork Activity ☐

Management of pupils when not in activities and/or self-led activities ☐

Forest School ☐

18. External Provider Declaration

If you are using an External Provider you must ask them to complete a Form 16D This must be submitted with FORM 16A. ☐

Check section 9 of the Regulations and Guidelines for Educational Visits and Journeys

19 .Educational Visits Coordinator (EVC) approval:

I can confirm that the party leader has liaised with me over the planning and organisation of this visit. I can confirm that the arrangements have been made in accordance with the requirements of the LA's 'Guidelines for Educational Visits and Journeys'.

Full name of EVC: _____

Signed **(NOT TYPED): _____**

Date: _____

20. Headteacher / Line Manager approval:

I have studied this application form and am satisfied with all aspects planning, organisation and staffing of this educational visit. Approval is hereby given:

Full name of Headteacher / Line Manager: _____

Signed **(NOT TYPED):** _____

Date _____

Please scan and email a copy of the form to jo.barnett@telford.gov.uk

Form 16B: Planning Checklist

Name of Visit: **Dates:**

	Task	Done
1	Read Telford and Wrekin LA's 'Guidelines for Educational Visits and Journeys'.	
2	For complex visits, ski trips, expeditions and visits to areas of potential unrest discuss ideas with Jo Barnett/Tracy Guy before making financial commitments.	
3	Prepare an outline plan (liaise with School's EVC about the proposed visit and obtain the Headteacher's provisional approval).	
4	Make a preliminary visit	
5	Complete the risk assessment	
6	Check credentials of providers	
7	Check insurance cover	
8	Obtain approval from OEA and notify LA where needed	
9	Plan travel arrangements. (Check for additional requirements for visits abroad)	
10	Financial planning (including charge for visit and contingency fund)	
11	Make staffing arrangements	
12	Make first aid arrangements	
13	Make emergency arrangements and contingency plans	
14	Identify steps taken to include pupils with disabilities	
15	Pass detailed plans, including documented risk assessment(s) to EVC for any comments and approval.	
16	Present detailed plans including documented risk assessment(s) to Headteacher and / or Governing Body where appropriate for final approval.	
17	Approval received	
18	Establish vaccination requirements (visits abroad)	
19	Communicate with parents (a parents' meeting is advised for residential visits and visits involving high risk areas or activities) and obtain consent.	
20	Establish health and disability needs of participants	
21	Arrange group passports and visas (visits abroad)	
22	Prepare pupils (including identification arrangements)	
23	Accident reporting	
24	Evaluation sheet (if incident/near accident/ send to Jo Barnett	

Completed by: **Date:**

Telford & Wrekin COUNCIL	**Risk Assessment of:**	**School: HTA**	**Carried out by:**	**Checked by:**
Date:	**Review date:**	**Specialist assessment needed**:**		

What are the hazards?	**Who might be harmed and how?**	**What are we already doing?**	**Risk rating L, M or H**	**What further action is necessary?**	**By whom?**	**By when?**	**Done**

Risk rating system*

SEVERITY			PROBABILITY	
outcome	**example**	**score**	**outcome**	**score**
MINOR	Bruising, minor cuts, mild irritation to skin or eyes	**1**	**Unlikely** (eg no previous history)	**1**
SERIOUS	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	**2**	**Possible** (eg similar incidents have happened in the past)	**2**
MAJOR	Permanent disability , major notifiable injury or disease	**3**	**Probable** (eg same situations have happened in the past)	**3**
FATAL	DEATH	**5**	**Highly probable** (eg has occurred recently here or in another organisation)	**5**

Probability score x Severity score = Risk Rating total

Risk rating total	
1-4	low risk
5-10	medium risk
15-25	high risk

****Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment.

if activities include another organisation/Activity Centre/ or other area visited: Special needs of specific pupils – medical, behavioural

Form 16D

Educational Use of External Providers

When considering using commercial, charitable or private facilities for the provision of accommodation and/or activities Telford and Wrekin / Shropshire establishments are required to seek assurances that the provision complies with Telford and Wrekin / Shropshire Council Local Authority guidelines. This form is designed to assist schools in gaining written assurances from providers.

The school is to complete Section A and send this form to the provider at the time of making a provisional booking. On receipt of the completed form from the provider, the school should attach it to Form 16A and forward it for notification and approval.

Section A: This section should be completed by the Party Leader:

School: _____

Party Leader: _____

Date of proposed visit: _____

Section B: The Provider should complete this section:

The following conditions are directed to providers and will form part of the contract of booking. The provider of outdoor activities to the establishment named above is asked to give careful consideration to the statements below and sign in the appropriate space that the standard of service provided to the school will meet the conditions listed during the visit. Please tick all specifications you can meet, and indicate by a cross any you cannot meet. Write N/A against any specifications, which do not apply to your provision.

Name of Provider _____

Adventure Activity Licensing Authority (AALA) licence: Yes ❑ No ❑ Not applicable ❑

AALA Licence number: _____

Yes, please list activities covered by the AALA licence relevant to this visit: _____

		Yes	No	N/A
1.	The provider operates a policy for staff recruitment, training and assessment which ensures that staff with a responsibility for participants are competent to undertake their duties	❑	❑	❑
2.	The provider maintains a written code of practice for activities which are consistent with relevant National Governing Body (NGB) guidelines and which are available for inspection.	❑	❑	❑
3.	Staff competencies are confirmed by possession of appropriate NGB qualifications at the level recommended by the NGB for the activities to be undertaken, or staff have individually had their competencies ratified by an appropriately experienced and qualified technical adviser.	❑	❑	❑
4.	Where there is no NGB for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.	❑	❑	❑
5.	Participants will at all times have access to a person with a current first aid qualification. Staff are practised and competent in accident and emergency procedures.	❑	❑	❑
6.	There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.	❑	❑	❑
7.	All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks.	❑	❑	❑

Health, Safety and Emergency Policy

8.	The provider complies with relevant safety regulations including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection.	❑	❑	❑

9.	Accident and emergency procedures are maintained and records are available for inspection.	❑	❑	❑

Vehicles

10.	All vehicles and trailers are roadworthy and meet the requirements of the law.	❑	❑	❑

Staffing

11.	Staff who have access to young people have an Enhanced DBS clearance.	❑	❑	❑
12.	There are adequate and regular opportunities for staff to liaise with the provider's staff.	❑	❑	❑
13.	There is sufficient flexibility to make radical changes to the programme if necessary and the reason for such changes will be made known to the school staff.	❑	❑	❑

Insurance

14.	The provider has public liability insurance to at least £5 million.	❑	❑	❑

Accommodation (if residential accommodation is provided)

15.	The premises holds current Fire Risk assessments/has been assessed by a Fire Safety Officer/Warden	❑	❑	❑
16.	There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.	❑	❑	❑
17.	Separate male and female sleeping and washing facilities are provided, and staff accommodation is close to the young people's accommodation.	❑	❑	❑

Activity Management

If any of the above specifications cannot be met or are not applicable please give details:
Details of any other accreditation with National Governing Bodies, Tourist Boards etc:

Signed: _____ Date: _____

Name (capitals): _____

Position in organisation: _____

Name and address of organisation: _____

Telephone: ____ Fax: _____

Thank you for completing this pro forma. Please return this form to the Party Leader named in Section A.

16E: PARENTAL CONSENT FORM FOR ACADEMY VISITS

HOLY TRINITY ACADEMY

Details of Visit to:

Date From: Date To:

Time Departing: Time Returning:

I agree to _____ (name of child) taking part in this visit / activity and have read the information sheet. I agree to their participation in the activities described. I acknowledge the need for them to behave responsibly.

Please tick if appropriate: ✔

Free School Meals		*Pupil premium*	

Medical Information about your child:

a. Is your child affected by any illnesses or disabilities relevant to this visit? YES/NO

If YES details:

_____

b. Is your child currently taking any medication? YES/NO
If YES details:

_____

c. Is your child currently receiving medical treatment? YES/ NO

If YES details:

_____

What type of pain relief medication may your child be given if necessary?

_____

d. Is your child allergic to anything? YES/NO

If YES, details (severity, treatment etc):

_____

e. Please outline any special dietary or other requirements of your child:

_____

f. Date of last anti-tetanus injection? _____

I will inform the School / Party Leader / Headteacher as soon as possible of any changes in my son/daughter's medical condition or other relevant circumstances between now and the commencement of the journey.

For activities that include swimming:

Is your child:

Able to swim 50m?	YES/NO
Water confident in a swimming pool?	YES/NO
Confident in the sea or open water?	YES/NO
Safety conscious in water?	YES/NO

3. Declaration

I agree to my son/daughter receiving medication as I have instructed. I authorise the leaders and first aiders on this visit to give permission for my child to receive any emergency dental, medical or surgical treatment, including the administration of anaesthetic as considered necessary by the medical authorities present if this should occur at a time when my consent to the particular treatment cannot otherwise reasonably be obtained.

Note: If there are some medical treatments you will not consent to please ensure that you tell the party leader about these and attach details to this form.

I understand the extent and limitations of the insurance cover provided
(A copy is available on request).

Signed: _____ Date: _____

Full name (capitals): _____

Contact telephone numbers:

Mobile: _____

Work: _____ Home: _____

Home address: _____

_____

Alternative emergency contact:

Name: _____ Telephone number: _____

Address: _____

GP's / Consultants name: _____ Telephone number: _____

Address _____

Image Consent: I give permission for my child's image to be taken, if appropriate, during the visit, e.g. team photograph, and used in publicity material relating to the school / activity / event for use on the school website and/or official social media platform, in the school prospectus, school displays or local press articles: (✔ appropriate box)

Yes			No	

This form or a copy must be taken by the party leader on the visit. A copy should be retained by the school home base emergency contact.

STAFF CONSENT FORM FOR SCHOOL VISITS

HOLY TRINITY ACADEMY

Name of member of staff _____

Contact No. (mobile) _____

Visit to _____ Date(s) _____

Medical Information

a. Are you affected by any illnesses or disabilities relevant to this visit? YES/NO

If YES details:

_____
_____
_____

b. Are you currently taking any medication? YES/NO
If YES details:

_____
_____
_____

c. Are you currently receiving medical treatment? YES/ NO

If YES details:

_____
_____
_____

d. What type of pain relief medication may you be given if necessary?

_____

e. Are you allergic to anything? YES/NO

If YES, details (severity, treatment etc):

_____
_____

f. Please outline any special dietary or other requirements .

_____
_____
_____

g. Date of last anti-tetanus injection? _____

I will inform the Party Leader/Headteacher as soon as possible of any changes in my medical condition or other circumstances between now and the commencement of the journey.

Emergency Contacts

First Emergency Contact whilst you are away

Name: _____

Mobile: _____

Work: _____ Home: _____

Home address: _____

_____

Alternative emergency contact:

Name: _____

Mobile: _____

Work: _____ Home: _____

Address: _____

GP's / Consultants name: _____

Telephone number: _____

Address _____

_____

3. Declaration

I authorise the leaders and first aiders on this visit and give permission for me to receive any emergency dental, medical or surgical treatment, including the administration of anaesthetic as considered necessary by the medical authorities present if this should occur at a time when my consent to the particular treatment cannot otherwise reasonably be obtained.

Note: If there are some medical treatments you will not consent to please ensure that you tell the party leader about these and attach details to this form.

I understand the extent and limitations of the insurance cover provided.

Signed: _____ Date: _____

Full name (capitals): _____

This form or a copy must be taken by the party leader on the visit. A copy should be retained by the school home base emergency contact.

HTA School
Educational Visit Final Approval

Name, Location, Date Activity	
Activity Leader and other staff	
Risk Assessment form completed	
Named First Aider(s)	
Number of pupils	
Teacher / Pupil Ratio	
List of students given to office	
Letters from parents signed and returned	
Emergency contact details	
Any other needs (e.g. special medical needs of students etc.)	
Paperwork completed **LA approval forms**	
	Signed: EVC Date: Signed: HEAD Date:

Ref'	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Establish arrangements to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave any pupil or staff alone and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	Remember to retain any important items / documents. E.g.: ▪ Contact details ▪ Consent forms (including medical and next-of-kin details) ▪ Maps ▪ Tickets ▪ Insurance policies ▪ Proof of identity ▪ Passports (if abroad).	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref'	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the headteacher / nominated emergency contract. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the tour operator / provider, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: ▪ Records of expenditure ▪ Medical certificates / hospital admission forms ▪ Police incident number.	
E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	

HOLY TRINITY ACADEMY - EMERGENCY FORM

Emergency contact Numbers
School 01952 386100
Ensure you have the Number of the member of SLT On Call
Emergency Services UK 999

In the event of an accident:

1. Establish your own safety
2. Ensure the safety of the group
3. Give immediate help to any casualties
4. Get help

Aim to:

1. Preserve life
2. Prevent the condition worsening
3. Promote recovery

First aid check:

1. Breathing – clear the airway – artificial ventilation
2. Beating – check circulation – external chest compressions
3. Bleeding – look and feel – pressure and elevation
4. Breaks – look and feel for irregularities – support

NOTE: do not move a casualty if you suspect serious neck or back injury unless their life is threatened

Essentials:

1. Monitor – record all events and details – establish witness contact details
2. Treat for shock – reassurance and keep warm
3. Remember the rest of the group – safety, comfort, shock
4. Do not split the group – unless it is the only way to get help – leave no one on their own
5. Control indiscriminate use of mobile phones by the rest of the group
6. Ensure that a leader accompanies any casualties to hospital

Action:

1. Get qualified help as soon as possible – note your location accurately
2. Contact your school, centre, unit or base – you may be in shock and need support
3. News travels fast – your school, centre, unit or base will need accurate information
4. Do not admit anything
5. Do not sign anything
6. Do not talk to the press – refer to your employer's media officer
7. Direct contact with parents should be through your establishment Senior Leadership Team

Incident recording

Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused.

Record details of:

1. Time, date and nature of the incident
2. Accurate incident location
3. Names of casualties
4. Details of injuries
5. Names of others involved but not injured
6. Locations of all involved when moved from the site
7. Names and contact details of witnesses
8. Action taken
9. Action still to be taken
10. An agreed forward plan

Notification

1. Notify the police if necessary
2. Notify the British Embassy/Consulate if abroad
3. Parents should be notified at the earliest opportunity – preferably by your school or unit senior contact
4. Notify insurers
5. Notify the tour operator/provider
6. Media enquiries should be referred to a designed media contact
7. Do not discuss legal liability with others
8. Complete accident forms – remember RIDDOR Regulations 1995

HTA Incident Report Form
For Educational Visits

An incident is an unplanned event that results in an injury. A member of staff must complete an incident report form. Once completed the form should be submitted to the admin department of the school as soon as possible. Electronic copies can be sent by e-mail attachment to hta.admin@taw.org.uk

Confidentiality - This form will be held securely by HTA for the purpose of monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein.

Details of person completing this report.
Full name.....

Visit .....

Details of incident
What happened. Give cause (how and why) if known.....
.....
.....
.....
.....
When it happened: date..... time.....
Where it happened.....

Details of any persons injured
Full name Staff/Student
.....

Nature of injury.....
.....
.....
Treatment given.....
Treatment given by.....
Taken to hospital - yes/no
If yes, which hospital and how taken.....

No Incidents reported…….

Signed/Date

For completion by the Health and Safety Officer
Incident investigated - yes/no
Written investigation report necessary - yes/no
Written investigation report completed -yes/no
RIDDOR reportable - yes/no. If yes, date reported.....
Witness details, statements, etc - continue report on separate sheet if necessary.

Evaluation form School visits

To include also record of incidents / near misses and accidents.

To be completed by the Party Leader on return from the visit for future reference and a copy sent to the Outdoor Education Advisor, Jo Barnett jo.barnett@telford.gov.uk

1. School:	Holy Trinity Academy
Party Leader:	
Date of Visit:	
Purpose of Visit and activities undertaken:	
Venue / Location:	
Commercial Provider:	

2.	**Rating out of 10**	**Comment**
a) Pre-Visit/information and support from provider		
b) Travel arrangements		
c) Content of programme provided		
d) Quality of instruction		
e) Equipment provided		
f) Sustainability of environment		
g) Accommodation		
h) Food		
i) Courier / Representative		
j) Value for money		

3.Record of any Incident:

4.Other comments and evaluation including 'close calls and near misses' not involving injury or damage:

5. Positives (outline positive learning outcomes)

6. Negatives:

7. Updating of Risk Assessment necessary:

8. Any further info:

9. All accidents / incidents should be recorded on the appropriate report form (13) and submitted as required to the appropriate Health & Safety department at Shropshire or Telford & Wrekin. Please attach a copy of this form and send to the Outdoor Education Adviser, within 5 working days of returning from the visit.

Name of Headteacher / Line Manager: _____

Signed:_____Date:_____

Name of EVC: _____

Signed:_____ Date:_____

Name of Party Leader: _____

Signed:_____ Date:_____